INTERNAL QUALITY ASSURANCE CELL

Prasanta Chandra Mahalanobis Mahavidyalaya

(Accredited by NAAC)

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

Phone : 8697169513

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Date 21.07.2022

Subject: IQAC Meeting with Faculty Members (1)

I request the Faculty Members of our College to attend IQAC-Meeting on **26.07.2022 (Tuesday) at 12.00 Noon in Room no 15** to discuss the following agenda:

Agenda:

1. Preparation of Mentor-Mentee for all Semester for 2021-22 & 2022-23 and teaching methods for slow learners' students.
2. Academic Calendar for IQAC and Plan of Action for 2022-23.
3. Activities of Different Cells (Gender Equity Cell, Research Cell, NSS, Career Counselling Cell)
4. Proposal for Add-On Programme for the Current Session for our students
5. Arrangement of ICT classes for the current academic year
6. Sign up for MOUs/ Collaborations
7. Internal Academic Audit Preparation
8. Misc

Principal
Prasanta Chandra Mahalanobis Mahavidyaaya
111/3, B. T. Road, Kolkata-108

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

RESOLUTION OF THE MEETING HELD ON 26.07.2022 AT IQAC ROOM

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

1. IQAC Coordinator Dr Alpana Ray published the **Mentor-Mentee List** of 2022-23 in the Meeting and requested all teachers to take classes, help their Mentees during examination time, and maintain proper documentation. IQAC Coordinator also requested the teachers to adopt various creative teaching methods for the **slow learner students** of the academic session 2022-23 and requested the HODs to keep proper documentation for the slow learner students in their respective departments. Principal sir has requested to arrange parent-teacher meetings for the college's slow learner students and provide them with the study materials and special classes to help them.

2. Academic Calendar Committee published **Academic Calendar 2022-23** for the current academic session. IQAC coordinator requested all Departments publish the **Departmental Academic Calendar 2022-23 session** and Plan of Action.

3. Principal Sr, the IQAC's Chairman, requested all Committee Conveners to submit the proposed activities in IQAC and to conduct at **least three meetings** in the current year with all members. The IQAC coordinator requested that student representatives be included **in all committees**.

4. IQAC Coordinator requested all teachers to take **ICT classes** for the current students of the college and encouraged all departments to arrange **Field tours/ Industrial visits and community cum extension works in the nearby community and wards**.

5. The IQAC Coordinator requested all departments to offer multidisciplinary value-added courses/certificate courses to all students in the current academic session 2022-23 by last week of August 2022.

6. Principal Sir requested IQAC to sign MOUs/ Collaborations with other institutions/NGOs/ Industries for different activities under this Programme. IQAC will initiate this as soon as possible.

7. IQAC Coordinator has proposed to sign up MoUs with the following Institutions for the better academic environment: Panihati Mahavodyalaya, Banipur Mahila Mahavidyalaya, Sree Chaitanya Mahavidyalaya, Maharaja Monindra College, Maharaja Srishchandra College, Vidyanagar College, Dumdum Rabindra Mahavidyalaya Tech Mahindra Foundation and Tech India, Ichhe Uraan, Bonhooghly Fisherman society and Ramkrishna Mission Vidyamandir, and also proposed the collaboration with Hitaishini, Umeed Foundation, Bikashayan, MSME, Chaepani, Gobordanga Hindu College etc for different collaborative activities which will enhance the better academic environment.

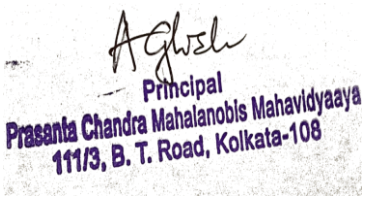
8. All The Departments are requested to prepare and submit The ACADEMIC AUDIT 2020-21 and 2021-2022 as per the attached list. The Principal Sir has formed a Committee to evaluate the Reports prepared by the Departments. Dr Partha Sarathi Dutta, Dr Sukanta Das, Dr Alpana Ray (IQAC Coordinator), Dr Kamala Mitra, Prof Subrata Mondal and Professor Debadyuti Karmakar.

9. In the Miscellaneous part, Principal Sir discussed the NAAC PEER TEAM REPORT 2018 in detail and emphasized Alumni Registration and Alumni Association Activities in a more coordinated way.

As no other discussion remained, the Meeting ended with a vote of thanks to the Chair.

Date: 12/11/2022

Co-Ordinator IQAC
Prasanta Chandra Mahalanobis



PRINCIPAL (DR ARNAB GHOSH)

26/07/2022

Teachers Present

- Parthasarathi Dutta 26/7/2022
1. Mohiuddin Mondal 26/07/22
2. Nafar Biswas 26/07/22
3. Kamala Mitra 26/7/22
4. Debadyuti Karmakar 26/7/22.
5. Rekha Biswas. 26/07/2022
6. Soumen Nath 26.07.2022.
7. Swarnali Chowdhury 26.7.22
8. Moibrijee Chatterjee 26.7.22
9. Indrani Dey 26.7.22.
10. Jhilik Parui 26.7.22
11. Susmita Bhattacharya 26.7.22
12. Manisha Ghosh 26.7.22
13. Piyali Saha 26.07.'22.
14. Priti mitra 26.07.22
15. Deepmala Chakrabarty 26.07.22
16. Chandrama Basu 26/07/22
17. Nandita Bhaumik Chowdhury 26.07.022
18. Arka De Barman 26/07/2022
19. Ramkrishna Jana 26/07/2022
20. Jrisha Maitra 26.07.2022
21. Mousumi Bose 26.07.2022
22. Guddi Tiwary 26.07.2022
23. Rani Jha 26/07/22
24. Sudarsana Sarkar 26/07/22
25. Sandatta Ghosh (Kar) 26.07.22
26. Sumanta Das 26/07/22
27. Biswadeep Roy 26/07/2022
28. Jutthi Saha 26/7/2022
29. Nabanita Basu 26/7/2022
30. Alpana Roy 26/07/202. (IQAC - Coordinator)
31. Priyadarshini Chakraborty 26/07/2022
32. Mijanur Rahaman 26/07/2022

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Date 27.02.2023

Subject: IQAC Meeting (3)

The Conveners of SSR/AQAR, Committee Conveners and all HODS/In-charge of the Departments are requested to make it convenient to attend a meeting on 28/02/2023 (Tuesday) at 2.30 P.M in IQAC Room to discuss the following agenda:

1. Criterion-wise activities for SSR
2. Feedback analysis Report preparation and Action Taken Report preparation
3. Misc.

RESOLUTION of the Meeting held28/02/2023 (Tuesday) at 2.30 P.M in IQAC Room

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

1. IQAC Coordinator proposed that each criterion 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 of other departments. All the SACTs were also requested to cooperate with the team members to perform the work smoothly. As per discussion with the Group members distribution of AQAR Criteria for the Year 2022-23 is as follows:

2 . IQAC coordinator with the Criterion 1 Convenors Dr Tanima Paul Das, Dr Puja Biswas, Dr Sukanta Das, and Prof Debadyuti Kamakar have structured and prepared Feedback analysis Forms emphasizing the academic environment of the college for Students, Faculty, Parents and Alumni. It was decided that Departments would circulate these forms, emphasizing that all students and Faculty should fill them.

3. Students Satisfaction Survey will be surveyed to all students for NAAC purposes. The forms will be available in College Website. Dr Rekha Biswas, Professor Debadyuti Karmokar, Dr Puja Biswas, Prof Arka De Barman and Susmita Bhattacharjee will help to conduct the survey twice in an academic year.

4.In the Misc part, Principal requested the IQAC coordinator to organize Faculty Development Programme and Non-teaching Training Programme in the current academic year. IQAC coordinator has proposed Faculty Development Programmes on MOOCS development, Library management, etc and Stockbook Maintenance through Google Workspace, Excel -Word Courses for Nonteaching staff.

Principal
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IQAC Meeting is held in Room no - Principal Room at 2.30 pm. on 28/02/2023.

Members Present

1. Dr. Arnab Ghosh (Principal) 28/2/2023
2. Alpana Roy 28/02/2023
3. Pathapalaki Dutta 28/2/2023
4. Kamala Mukhi 28/2/23
5. Debadyuti Kanrillar 28/2/23.
6. Nabanita Basu 28/2/23
7. Utpal Biswas 28/02/2023
8. Rekha Biswas. 28/02/2023
9. Subrata Mandal 28/02/2023
10. Suparna Dey 28/02/2023
11. Puja Biswas 28/2/23
12. Sazmista Mitra 28.02.23
13. Trisha Maitra 28.02.23
14. Bidya De Barman 28.02.23
15. Guddi Tiwary 28/2/23
16. Soumen mandal 28.02.2023
17. Sumita Bhattacharya 28.02.2023
18. Thilic Pamira 28.02.2023

28/02/2023

IQAC Coordinator
Prasanta Chandra Mahalanobis Mahavidyalaya
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Date 15.05.2023

Subject: IQAC Core committee Meeting

All the Members of the Core Committee of IQAC, the Criterion In-charge of SSR and AQAR and NSS Programme Officer are hereby requested to attend a **MEETING of IQAC held** on **23/05/2023 (Tuesday) at 11.30 A.M** in Principal Room to discuss the Following agenda:

1. NAAC 2023-2024 Preparation
2. SSR and AQAR Preparation and submission
3. Framing and Development Strategy for new Academic Session 2023-2024
4. Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words (2018-2023)
5. Misc.

IQAC-Coordinator 15/05/23
Prasanta Chandra Mahalanobis Mahavidyalaya
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Principal
Prasanta Chandra Mahalanobis Mahavidyalaya
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IQAC MEETING

RESOLUTION OF IQAC MEETING HELD ON 23/05/2023 IN IQAC ROOM AT 11.30 A.M

IQAC coordinator Dr Alpana Ray welcomed Principal Dr Arnab Ghosh in as IQAC Chairman of the committee and all other IQAC members (External and Internal), Criterion In charges and NSS Programme Officer and Committee conveners in the meeting. There were 20 members present in the meeting and discussed all Agenda mentioned in the IQAC Meeting Notice.

NAAC Peer Team Report 2018 were addressed in detail in the meeting by the IQAC coordinator. External Members suggested to complete all the points mentioned in the Report and these will be prepared and placed in the NAAC Committee during their visit in our college. Dr Shukla Hazra, Ex Principal of East Kolkata Girls College addressed on the registration of SWAYAM/ MOOCs Courses by the different departmental Teachers. IQAC coordinator addressed the Strategic Perspective Planning of IQAC for the new Academic Session 2023-2024 in the meeting. Different Criterion In-charge addressed different activities under the Criterion of AQAR and SSR for the new academic sessions 2023-2024. The SSR Committee will start working on SSR (2018-2023) and AQAR Preparation 2022-23 under the guidance of IQAC coordinator. Best Practices, Institutional Distinctiveness, new multi-disciplinary Add-On courses, Academic Audits, ISO Participation, Activities of Alumni Association were addressed by the IQAC coordinator for the new Academic Session. Committee suggested four types of Questionnaires to be prepared by the teachers for Students Feedback (1. After Admission of the students, 2. Review of Syllabus. 3. Internal Examination 4. Financial support 5. Classes not attended by the students). An Action Taken Report is to prepared on the basis of these feedback report.

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

Principal
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Co-Ordinator IQAC
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Members Present in IQAC meeting held on 23/05/2023

1. [illegible] 23.05.2023.
2. Sudha Hazra 23.05.2023
3. Bidisha Ghosh Dastidar
4. Debabrata Mitra, Jt. Director MSME-DFO, Kol.
5. Santanu Majumder. 23/5/23
6. Padmapalash Dutta 23/5/2023
7. Kamala Mitra 23/5/2023
8. Mijanur Rahaman 23.5.2023
9. Sanjoy Chattopadhyay 23/5/2023
10. Rekha Biswas. 23/05/2023
11. Debadyuti Karmakar 23/5/23.
12. Soumen mandal 23.05.2023.
13. Sandalta Ghosh (Kar) 23.05.2023
14. [illegible] 23/05/23
15. Sukanta Das 23/05/23
16. Jayanta Kumar Dhali 23/5/23
17. Chandan Chakraborty 23/5/23
18. Puja Acharya 23/5/23
19. Alpana Roy 23/5/23 (IQAC Coordinator)
20. Subrata Mandal 23/05/23.

(Resolution : Next Page)

IQAC-Coordinator
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