

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	# - 2 - 22
তারিখ / Date	10/09/21

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	4.30 PM

১। ১. R. Pan	৮। ৮. [Signature]	১৫। 15.
২। ২. [Signature]	৯। ৯. 10/9/21.	১৬। 16.
৩। ৩. [Signature]	১০। 10.	১৭। 17.
৪। ৪. Sonali Roy	১১। 11.	১৮। 18.
৫। ৫. [Signature]	১২। 12.	১৯। 19.
৬। ৬. [Signature] 10/9/2021	১৩। 13.	২০। 20.
৭। ৭. [Signature] 10/9/21.	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
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**Prafulla Chandra College**

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



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

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

### NOTICE

Date:28.08.2021

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 10.09.2021 (Friday) at 4.30 p.m. in the Meeting Room of the college to discuss the following agenda.

All members are requested to attend the meeting.

R.P. -  
Chairperson,  
IQAC

Sonali Roy  
Co-ordinator,  
IQAC

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



Agenda:

1. Confirmation of the minutes of the last meeting held on 26.06.2021.
2. Discussion on development of DVV system for NAAC Preparation.
3. Allocation of Fund for research work, Publication of article, Seminar, Workshop etc.
4. Miscellaneous.



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

Date : **10.09.2021**

Minutes of the IQAC Meeting held on 10.09.21 at 6.00PM

Meeting No: 1/21-22

Members present-

Principal, Dr. Ratnakar Pani  
Prof. P. K. Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Dr. K. Dutta Roy  
Prof. A. Mukhopadhyay  
Prof. S.K.Nath  
Mr. N. Pradhan

Principal, Dr. Ratnakar Pani presided over the meeting.

Item No. 1: Minutes of the last meeting held on 26.06.2021 was read and confirmed.

Item No 2: The Principal opined that a small group or team be formed for DVV (Data Verification and Validation) system and that Prof. J. Mukherjee, Prof. P. K. Roy Dr. P. Paul & Dr. D. Mukherjee be members of the team. Along with this, the Heads of each NAAC criterion team and Mr. Nema Pradhan from the office be a part of this group. Dr. D. Mukherjee proposed that Mr. Sukhdeb Jana from the office should also be a part of this group. The house accepted the proposal unanimously.

Item No 3: The Coordinator, Dr. S Roy initiated the discussion regarding allocation of fund for research work and publication for the faculty members. After a brief discussion, the Principal decided that a sum of Rs. Ten Thousand may be reimbursed for individual teachers in every academic session.

Item 4: Miscellaneous

- Prof. S.K.Nath informed the house that the Alumni association is planning to organise some motivational programmes for the students and they are getting in touch with some NGO s for the purpose.
- The Principal suggested the departments to introduce Add-On Courses to enhance the academic activities of the college.



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

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

- e) To organize Staff Training Programme, related to software use and application.
- c) The Principal reported that the South Calcutta Accommodation and Coordination committee has planned to renovate the Auditorium of the college the work is in progress.
- d) Mr. Pradhan proposed for organizing a Staff Training Programme, related to use and application of the new software installed in the office. It was unanimously accepted.

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

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





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

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

**Notice**

Date: 22/12/2021

A meeting of the Internal Quality Assurance Cell (IQAC) of Prafulla Chandra College will be held on 05/01/2022, Wednesday at 7.00 Pm in the Principal's room to discuss the following agenda.

All members are requested to join the meeting.

*Sonali Roy*  
Sonali Roy  
Coordinator IQAC

R.F.  
23/12/21  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
Kolkata-700029

- Agenda
1. Confirmation of the minutes of the last meeting held on 10/09/21
  2. Discussion on requirements of criteria wise information and forming a common pool of information for NAAC preparation.
  3. Reconstruction of Internal Quality Assurance Cell
  4. Miscellaneous

*Sa* 24/12/21  
*P.S.M* 24/12/2021

*Pletha* 24/12/21

*Sa* 24.12.21

*gm* 27.12.21

*G.V* 24.12.21

*Wdusoo*  
24/12/21

*Bhattacharya*  
24/12/21

*Sa*  
24.12.21



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

Date : **05.01.2022**

**Minutes of the IQAC Virtual Meeting held on 05.01.22 at 6.00PM through Google Meet**

**Meeting No: 2/21-22**

**Members present-**

**Principal, Dr. Ratnakar Pani**  
**Prof. P. K. Roy**  
**Dr. P. Paul**  
**Dr. D. Mukherjee**  
**Dr. S. Roy**  
**Dr. K. Dutta Roy**  
**Prof. S. Ganguly**  
**Prof. A. Mukhopadhyay**  
**Dr. P. Seth**  
**Mr. Sanjib Kharwal**  
**Ms. Sumana Bhattacharya**

Principal, Dr. Ratnakar Pani presided over the meeting.

Item No. 1: Minutes of the last meeting held on 10-09-2021 was read and confirmed.

Item No 2: Dr. D. Mukherjee asked about the plan, which have taken by IQAC to collect information for NAAC. Dr. S. Roy reported that information will be collected through a format. IQAC would send the format to all faculty members. Dr. P. Paul informed that personal and academic information of all teachers are already given to the college. Dr. Keka Dutta Roy said information are required for almost all criteria related to NAAC. Dr. P. Paul suggested to develop a common platform from where every faculty member, responsible for each criterion, will receive all the necessary information. He also suggested the construction of a portal where individual faculty member may continually update their own academic profile. Principal mentioned that such work may be done through website. Dr. P. Seth offered her service to upgrade the website. All members appreciated her proposal.

Item No 3: Dr. S. Roy, coordinator, IQAC, reported new IQAC Cell to be reconstructed. The house suggested to propose the same following new guidelines published by UGC.

**Miscellaneous**

Prof. S. Ganguly mentioned that faculty members did not receive any examination related assignment letter from Calcutta University during lockdown. But all online examination

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related duties have been performed by them. This information is required to prepare AQAR 2020-21. In this situation she wanted to know which kind of declaration will serve the purpose of the supporting documents regarding examination related assignments. Dr. A. Mukhopadhyay said as there is no separate assignment letter for the online examination, a meticulous list of individual duties may be prepared. Principal, Dr. Pani proposed he would verify with the University whether his certification of such list will be an adequate alternative to the assignment letters. House welcomed his proposal.

The meeting ended with vote of thanks to the chair.

R. Pani  
Principal  
Prafulla Chandra College  
23/49, Gariahat Road  
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# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	3
তারিখ / Date	13/5/22

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	IQAC Room
সময় / Time	6.30 PM.

১। ১. R.P.  
২। ২. P.K. 13.5.22  
৩। ৩. ~~.....~~  
৪। ৪. P.K. 13/5/22  
৫। ৫. M. 13/5/22  
৬। ৬. ~~.....~~  
৭। ৭. B. 13/5/22

৮। ৮. ~~.....~~  
৯। ৯. ~~.....~~  
১০। ১০. ~~.....~~  
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১২। ১২. ~~.....~~  
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২১। ২১.

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

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

Date: 06.05.2022

### Notice

A meeting of the Internal Quality Assurance Cell of Prafulla Chandra College will be held on 13.05.2022 (Friday) at 6:30 pm in the IQAC Room of the college to discuss the following agenda.

All the members are requested to attend the meeting.

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

Sonali Roy  
Dr. Sonali Roy  
Coordinator, IQAC

Agenda:

1. Confirmation of the minutes of the meeting held on 05.01.2022
2. To consider the application from Dr. A. Biswas, Assistant Professor, Dept. of Commerce
3. To consider the progress of NAAC related work.
4. Miscellaneous.





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

Date : 13.05.2022

Minutes of the IQAC meeting held on 13.05.2022 at 7.00 p.m. in the IQAC room.

Meeting NO: 3/21-22

**Members present-**

Dr. Ratnakar Pani, Principal  
Prof. J. Mukherjee  
Dr. K. Dutta Roy  
Dr. P. Paul  
Dr. D. Mukherjee  
Dr. S. Roy  
Prof. S. Ganguly  
Dr. A. Mukhopadhyay  
Prof. P. Seth  
Prof. Subhas Nath  
Mr. Sanjib Kharwal

Principal, Dr. R. Pani presided over the meeting.

**Item No 1:** Minutes of the last meeting held on 05-01-2022 was read and confirmed.

**Item No 2:** Dr, S. Roy, Coordinator, IQAC placed the application for academic grant by Dr. Aindrila Biswas before the house, the IQAC reviewed and approved her application. In this connection, Dr. R. Pani and Dr. P. Paul suggested to add a note of self-declaration regarding non-receipt of fund for the same academic activities from any other sources in the application form.

**Item No 3:** Dr. R. Pani informed the NAAC revised manual has been published which is effective from 01-06-2022. Dr. K Dutta Roy informed criteria wise work is in progress. Dr. R. Pani suggested to follow the guideline given in revised manual. Also, mentioning the last date for submission of AQAR 2020-21 to be 31<sup>st</sup> July, 2022, he requested the members working on it to expedite the process and submit the AQAR 2020-21 within the stipulated time.

**Item No 4:** Miscellaneous

The members of IQAC put forward certain proposals for academic and cocurricular activities for the coming session. Dr. S. Roy initiated the discussions regarding Add-On and Certificate courses. Prof. J. Mukherjee, Head of the Dept. of Commerce suggested few Add-On courses for commerce students. Dr. A. Mukhopadhyay informed that he has already chalked out the course for Dept. of English. Dr. K



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Dutta Roy suggested an Add-On Course on Travel & Tourism may be introduced for Dept. of History.  
Dr. S. Roy suggested organizing a Yoga Training session for the students.

The meeting ended with a vote of thanks to and from the Chair.

R.P.M.  
Principal  
Prafulla Chandra College  
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