

*Prafulla Chandra College*

NAAC REACCREDITED  
(Formerly City College Com.Dept.  
South Kolkata Evening)



শ্রদ্ধাবান লভতে জ্ঞানম

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Ref. No. : \_\_\_\_\_

Date : 22.08.2019

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 03.09.2019 (Tuesday) at 7:00 p.m. in the Principal's Room to discuss the following agenda.

All members are earnestly requested to attend the meeting.

*R.P.*  
Chairperson,  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata - 700 029

*Sonali Roy* 22/8/19  
Co-ordinator,  
IQAC

Agenda:

1. Confirmation of minutes of the last meeting held on 26.02.2019.
2. Submission of AQAR for 2018-19.
3. Prospective promotion of some faculty members and related issues
4. Criteria-wise suggestions for NAAC preparation.
5. Commencement of new Academic Session and related activities.
6. Miscellaneous.



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	1
তারিখ / Date	3.9.19

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	6.15

১। ১. R. S.	৮। ৮. Shathin 3/9/19	১৫। 15.
২। ২. [Signature]	৯। ৯. [Signature] 3/9/19	১৬। 16.
৩। ৩. [Signature]	১০। 10. [Signature] 05.9.18	১৭। 17.
৪। ৪. [Signature]	১১। 11. [Signature]	১৮। 18.
৫। ৫. [Signature]	১২। 12. Sonali Roy 3/9/19	১৯। 19.
৬। ৬. [Signature]	১৩। 13.	২০। 20.
৭। ৭. [Signature] 3.9.19	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
	A Meeting of the Internal Quality Assurance cell (IQAC) of Prabulla chandra college was held today the 3rd September, 2019 (Tuesday) at 6.15 PM in the Meeting Room of the college with Dr. Ratnakar Pani in Chair.
	The meeting discussed and resolved the following issues.
	Agenda 1: As the previous meeting was an internal one, the minutes of the same be confirmed in the next internal meeting.
	Agenda - 2 - Submission of AQAR - 2018-19
*	Agenda 4. With the permission of the chair this agenda was discussed first. The Principal of Bijoykrishna Girls' college, External Member, IQAC Dr. Ruma Biswas mentioned that internal meetings of IQAC should be held once every month and meetings with the external members should be held at most twice every year and those meetings should have powerpoint presentation featuring the performance of the college in last six months, areas & activities to

be highlighted + future plans for next six months. She also mentioned that minutes of the IQAC meetings, duly signed by the Coordinator and the Principal should be uploaded in the website.

While assessing the performance of the college + putting them together, negative comments should always be avoided.

She further recommended including an industrialist in the IQAC of the college.

The Principal sought suggestions from the external members regarding improvement of college activities keeping in mind the difficulties faced by the college in enhancement of physical ~~and~~ infrastructure.

Keeping in view the forthcoming NAAC visit due in 2021, a number of measures were suggested by the external members.

Dr. Ruma <sup>Phalguni</sup> Biswas, scanning ~~through~~ the suggestions provided by the NAAC peer team in 2016, stressed on the weaknesses pointed out by NAAC + working + improving on them.

Dr Phalguni Mukherjee suggested contacting Bengal Chamber of Commerce for funding Seminar, symposia.

Dr Ruma Biswas suggested some areas for conducting seminars viz.

- Gender Issue with sub themes covering multi-disciplinaries areas like Gender and Literature, Gender and Politics and such.

- Sustainable Development
- Accounts Day Celebration every year.



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	সময় / Time
১। 1.	৮। 8.	১৫। 15.	
২। 2.	৯। 9.	১৬। 16.	
৩। 3.	১০। 10.	১৭। 17.	
৪। 4.	১১। 11.	১৮। 18.	
৫। 5.	১২। 12.	১৯। 19.	
৬। 6.	১৩। 13.	২০। 20.	
৭। 7.	১৪। 14.	২১। 21.	

নং / No.	রেজল্যুশন / Resolution Adopted
	<ul style="list-style-type: none"> <li>• Tally workshop.</li> <li>• Ethics</li> <li>• Immigration</li> </ul> <p>She suggested that organising day-long seminar is not the only option, Evening-long programmes may also be organised.</p>
	<p>Regarding Outreach Programmes it was suggested that</p> <ul style="list-style-type: none"> <li>• The college may apply to the University of Calcutta for opening NSS unit.</li> <li>• Activities of St-John Ambulance Division should be documented properly.</li> <li>• Collaboration with other colleges be promoted.</li> <li>• Training Programme for Non-teaching (casual &amp; regular) staff and Library staff be organised.</li> <li>• Extension lectures in every department must be organised at least once every year as a part of curriculum delivery.</li> <li>• Micro-teaching for <del>staying</del> students, → 3rd Sem students teaching the 1st</li> </ul>

few students be organised. Students be encouraged to prepare & deliver power point presentations and these activities should be videographed.

- Teacher exchange programme is also a welcome measure. This should be done through signing agreements between Principals.

- Website is to be upgraded. It has to be a dynamic one.

Agenda 3: The faculty members whose promotion is due in near future are requested to submit their promotion related documents to the IGAC coordinator at the earliest for verification.

Agenda 5: The IGAC coordinator requested the conveners of the Academic sub-committee & Routine committee and the Heads of the departments to fix the date of commencement of classes, prepare the master routine and distribute the syllabus among the teachers in the respective departments for smooth conduct of the ensuing academic session.

Agenda 6: Miscellaneous.

No issues were raised.

The meeting ended with a vote of thanks to the chair.

Read and confirmed

Sonali Roy

Coordinator

Prefulla Chandra College



R.P. ...

Principal  
 Prefulla Chandra College  
 23/49, Gariahat Road  
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Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

## **NOTICE**

Date:22.01.2020

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 27.01.2020 (Monday) at 7.00 p.m. in the Principal's Room to discuss the following agenda.

All members are earnestly requested to attend the meeting.

R.C. -  
Chairperson,  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700 029

Slooy 22/1/20  
Co-ordinator,  
IQAC

Agenda:

1. Confirmation of minutes of the last meeting held on 03.09.2019.
2. To consider the suggestions of Dr. A.K. Sikdar.
3. To consider the proposals of departmental seminars.
4. To edit AQAR as required within February, 2020.
5. Miscellaneous.







Ref. No.: \_\_\_\_\_

Date : \_\_\_\_\_

**Minutes of the IQAC meeting held on 27.01.2020 at 7.00 p.m. in the Principal's room.**

**Members present-**

**Dr. Ratnakar Pani, Principal**  
**Prof. P. K. Roy**  
**Prof. J. Mukherjee**  
**Dr. K. Dutta Roy**  
**Dr. P. Paul**  
**Dr. D. Mukherjee**  
**Dr. S. Roy**  
**Prof. S. Ganguly**  
**Dr. A. Mukherjee**  
**Prof. T. K. Paul**  
**Prof. P. Seth**  
**Dr. S. Sarkar**  
**Dr. P. Dolai**  
**Prof. S. Malakar**  
**Dr. A. Biswas**  
**Ms. Sumana Bhattacharya**  
**Mr. Nema Pradhan**

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 03-09-2019 was read and confirmed.

Item No 2 - Dr. S. Roy mentioned that Quality Enhancement Workshop was held on 25-09-2019. According to the suggestions made by the invited speaker Dr. A. K. Sikdar, following plan of action/programme to be taken for next NAAC preparation.

- Students' Seminar
- Mentor- Mentee System
- Counseling Programme for Students
- MoU with other colleges regarding Faculty-Exchange Programme
- Yearly Self-appraisal systems for teachers

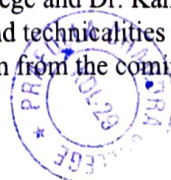
Dr. Angshuman Mukherjee informed the house that faculties from Netaji Nagar Evening College are interested in organize faculty exchange programme in the Dept. of English and seeked suggestions from the house for proceeding with the same.

Prof. P. K. Roy suggested the name of 3 colleges for faculty exchange programme. These are Muralidhar Girls' College, Howrah Dinabandhu College and Dr. Kanailal Bhattacharya College.

Dr. P. Paul mentioned that feasibility of the matter and technicalities need to be verified.

The house agreed to introduce Mentor-Mentee system from the coming session.

*Sonali Roy*  
Coordinator, IQAC  
Prafulla Ch. College



*R.P.*  
Principal  
Prafulla Chandra College  
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Date : \_\_\_\_\_

Dr. P. Paul suggested that feedback should be treated very seriously as it is actually needed for the well-being of the institution.

The house decided to introduce an annual self appraisal system for faculty members.

Dr. A. Mukherjee mentioned department of English has journal with ISSN number. Now theme based e-journal may be published. The matter was referred to the journal sub-committee.

Item No 3 – Proposal regarding the organization of seminar by the various departments.

The house accepted and approved the proposal. It was suggested the seminars to be organised at the earliest.

Item No 4 – To edit AQAR. Prof. S. Ganguly reported the editing work is in progress with the help of team members.

Meeting ended with vote of thanks to and from the chair.

*Sonali Roy*

Coordinator  
IQAC  
Prafulla Chandra College



*R.P.*  
Principal  
Prafulla Chandra College  
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Ref. No. : \_\_\_\_\_

**NOTICE**

Date : 04.03.2020

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 11.03.2020 (Wednesday) at 7:00 p.m. in the Principal's Room to discuss the following agenda.

All whole-time teachers and non-teaching staffs are requested to attend the meeting.

R.P. —  
Chairperson,  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Agenda:

Sonali Roy  
4/3/20  
Co-ordinator,  
IQAC

1. Confirmation of the proceedings of the last meeting held on 27.01.2020.
2. To discuss the progress made by teachers regarding the implementation of the 7 Point criteria for NAAC.
3. Discussion on Faculty Exchange Programme with Dr. Kanailal Bhattacharya College, Howrah.
4. Report on the initiation of Mentorship Programme in the Departments of Bengali, English and Geography.
5. Miscellaneous.





Ref. No.: \_\_\_\_\_

Date : \_\_\_\_\_

**Minutes of the IQAC meeting held on 11-03-2020 at 7.00 p.m. in the Principal's room.**

**Members present-**

**Dr. Ratnakar Pani, Principal**  
**Prof. P. K. Roy**  
**Prof. J. Mukherjee**  
**Dr. K. Dutta Roy**  
**Dr. P. Paul**  
**Dr. D. Mukherjee**  
**Dr. S. Roy**  
**Prof. S. Ganguly**  
**Dr. A. Mukherjee**  
**Prof. T. K. Paul**  
**Prof. P. Seth**  
**Dr. S. Sarkar**  
**Dr. P. Dolai**  
**Prof. S. Malakar**  
**Dr. A. Biswas**  
**Prof. S. K. Nath**  
**Ms. Sumana Bhattacharya**  
**Mr. Nemai Pradhan**

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 27-01-2020 was read and confirmed.

Item No 2 – Principal discussed about the changed version of the 7 point criteria for NAAC. He shared his NAAC Peer team's training experience at Bhubaneswar. He also reminded the NAAC is due on 2021.

Item No 3 – Principal suggested, Faculty Exchange Programme can be made with other two sister colleges. Dr. S. Roy reported Principal of Dr. Kanailal Bhattacharya College, Howrah accepted the proposal of Faculty Exchange Programme.

Item No 4 – Dr. S. Roy reported that Students Mentorship programme has been started from February 2020.

Item No 5 - Principal suggested that the Alumni Association to be renewed. Prof. S. K. Nath informed that Prof. Soumya Bandyopadhyay has taken initiative on the same.

*Sonali Roy*

Coordinator  
IQAC  
Prafulla Chandra College



*R.P.*  
Principal  
Prafulla Chandra College  
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Ref. No. : \_\_\_\_\_

Date : 01.06.2020

## NOTICE

A virtual meeting of the Internal Quality Assurance Cell (IQAC) will be held on 09.06.2020 (Tuesday) at 7:00 p.m. through Google Meet to discuss the following agenda.

All members are requested to attend the meeting.

*P.P.*  
Chairperson.  
IQAC

Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

*Sonali Roy*  
Co-ordinator. 1/6/20  
IQAC

### Agenda:

1. Confirmation of the proceedings of the last meeting held on 11.03.2020.
2. To discuss matters relating to sanitization of the college premises.
3. To organise Webinars by the various departments of the college.
4. To resume the classes post-lockdown period.
5. To discuss the issues relating to NAAC preparation.
6. Miscellaneous.





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Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

**Minutes of the IQAC Virtual meeting held on 09-06-2020 at 7.00 p.m. through Google Meet**

**Members present-**

Dr. Ratnakar Pani, Principal  
Prof. P. K. Roy  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukherjee  
Prof. T. K. Paul  
Prof. P. Seth  
Dr. S. Sarkar  
Dr. P. Dolai  
Prof. S. Malakar  
Dr. A. Biswas  
Prof. S. K. Nath  
Ms. Sumana Bhattacharya  
Mr. Nema Pradhan

**External Members present -**

Dr. Sharmila Mitra  
Dr. Ruma Biswas  
Dr. Falguni Mukherjee

Dr. Ratnakar Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 11-03-2020 was read and confirmed.

Item No 2 - Prof. P.K Roy informed that Kolkata Municipal Corporation has agreed that they will sanitize the college premises including class rooms before reopening. The exclusive parts of the colleges, namely the Geography lab (including computers), Geography department, office and library (including computer) needs to be sanitized by the college itself.



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The meeting unanimously resolved that the college premises to be sanitized properly before the resumption of physical classes.

Item No 3 – The Principal proposed that a Webinar series be organized by the departments focusing on the socio-economic impact of the Covid-19 pandemic. After a detailed discussion, it was resolved that the webinar series be conducted and the Heads of the departments were requested to start working towards the same.

Item No 4 - The Principal informed that the students of the college are accessing the online materials as has been provided to them over the last two months through the LMS (learning management system) of the college. The Principal proposed the idea of dividing a class into sections or groups for taking physical classes immediately after resumption of classes post lockdown in order to maintain social distancing norms. The meeting accepted the idea of principal D. R. Pani in this matter.

Item No 5 - Regarding NAAC, Dr. S. Roy suggested that teachers under the respective criteria may sit with their respective work while at home in this lockdown period. The meeting resolved that each group based on the NAAC criteria may meet online and draw up their plan of actions and do the work relating to NAAC preparation.

Meeting ended with vote of thanks to and from the chair.



R.P.  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
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