



Ref. No.: _____

Date : 3.9.19

Action Taken Report 2018-19

Date of Meeting	Relevant topic discussed in the meeting and proposed action taken	Action Taken
04.09.2018	<p>Agenda 1: A proposal to form a Quality enhancement team comprising faculty members across the different departments.</p> <p>Agenda 2: Incorporation of proposed names as external members for IQAC</p> <p>Agenda 5: Introduction of CBCS for B.A/B.Sc programmes</p> <p>Agenda 6: Proposal for conducting Add-on and Value-added courses</p> <p>MoU should be signed with other Institutes and organisations</p>	<p>A Quality enhancement team was formed</p> <p>Proposed names are inducted as external members into IQAC on GB approval on 01.10.2018</p> <p>Under overall supervision of IQAC</p> <ol style="list-style-type: none">1. Teachers participated in orientation programmes to get better understanding of CBCS System.2. The routine committee restructured the master routine to incorporate the new course structure3. New system of internal assessment and tutorial as per CU guidelines are introduced as part of internal evaluation systems.4. College Library was equipped with new books related to the new syllabus. <p>Add-on course conducted by Department of Bengali during December 2018-January 2019.</p> <p>MoU was signed with Umeschandra college on 18.4.2019.</p>
04.12.2018	<p>To forward the proposal for infrastructure upgradation to the principal for</p> <p>Installation of Elevator,</p> <p>Construction of Ramp and Toilet for Divyangjans</p> <p>Installation of Solar panels</p> <p>Renovation of the College Auditorium</p>	<p>The proposal for infrastructure upgradation was submitted to the Principal.</p>





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26.02.2019	<p>Agenda 2: To prepare for forthcoming NAAC visit</p> <ul style="list-style-type: none">• Proposal for reconstruction of Placement Cell and Grievance redressal Cell• To construct seven teams of teachers and assign the one of seven criteria of NAAC SSR to each team to identify scope of improvement in each area. <p>Agenda 3: Organising Seminar Workshop</p> <p>b) Proposal for conducting seminars in collaboration with external funding agencies.</p>	<ul style="list-style-type: none">• Reconstructed upon approval from Governing body and started functioning by October 2019• The seven teams were constructed and the seven criteria were allocated to them for their insight and constructive suggestions on 1.4.2019. <p>Department of Bengali applied for financial assistance to ICSSR by October 2021 and the International Webinar was held on 11th & 12th November, 2021 with financial aid from ICSSR.</p>
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Ref. No.: _____

Date : 1.2.2021

IQAC Action Taken Report 2019-20

Date of Meeting	Relevant points discussed in the meeting and Proposed Action Plan	Action Taken
04-09-18	<p>MoU should be signed with other Institutes and organisations.</p> <p>Add-On/Certificate Courses to be introduced at the earliest.</p> <p>Miscellaneous- Environment-friendly measures should be taken to reduce pollution and maintain a green campus</p> <p>Free internet connection may be provided for all throughout the campus</p>	<p>1. MoU has been signed with Right Brains Technology to conduct career-oriented certificate courses on September, 2019</p> <p>2. MoU has been signed with the two sister colleges Sivanath Sastri College and Heramba Chandra college.</p> <p>ADD-ON course on advanced Excel started from February, 2020</p> <p>ADD-ON course on Web Designing By Photoshop And HTML was held from April 2020</p> <p>Few initiatives have been taken to reduce pollution and to maintain the greenery of the campus by July-August, 2019</p> <p>Free internet facility was made available throughout the campus in 2019..</p>
03-09-19	<p>Allocation of Academic Grant and Research Contingency grant for the faculty members for various academic activities.</p> <p>Staff Training and Quality Enhancement Workshop may be organised</p> <p>Collaboration with Other colleges and organization.</p> <p>Women's cell to be formed at the earliest</p> <p>Results of B.A./B.Sc./B.Com final semesters 2018 (1+1+1) be analysed by the Result analysis sub-committee.</p>	<p>Funds are allocated and released from the Academic session 2019-20.</p> <p>Quality Enhancement Workshop organised on 25-09-19, Speaker Dr. Anup Sikdar</p> <p>MoU has been signed with 2 colleges and one professional organization.</p> <p>The cell was formed by January, 2020</p> <p>The results have been analysed by the respective committee and the report was submitted to IQAC by Feb, 2020</p>






Ref. No.: _____

Date : 1.2.21

27-01-20	Students Talk, Counselling Programme, Mentor Mentee Programmes to be conducted	Mentor-Mentee programme organised by few departments. Programmes held on 20-02-20 and 25-02-20. Students Talk organised by few departments. 4 career Counselling programmes conducted in the session 2019-20.
11-03-20	Introduction of E-LMS (Learning Management System) Alumni Association was requested to initiate some outreach programmes.	E-LMS portal was hosted in college website from May 2020. Initiative taken by Alumni Association but due to Covid Protocol programme was deferred for indefinite period.
09-06-20	Agenda 3: National and International webinars to be organized Agenda 4: Study materials to be uploaded in e-LMS portal.	Due to Covid protocol some regular academic activities have been organised in virtual mode. Department of Bengali organized a webinar on 28.06.2020. Study Materials, and Questions are being uploaded on regular basis by the departments. And online classes are also running according to time table.


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Ref. No.: _____

Date : 10.9.21

IQAC Action Taken Report 2020-21

Date of Meeting	Relevant points discussed in the meeting and Proposed Action Plan	Action Taken
04-09-18	MoU should be signed with other Institutes and organisations. Add-On/Certificate Courses to be introduced at the earliest.	MoU has been signed with Dr. Kanailal Bhattacharyya College on 18.01.2021 3 Add On/Certificate courses were conducted during the session 2020-21.
09-06-20	Agenda 3: National and International webinars to be organised An Examination portal be set up for taking internal and end-semester examinations if needed	A webinar series (National and International) on impact of a Pandemic on various aspects of a society was organised by all the departments from 4-5 July to 27 th September, 2020. The Examination portal was set up in October 2020 and it proved to be extremely useful for conducting examinations during the lockdown period
01-02-21	Agenda 2 – Promotion & other benefits for UGC Whole time Teachers Agenda 3 – Preparation for NAAC Miscellaneous	Dr. Subrata Sarkar submitted his promotion related paper to IQAC. After thorough examination the committee recommended for further action. Data validation and verification started along with preservation of supporting documents. Online Faculty Exchange programme conducted by the Department of Bengali started from 05-02-2021.

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Date : 8.8.2022

IQAC Action Taken Report 2021-22

Date of Meeting	Proposed Plan of Action	Action Taken
04-09-18	MoU should be signed with other Institutes and organisations. Add-On/Certificate Courses to be introduced at the earliest.	2 MoUs with two Software Consultancy Firms 3 Add-on Courses were conducted by the Departments of Bengali, English, and Economics.
26.6.2021	Agenda 2 – Submission of AQAR Agenda 4 – Academic Affairs – Proposal for seeking financial assistance from different agencies to organize Seminar/Webinar.	AQAR submitted on 29-08-2021. Dept. of Bengali applied to ICSSR for financial assistance to organize an International Webinar and the same was organized on 11 th & 12 th November, 2021 with financial aid from ICSSR, (ERC).
10.9.2021	Agenda 2: Development of DVV System. Agenda 3: Need based remedial classes be conducted for the students Agenda 4: Miscellaneous: To organize Staff Training Programme, related to software use and application.	One team has been formed for DVV (Data Verification and Validation) system. Remedial Classes started on and from 09-06-2022. A new office software training programme was organized for non-teaching staff on 27.09.2021.
05.01.2022	Agenda 3: IQAC Cell to be reconstructed following the new guideline published by UGC. Agenda 4: Miscellaneous: A dedicated portal be introduced to collect responses for feedback analysis. Seminars and Webinars to be organized in collaboration with IQAC	IQAC was reconstructed on 5th April, 2022 in the Governing Body meeting of the College. An institutional online feedback portal was introduced from April, 2022. <ul style="list-style-type: none">• Seminar organized by the Department of Political Science held on 15.03.2022• Seminar organized by the Department of History on 27.03.2022• Webinar organized by the Department of Bengali held on 25.06.2022

Prafulla Chandra College

(Formerly City College Com. Dept.
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13.05.2022	<p>Agenda 2: Approval of Academic Grant</p> <p>Agenda 3: To organize a short-term Yoga training session for Students</p>	<p>One Faculty member received Academic Grant for the session 2021-22.</p> <p>A six-week Yoga Session was conducted by a certified Yoga instructor from 28.05.2022 to 02.07.2022</p>
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Date : 7, 8, 23

IQAC Action Taken Report 2022-23

Date of Meeting	Relevant points discussed in the meeting and Proposed Action Plan	Action Taken
04-09-18	MoU should be signed with other Institutes and organisations. Add-On/Certificate Courses to be introduced at the earliest.	11 MoUs have been signed with various colleges and professional organisations as well as NGOs and several collaborative activities were conducted. 9 Add on/Certificate courses were conducted by all the departments.
13-05-22	Agenda 5: To conduct Academic and Administrative Audit for the session 2021-22 Agenda 6: Miscellaneous: A MoU be signed with a waste management agency for proper functioning of waste management.	The Academic and Administrative Audit for the session 2021-22 was conducted on 21.09.2022. A MoU was signed with M/s. Redivivus Recyclers Private Limited on 12.08.2022 to be continued till terminated by either party.
08-08-22	Agenda 4: Proposal for awareness programme and extension activities. Agenda 5: Upgradation of classrooms with interactive board along with audio visual aids and incorporation of other required facilities.	Health awareness campaign organized at Kakulia Rail gate slum area with the help of St. John Ambulance division and Councilor Mrs. Chaitali Chattopadhyay, external member of IQAC on 09-03-2023. As per the resolution adopted in the IQAC meeting dated 27.01.2020, the process of infrastructural upgradation began in early 2022 and completed by April 2023. A Digital Display board was installed in front of the main entrance to the building and interactive Flat Panels and smartboards were installed in the classrooms replacing the whiteboard and projectors already installed. The following facilities were installed by the Coordination Committee in response to the demand raised by the IQAC, PCC in the meeting dated 04.12. 2018.) The college auditorium was upgraded to an air-conditioned Auditorium with all modern amenities including built in sound system and 3 split projection screens in 2022. Elevator installation was completed by July, 2022





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		Divyangjan facility such as ramp and toilet have been commissioned by June 2023. 10 KVA solar power plant was installed on the terrace by June 2023.
07-02-23	Miscellaneous: Academic Grant related issues Miscellaneous: Research Contingency Grant will be enhanced for the Faculty Members, associated with P.G. Commerce, from the current academic session 2022-23. Miscellaneous: To form Electoral Literacy Club.	The form was uploaded in website by March 2023. 7 Faculty members received the Academic Grant in 2022-23. Research Contingency Grant was enhanced from Rs. 10,000/- to Rs. 12500/- for the Faculty Members, associated with P.G. Commerce, from the current academic session 2022-23. The college has set up the Electoral Literacy Club on the 18th of March 2023.
15-03-23	Agenda 2: Preparation of Departmental profiles. Agenda 3: Discussion on ongoing process for Environment audit, Quality audit, Energy Audit and Gender Audit Agenda Miscellaneous: Principal suggested to organize seminar on Ethical Values and Gender related issues A Medical Camp would be organized by Alumni Association	Departmental Profiles were prepared by the respective departments by June 2023. Environment, Quality and Energy Audits have been completed by June 2023. A Seminar was organized on 03.05.23 on Human Values and Professional Ethics. - Speaker Dr. Joy Bhattacharya, Ramkrishna Mission, Golpark. A webinar was organized on anti-sexual harassment issues on 18.05.23 – Speaker Dr. Samata Biswas, Sanskrit University A Medical Camp organized by the Alumni Association in collaboration with St. John Ambulance Division on 24.03.2023.
02-05-23	Field Trip with History Department Introduction of Yoga Certificate Course	Visited GPO Museum with students for Field Trip on 16.05.23. The Course commenced from 22.05.2023.

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