

**Prafulla Chandra College**

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



श्रद्धायान सपते ज्ञानय

Ph. No. (033) 2461-2689 / 1236  
23/49, GARIAHAT ROAD  
KOLKATA-700 029

Email :  
prafullachandracollegegolpark@gmail.com

Web Site :  
www.prafullachandracollege.ac.in

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

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

## **NOTICE**

Date:25.01.2021

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 01.02.2021 (Monday) at 5.30 p.m. in the Meeting Room of the college to discuss the following agenda.

In addition to the Members, the following faculty members are also requested to attend the meeting as Invitee Members:

1. Prof. Tushar Kanti Pal
2. Prof. Anuradha Mazumder
3. Dr. Subrata Sarkar
4. Dr. Aindrila Biswas

R.F.  
Chairperson,  
IQAC



Sonali Roy  
Co-ordinator,  
IQAC

Agenda:

1. Confirmation of the minutes of the meeting held on 09.06.2020.
2. To consider Promotion and other benefits of UGC whole-time teachers.
3. Discussion on Preparation for NAAC.
4. Miscellaneous.



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

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**Minutes of the IQAC meeting held on 01-02-2021 at 5.30 p.m. in the Meeting Room.**

**Members present-**

**Dr. Ratnakar Pani, Principal**

**Prof. P. K. Roy**

**Dr. K. Dutta Roy**

**Dr. P. Paul**

**Dr. D. Mukherjee**

**Dr. S. Roy**

**Dr. A. Mukhopadhyay**

**Prof. A. Mazumder**

**Prof. T. K. Paul**

**Prof. P. Seth**

**Dr. S. Sarkar**

**Dr. A. Biswas**

**Ms. Sumana Bhattacharya**

**Mr. Biswajit Saha**

Minutes of the IQAC Meeting held on 01/02/2021

Principal Dr. R. Pani presided over the meeting.

Item No 1 - Minutes of the last meeting held on 09-06-2020 was read and confirmed.

Item No 2 – Dr. R. Pani said that once all the supporting documents for promotion are ready, the minimum score required once met, IQAC should hold a meeting to confirm the process for promotion for the said professors. Dr. S. Sarkar his promotion related papers. IQAC also requested Dr. A. Mukhopadhyay and Dr. Piyali Seth to submit their papers for PhD increment. Principal said 3 papers are required for PhD increment. Dr. A. Biswas has submitted her papers for service continuation to IQAC. Principal has asked to create a committee for promotion related work. The committee will consist of Dr. S. Sarkar, Dr. A. Biswas and Dr. P. Seth and Prof. A. mazumdar. Dr. D. Mukherjee read out the application by Dr. S. Sarkar for promotion to IQAC coordinator.

Item No 3 – Principal informed that for NAAC, DVV (Data Verification, Validation) is the process that needs to be followed. DVV along with supporting documents needs to be submitted. This consists of 70% of the score, after which SSR would be prepared. All the data will be verified through software. After DVV once passed then the college can submit the SSR. SSR will consist of all the DVV materials. SSR consists of 40 questions, on which NAAC peer team will visit, the



*R. Pani*  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029



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weightage of which is 30% of the total points. Principal talked about the seven criterias and all the papers relating to those criteria should be prepared.

Item No 4: Miscellaneous – Dr. S. Roy informed that the composition of IQAC has changed, according to recent UGC notification. Principal added that the new composition can be prepared by the IQAC coordinator and send to governing body for ratification. Dr. S. Roy reported that MOU has been signed with Kanailal Bhattacharya College. Classes between Bengali Departments of two colleges is going to start from 5<sup>th</sup> February, 2021. As supporting documents for these exchange classes, Principal suggested the screenshot for the online classes must be taken. Dr. S. Roy informed that as informed by Prof. S. Ganguly, students are unable to enter online classes due to overcrowding, particularly for B.Com classes.

The meeting ended with vote of thanks to the chair.



R. Pan  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
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Date : 20.06.2021

**NOTICE**

A virtual meeting of the Internal Quality Assurance Cell (IQAC) will be held on 26.06.2021 (Saturday) at 7:00 p.m. through Google Meet to discuss the following agenda.

All members are requested to attend the meeting.

*R.P.*  
Chairperson,  
IQAC

*Sonali Roy*  
Co-ordinator,  
IQAC  
20/6/21

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

1. Confirmation of the proceedings of the last meeting held on 01.02.2021
2. To discuss about submission of AQAR for 2019-20.
3. To organise Vaccination Camp along with two Sister Colleges in collaboration with KMC.
4. To discuss admission related issues as per Calcutta University guidelines.
5. To report on FEP (Faculty Exchange Programme).
6. Miscellaneous.





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

**Minutes of the IQAC online meeting held on 26-06-2021 at 6.00 p.m..**

**Members present -**

**Dr. Ratnakar Pani, Principal**  
**Prof. P. K. Roy**  
**Dr. K. Dutta Roy**  
**Dr. P. Paul**  
**Dr. D. Mukherjee**  
**Dr. S. Roy**  
**Prof. S. Ganguly**  
**Dr. A. Mukhopadhyay**  
**Prof. S. K. Nath**  
**Mr. Sanjib Kharwal**  
**Mr. Biswajit Saha**

Principal Dr. R. Pani presided over the meeting

Item No 1 - Minutes of the last meeting held on 01.02.2021 was read and confirmed.

Item No 2 - Discussion on submission of AQAR 2019-20. Dr. S. Roy reported that last date for submission of 2019-20 is 31-Aug-2020 but till now all information are not available. Dr. S. Roy raised her concern about this matter. Principal Dr. Pani assured that matters would be addressed after resume the college from 1<sup>st</sup> July, 2021. Dr. P. Paul suggested informing all respective teachers to submit required data.

Item No 3 -Regarding vaccination camp, Prof. P.K. Roy informed that The Corporation may take the responsibility of vaccination if three colleges of this building apply for the same. Dr. P. Paul did not agree with the idea of collaborative application by three colleges. Principal Dr. R.Pani mentioned that Higher Education Department may take some action for the undergraduate colleges, accordingly he suggested to wait.

Item No 4 -Dr. A. Mukhopadhyay raised admission related issues. Unanimously decided that based on University guideline regarding admission, admission committee should take the necessary action. Principal R. Pani reported that even semesters exam would start from July 2021 and accordingly all the teachers should take necessary steps to conduct the examination. Dr. S. Roy suggested online examination related process should be conducted through College Portal. All members are agreed with this proposal. Principal requested the teachers to increase their participation in their respective research and paper presentations.

Item No 5 - Dr. S. Roy informed that faculty exchange programme with Dr. Kanailal Bhattacharya College has been started from February, 2021. Principal suggested ADD-ON courses should be started again. The house unanimously accepted the suggestion.

Item No 6 - Principal said the College should introduce Add-On courses for students. He requested the members to suggest the courses. Then house suggested Spoken English, Mass Communication, Photography and Tourism related courses may be introduced.

Principal informed the course duration must be more than 30 hours. The College should approach to the proper authorized training agencies those who are entitled to issue the appropriate certificates.

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

*Sonali Roy*  
coordinator, IQAC  
Prafulla Ch. College



*R.P.*  
Principal  
Prafulla Chandra College  
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