



INTERNAL QUALITY ASSURANCE CELL
Prasanta Chandra Mahalanobis Mahavidyalaya
(Accredited by NAAC)

111/3, B.T. Road (Bon-Hooghly), Kolkata – 700108

Phone: 8697169513

E-mail :pcmm.principal@gmail.com

Website: www.pcmm.edu.in

Date:28.07.21

NOTICE

A meeting of the IQAC will be held on 03.08.2021 (Tuesday) at noon in online mode to consider the following agenda.

All the internal Members are requested to attend the meeting.

Agenda:

1.To discuss the schedule for Orientation and commencement of classes of Semester I 2021-22.

2.To discuss about the admission and attendance of SEM III and SEMV 2020

4. Miscellaneous

Members

1.Dr. Parthasarathi Dutta –Bursar

2.Dr SomdattaGhosh (Kar)- Secretary ,Faculty Council

3.Dr. Alpana Ray – Teacher Representative

4.Sri SubrataMandal- Teacher Representative

5.Sri Debadyuti Karmakar– Teacher Representative

6.Dr. Sukanta Das- Teacher Representative

7.Mijanur Rahaman – Teacher Representative

8.Dr.Rekha Biswas- Teacher Representative

9.Dr. Soumen Mondal – Librarian

Kamala Mitra
IQAC Coordinator
Chairman, IQAC

K. Mitra

Principal

A. Karmakar

PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA KOLKATA -108

Proceedings and Resolutions of IQAC Meeting held on 03.08.2021

Proceedings and resolutions of the IQAC meeting held on 03.08.2021 in online mode with all the IQAC Members to discuss the following agendas.

Meeting Platform- Google Meet

Time 12p.m.-1:30 p.m.

Members Present:

1	Dr. Shyamal Karmakar	Principal
2	Subrata Mandal	HOD Bengali and IQAC Member
3	Dr.Sukanta Das	HOD English and IQAC Member
4	Dr. Rekha Biswas	HOD Geography and IQAC Member
5	Mijanur Rahaman	HOD Philosophy and IQAC Member
6	Dr. Parthasarathi Dutta	HOD Commerce and IQAC Member
7	Dr. Somdatta Ghosh Kar	Teacher Council Secretary and IQAC Member
8	Dr.Alpana Roy	IQAC Member
9	Dr.Soumen Mondal	Librarian &IQAC Member
10	Dr. Kamala Mitra	. IQAC Coordinator

Agenda 1:To discuss the schedule for Orientation and commencement of classes of Semester I 2020-21.

- ❖ Students should successfully complete the registration process within 30th September 2021 and in case of subject change information to the mail id of Mr.Tapan Kumar Dhali (Head Clerk) is to be given before beginning registration process.
- ❖ Orientation of the students of Sem I in presence of their guardians will begin on 1st October,2021 at 12 -1p.m.(B.Sc Hons. And B.A. Hons) ,B.Com Honours and general from 3-4p.m. These sessions will be attended by all Semester I students and all departmental faculties.
- ❖ Every departmental head must provide a list of Semester I general students who have opted for their respective discipline as a first subject to IQAC for framing their Orientation Schedule.
- ❖ Classes of Sem I will begin on 1st October,2021.
- ❖ During Examination the classes of the Examination incharge will be suspended.
- ❖ IQAC Coordinator requested HOD's of all departments to make the students of Sem I aware about CBCS regulation by interaction in their departmental group.
- ❖ Students who leave college to opt other colleges will get a refund(partially) after admission procedure gets completely over.

Agenda 2: To discuss about the admission and attendance of SEMIII and SEMV 2021

- ❖ Admission will start from first week of September for SEMIII and SEMV 2021.
- ❖ All departments had been instructed to submit a report recording attendance since April 2021. All heads of the departments were requested to submit this report if they have not already submitted.
- ❖ Classes of SEMIII and SEMV will started from 9.9.2021-11.9.2021. Departments were requested to arrange some Orientation Programmes before the commencement of classes.

3)Miscellaneous:

- ❖ All departmental faculty members were asked to encourage their students to list out the co-curricular activities that they would like to be a part of. Newly admitted Sem I students will be provided link of Google forms via Departmental Whatsapp groups to help them choose from Cultural /sports options. Necessary certificates need to attached by students.
- ❖ It was decided that an program by Semester I students will be held in college premises to celebrate Gandhi Jayanti. Cultural subcommittee was requested to look after the matter. It was also decided that some yoga classes can be done through the online mode of teaching by our Physical Instructor.
- ❖ Mrs. Suparna Dey was requested to upload notice in college website.
- ❖ Webinars related data with requisite images should be uploaded in Departmental activity as also seminar section of website.
- ❖ IQAC coordinator requested HOD'S of all departments to encourage participation of departmental faculties and students in college webinars and workshops.

All faculty members were requested to attend college events.

As no discussion remain meeting ended with vote of thanks to the Chair.

Kamala Mitra
IQAC Coordinator

K. Mitra

Date 03.08.21



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Proceedings and Resolutions of IQAC Meeting held
on 1.02.2022

Proceedings and resolutions of the IQAC meeting (2) held on 01.02.2022 (Tuesday) in online mode with all the IQAC Members to discuss the following agendas.

Meeting Platform- Google Meet

Time 12p.m.-3:30 p.m.

Members Present:

1	Dr. Partha Sarathi Dutta	Teacher In Charge
2	Dr Alpana Ray	IQAC Coordinator
3	Dr.Sukanta Das	IQAC Member
4	Dr. Rekha Biswas	IQAC Member
5	Dr Sreyashi Chatterjee	IQAC Member
6	Prof Biswadeep Roy	Burser &IQAC Member
7	Dr. Somdatta Ghosh Kar	Teacher Council Secretary and IQAC Member
8	Dr.Soumen Mondal	Librarian &IQAC Member
09	Dr. Kamala Mitra	. IQAC Member
10.	Mr Chandan Chakraborty	NTS and IQAC Member
11.	Mr Tapan Kumar Dhali	NTS and IQAC Member

TIC- Dr. Partha Saarithi Dutta Presided over the meeting. Members Present:

IQAC Coordinator started the meeting with her welcome address and focussed on the following aspects

1. It was resolved that IQAC will start some ADD on Programme/ Certificate programme for our students for minimum 30 hours in our college immediately. The IQAC-Core Committee members have proposed to start Certificate Programme-‘COMPUTER FOR ALL’ in this current year. The IQAC coordinator has proposed to make a agreement to start the Certificate Programme with the WEBEL Technology for Computer. The Core Committee Members have also proposed to start VALUE EDUCATION COURSE or

GENDER SENSITIZATION & Communicative English as ADD ON PROGRAMME for the present year or suggested some new courses by the various Departments in the next Academic Session for the benefit our students.

2. With the advice of the Members IQAC Core will form a FEEDBACK CELL involving some Full Time and SACT Teachers to look after the Feedback Forms for the Teachers, Students, Parents and Alumni of the college. All the feedback results will send to the Departments and will be analysed by the Teachers of the Department for the betterment. Finally, some positive actions or steps will be taken by IQAC and Academic subcommittee Convener for improvement of Teaching-Learning environment of the Department.
3. IQAC CORE Committee has decided to Sign up new MOUs for the present Academic Year and for the next Academic Year 2022-23 with different NGO, Colleges / Industries/ Women Organizations for organizing different activities under NSS, Women Cell/ Career Counselling Cell for educating and sensitizing our students for their holistic developments. The MOUs with East Kolkata Girls College, Hiralal Girls College and BKC will have to be renewed for Physics Department and other departments and will arrange some classes by the faculties in these colleges. Head Clerk, IQAC coordinator and Mr. Chandan Chakraborty will look after the paper work for operation.
4. IQAC Core Committee has emphasized on the Registration process of Alumni of PCM College. Alumni Registration is not done yet. So immediately Teacher in Charge will look into the matter and will form a Alumni Association of the College.
5. IQAC Coordinator has proposed the financial Assistance for the Teachers to attend the National and International Conferences and Workshops for this Academic session. The Teachers who are willing to get the financial support have to apply through Teachers Council and finally IQAC will select all these applications based on some guidelines.
6. IQAC will arrange some Professional and Administrative courses/ Workshops for Teaching and Non-Teaching staff of the College. The core committee members have proposed E-Pension, E-Service Book, Microsoft Office package, SPSS Workshops, Plagiarism and Copy Right, Human rights Workshops / Courses for this Academic session etc.
7. In the Miscellaneous part IQAC Coordinator has proposed to purchase G-Suits/ GOOGLE WORKSPACE for storage College Data, pictures and recording of the Meetings/ Webinars/ workshops etc. Academic Sub Committee Convener has proposed to purchase a Software to upload Teachers and College data time to time for long term.

As no other discussion remain meeting ended with vote of thanks to the Chair.



(01.02.2022)
Dr. Alpana Ray
IQAC Coordinator



(01.02.2022)
Dr. Partha Sarathi Dutta
TIC / Chairman, IQAC

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Date 30.03.2022

Subject: IQAC Meeting with Faculty Members (3)

I request the Faculty Members of our College to attend Meeting **5.04.2022**
(Tuesday) at 2.30 P.M in Room no 15 to discuss the following agenda:

Agenda:

1. Information related Students and Faculty Members for AQAR
2. Matter Related to distribution of Feedback and Student Satisfaction Survey (SSS) (Criterion 1.4.1 & 2.7)
3. Career Counselling Orientation Programme by the Department
4. Number of Teachers provided Financial support to attend Conference/ Workshops/ and towards membership fee (Criterion 6.3.2)
5. Arrangement of ICT classes
6. Miscellaneous

Co-Ordinator IQAC
Prasanta Chandra Mahalanobis
Mahavidyalaya
111/3, B. T. Road, Kol-108

Proceedings and Resolutions of IQAC Meeting held on 05.04.2022


The coordinator of IQAC welcomed all the members and took up the items one by one.

1. The IQAC coordinator emphasized on ICT based Teaching -Learning methods and requested teachers to take regular wise mentor mentee and remedial classes for advanced and poor students of the colleges. Students are encouraged to participate in debate, quiz, poster competitions and students seminar etc organized by our college and also by other colleges.
2. IQAC Coordinator formed a FEEDBACK CELL Committee that will look into the FEED BACK on Syllabus and its Transaction, Students Satisfaction Survey for the current students. They will monitor all these and send a report to IQAC.
3. Teacher In-Charge and IQAC Coordinator both took initiatives for the various activities by the Career Counselling and Skill Enhancement cell of our college. More career counselling programme will be organized by the cell in 2021-22 session for our students. The Departments are also encouraged to organize career guidance to their students.
4. IQAC coordinator encouraged to provide financial support to the faculty members for attending seminars / conferences and workshops for their career and research purposes. The Funding will be given by the college for attending conferences.
5. IQAC Coordinator with the advise of the Principal/ Teacher In Charge will form different COMMITTEES that will look into the different matters of the colleges and welfare of the students.

As no discussion remain meeting ended with vote of thanks to the Chair.



Co-Ordinator IQAC
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Dr. Partha Sarathi Dutta
Teacher in Charge
Prasanta Chandra Mahalanobis
Mahavidyalaya

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Proceedings and Resolutions of IQAC Meeting held on 022.05.2021

Proceedings and resolutions of the IQAC meeting held on 22.05.2022 in online mode with all the IQAC Members to discuss the following agendas.

Agenda:

1. Preparation of AQAR 2021-22.
2. Miscellaneous

Time 12:00-2:00PM

Members Present:

1. Dr. Partha Sarathi Dutta (Teacher In- Charge/Chairman)
2. Dr Somdatta Ghosh (Kar)- Secretary , Faculty Council Secretary
3. Dr. Rekha Biswas – Teacher Representative
4. Dr Kamala Mitra– Teacher Representative
5. Dr. Sukanta Das- Teacher Representative
6. Dr Sreyashi Chatterjee – Teacher Representative
7. Dr. Soumen Mondal – Librarian
8. Dr. Alpana Ray (IQAC Coordinator)

Teacher In-Charge Dr.Partha Sarathi Dutta Presided over the meeting.

IQAC Coordinator started the meeting with her welcome address and the report of submission of AQAR 2020-21 was placed. IQAC Coordinator informed that the link for submission of the AQAR of 2021-22 will be available upto December 2022. So the preparation of the report is to be started.

Teacher In Charge Proposed that for preparing the Report the Criterion-wise division of AQAR amongst the IQAC members with other UGC full time faculties and SACT is to be done.

IQAC Coordinator proposed that each criteria will be divided among the members with other UGC full time faculty. These teams were requested to choose SACT from their department preferably or according to the availability from other departments. All the SACTs were also requested to cooperate with the team members so that the work can be performed smoothly.

As per discussion with the Group members distribution of AQAR Criteria for the Year 2021-22 is as follows:

Criteria1: Dr. Tanima Paul Das and Ms. Jhulik Pakhira

Criteria2: Dr. Rekha Biswas, and Ms. Puja Biswas.

Criteria3: Dr. Trisha Maitra and Mr. Utpal Biswas

Criteria4 Dr. Soumen Mondal and Ms. Suparna Dey

Criteria 5: Sri Subrata Mandal and Mr. Biswadeep Roy

Criteria6: Dr. Parthasarathi Dutta and Dr Somdatta Ghosh Kar

Criteria7: Dr. Sreyasi Chatterjee

Dr Sukanta Das and Dr Partha Sarathi Dutta will help IQAC coordinator to write the Qualitative part of the AQAR 2021-22. It was resolved that the criteria Coordinators will look after the sub criterias and proposals to be sent to IQAC accordingly to reduce the NIL Data for the betterment of results in future.


IQAC Coordinator also proposed that preparation should be taken to perform the Academic Audit for the years 2020-21 and 2021-22 as early as possible.

As no other discussion remain meeting ended with vote of thanks to the Chair.



Date: 22/05/2022

Co-Ordinator IQAC
Prasanta Chandra Mahalanobis
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Date: 22/05/2022

Dr. Partha Sarathi Dutta
Teacher in Charge
Prasanta Chandra Mahalanobis Mahavidyalaya