



INTERNAL QUALITY ASSURANCE CELL

Prasanta Chandra Mahalanobis Mahavidyalaya
(Accredited by NAAC)

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

Phone : 8697169513

E-mail : pcmmiqac@gmail.com & Website: www.pcmm.edu.in

Date 09.10.23

Subject: IQAC Meeting (1)

The Conveners of SSR/AQAR and all HODS/In-charge of the Departments are requested to make it convenient to attend an IQAC Meeting on **11/10/2023 (Wednesday) at 2.30 P.M in IQAC Room** to discuss the following agenda:

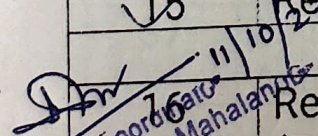
1. Criterion wise Review of AQAR/SSR
2. Departmental Activities for NAAC
3. Preparation of Academic Calendar and Green Audit
4. Misc.

Atparan Ray
10/10/23
IQAC Coordinator
Prasanta Chandra Mahalanobis
Mahavidyalaya
111/3, B. T. Road, Kol-108

A Ghosh
Principal
Prasanta Chandra Mahalanobis Ma
111/3, B. T. Road, Kolkata

List of Departmental Files

File No.	Title of File
Curricular Aspects	
1	Profile of Department <i>(Meeting Register & Faculty Profile)</i>
2	Notices, Circulars and Correspondence
3	Programmes / Courses Offered and Syllabus <i>(University Syllabus & Syllabus of Institutional Courses)</i>
4	Perspective Plan / Plan of Action
5	Departmental Courses <i>(Certificate/Diploma/Skill Based)</i>
6	Roll Calls
7	Feedback <i>(All stakeholders)</i>
Teaching, Learning and Evaluation	
8	Syllabus Planning & Syllabus Completion
9	Time Table
10	Attendance Record
11	Lecture Notes / Academic Diary
12	Continuous Internal Evaluation (CIE) <i>(Tests, Tutorials, Assignments, Projects, Viva voce, etc.)</i>
13	Student Centric Teaching-Learning Methods (Experiential, Participative, Problem solving methodologies, ICT Teaching-Learning Methods etc.)
14	Programme Outcomes (PO), Course Outcomes (COs) and Attainment of POs and COs
15	Result
Research, Innovation & Extension	
16	Research Publications and Paper Presentations (Patents, Papers, Articles, Books & chapters in edited books)
17	Seminars/Conferences/workshops/Webinars
18	Extension Activity


 26/11/23
 JAC-Coordinator
 Prasanta Chandra Mahalanobis
 Mahavidyalaya
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**RESOLUTION OF THE MEETING HELD ON 11.10.2023 AT 2.30 p.m at IQAC
ROOM**

SI No	Criterion / Departments	Name of the Teacher/ Teachers
1	1	Dr Tanima Paul Das & Rupa Chakraborty
2	2	Dr Rekha Biswas & Debadyuti Karmakar
3	3	Dr Trisha Maitra
4	4	Dr Soumen Mondal
5	5	Subrata Mondal & Mijanur Rahaman
6	6	Dr Parthasarathi Dutta & Dr Somdatta Ghosh Kar
7	7	Dr Shreashi Chatterjee & Dr Guddi Tiwary

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 2023-24 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 2023-24 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 2023-24** for the current academic session. IQAC coordinator requested all Departments publish the **Departmental Academic Calendar 2023-24 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 Departments to enrol their students in **Multidisciplinary MOOC of Swayam NPTL** in the current academic session 2023-24 to all students. NPTL Chapter officer will work on it.

5. 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.
6. IQAC Coordinator requested all members to start audit specially Academic and Administrative audit , Green audit and Gender audit for 2021-2022 and 2022-2023 session soon. A committee formed with Academic Subcommittee Convener and all Hods of the Department.

Pal, Nayab Salami, Dubta
11/10/2023

Das 11/10/2023

Jhos 11/10/2023

Sanku 11/10/23

Jos 11.10.23

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11/10/2023
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Date 29.02.2024

IQAC Core Committee Meeting

All Members of the Core Committee of IQAC are hereby requested to attend a MEETING of IQAC held on **05/03/2024 (Tuesday) at 12.00 P.M in IQAC Room** to discuss the following agenda:

Agenda:

1. IQA Submission For NAAC.
2. Proposal For Add-on Courses, Seminars, Activities under MoUs and Cultural Activities (2023-24)
3. New Committee formation 2024-2026
4. Misc.

Chairman-	Dr Arnab Ghosh (PRINCIPAL)	Signature
Co-ordinator	Dr. Alpina Ray	<i>Alpina Ray</i> 1/03/24
Teachers Representative	Dr. Somdatta Ghosh Kar	<i>S Kar</i> 1/03/24
Teachers Representative	Dr Soumen Mondal	<i>Soumen Mondal</i> 01.0
Teachers Representative	Dr Trisha Maitra	<i>Trisha</i> 29.02.24
Teachers Representative	Dr. Shreyashi Chatterjee	<i>Shreyashi</i> 02/03/24
Teachers Representative	Prof Subrata Mondal	<i>Smondal</i> 1/03/24
Academic Subcommittee Convener	Dr. Sukanta Das	<i>Sukanta Das</i> 29/02/2024
Nodal officer of AISHE	Dr. Rekha Biswas	<i>Biswas</i> 29/02/2024
Faculty Council Secretary	Dr Tanjima Paul Das	~
Bursar	Dr. Partha Sarathi Dutta	<i>Parthasarathi Dutta</i>
Ex- IQAC-Coordinator	Dr Kamala Mitra	~
NTS Representative	Mr. Chandan Chakraborty	~
Head Clerk	Mr. Tapan Kumar Dhali	<i>Tapan Kumar Dhali</i>

**** I also Request Prof Debadyuti Karmakar and Prof Mijanur Rahaman to be present in the meeting as Invitee Member.**

Debadyuti Karmakar
1/3/24

MRahaman
02.03.24

Alpina Ray 29/02/24
IQAC-Coordinator
Prasanta Chandra Mahalanobis
Mahavidyalaya
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A Ghosh
29.02.24
Principal
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RESOLUTION OF IQAC MEETING HELD ON 23/05/2023 IN IQAC ROOM AT 2.30 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 charge and NSS Programme Officer and Committee conveners in the meeting. There were 13 members present in the meeting and discussed all the Agenda mentioned in the IQAC Meeting Notice.

Resolution# 1: IQAC members and the NACC Coordinator have to submit IIQA in the NAAC portal for NAAC. All information will be provided by the office to make it convenient. The principal requested to submit it by April 2024.

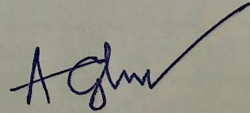
Resolution# 2: The IQAC Coordinator proposed all Departments to plan Add-on Courses / Certificate courses for the 2024-2025 sessions and SWAYAM / NPTL Chapter Nodal Officer enrol our students Online MOOC courses for the 2024-2025 session.

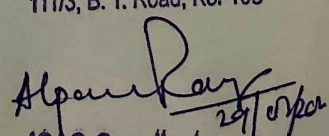
Resolution# 3 IQAC Coordinator proposed to carry out MoU activities mainly Faculty Exchange Programme, Seminars, and Extension Activities and also proposed some new MoU with Industries in 2023-2024 and 2024-2025.

Resolution# 4 IQAC core committee Members proposed a New Committee formation for 2024-2026 and the proposal will be discussed in the Faculty Council for Teachers suggestions and opinion.

In the Miscellaneous part, IQAC proposed to prepare Gender Action Plan 2023-24 for the Gender Equity Cell and requested to carry out extension activities under Uposhom, Utkorsho, Sobujer Sondhane, Sporsho and Know your Neighbour activities to different cells. In the miscellaneous part, all policy documents were discussed in detail and some suggestions were accepted by the Core Committee members.

Prasanta Chandra Mahalanobis
Sukanto Das
Shas
Kamalanikhi
Hemanta
Arz


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IQAC-Coordinator
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Date 12.103.2024

Subject: IQAC Meeting For NAAC (3)

All the Teachers are requested to make it convenient to attend a meeting on 13/03/2024 (Wednesday) at 2.30 P.M in Teachers Room to discuss the following agenda:

1. Review of SSR Criterion-wise Data Collection
2. Preparation of Academic and Green Audit
3. Departmental Activities for 2023-24 SESSION
4. Misc.

Alay

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IQAC-Coprdinator
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Agul
Principal
Prasanta Chandra Mahalanobis
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PROPOSED DEPARTMENTAL ACTIVITIES (MARCH 2024-MAY 2024)

1. Community Cum Extension Works
2. Mou/ Collaboration Activities
3. Commemorative Day Celebrations
4. National / International Seminars
5. Workshops on Research Methodology
6. Faculty Development Programme/ Workshops
7. Non-Teaching Training Programme
8. Cultural Functions/ Cultural Competitions with collaborations
9. Departmental Field Visits
10. Students Seminar/ Debate-Poster Competitions/Remedial classes/ Mentor
_Mentee Classes/ ICT classes
11. Library Visits/ Tree Plantation / Departmental Best Practices
12. Feedback Analysis Report
13. Result Analysis / Action Taken Report

Alpana Ray 13/03/2024
IQAC-Coordinator
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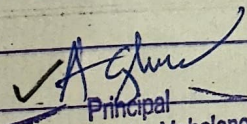
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A Ghosh
Principal
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Members Present (13/03/2024)
(Offline)

- 1.
2. Alpana
3. Sukanto Das
4. Alpana Ray
5. Sandatta Ghosh (Sar)
6. Subrata Mondal
7. Nabanita Basu
8. Sheela Saha.
9. Kakali Nandi
10. Nibediti Parashar
11. Uttara Kundu Choudhuri
12. Mausumi Bose
13. Nela Choudhuri (Nandini)
14. Sharmistha Ray (Dn)
15. Soumen Mondal
16. Trisha Mitra
17. Saugan Chatterjee
18. Puja Bhowm
19. Suparna Dey

- Dr.
20. Parthasarathi Datta (online)
 21. Dr. Sharmistha Mitra (online)
 22. Monisha Ghosh (online)
 23. Dr. Swarnali Choudhuri (online)
 24. Piyali Saha (online)
 25. Puhi Mitra (online)
 26. Dr. Kamala Mitra (online)
 27. Dr. Guddi Tiwari (online)
 28. Mijanur Rahman
 29. Rekha Biswas, 13/03/2024
 30. Thekai Parira 13.03.2024.


Principal
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RESOLUTION of the Meeting 13/03/2024 at IQAC Room at 2.30 p.m with all Hods and Non-teaching staff

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

1. IQAC Coordinator discussed the Criterion wise initiatives for SSR and framed the Proposals from all cells and placed it before Governing Body for finalizing it.
2. IQAC Coordinator received 10 proposals from the various departments and read out all the proposals sent by the Departments as Departmental activities for March 2024 to May 2024.
3. IQAC requested to carry out the different qualitative initiatives in the current years by the departments. Mathematics department, Economics department, Bengali department, English department and food and nutrition department announced that these departments will publish Edited books in association with IQAC as part of the Research Activity. Teachers are encouraged to write research papers in these books. As a part of Qualitative initiatives, IQAC welcomes the proposal for Scholar of the Month. As a part of the MOU activity, IQAC will introduce collaborative quality initiatives with these institutions, like seminars, certificate courses, and Faculty development programmes in the current academic Year. As a part of qualitative initiatives, IQAC has requested all departments to start the academic audit for the 2022-23 session and requested that the Green Audit committee also start the Green Audit 2022-23.
4. Principal asked the FEEDBACK cell Convener, DR PUJA BISWAS, to start taking Feedback on academic performance and ambience of the college among semesters 2, 4 and 6 very soon and requested IQAC coordinator to write the Report based on the Feedback received and will mail to him.
5. In the MISc part Gender Equity Cell convener Dr Sreyashi Chatterjee has proposed Gender activities on Menstrual Activities and community extension activities 2023-2024.
6. IQAC Coordinator proposed a Five Day Professional Development Programme with all NON teaching staff members in May 2024. They all agreed to join in this programme in May 2024.

As on other discussion remained, the meeting ended with a Vote of thanks to the Chair.

Prasanta Chandra Mahalanobis
13/3/2024

✓
Prasanta Chandra Mahalanobis
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Alpena Ray 13/03/24
IQAC-Coordinator
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Date: 20.05.2024

IQAC Meeting with Departments and Committees

All Faculty Members, Conveners and Joint Conveners of the Committee Members are hereby requested to attend a MEETING of IQAC held on **27/05/2024 (Tuesday)** at **2.30 P.M** in **Room no 206** to discuss the following agenda:

1. Departmental Feedback on syllabus analysis
2. Address of Grievance cell report
3. Misc

Alay

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Alay Ray 27/05/2024
IQAC-Coordinator
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Agzel
Principal
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Agln
Principal
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Resolution of IQAC Meeting held on 27/05/2024 at 2.30 p.m

IQAC collected Feedback on syllabus from Students, Alumni, Teachers and Parents for session 2023-2024. All Feedback are analysed by the members of Feedback cell and Action Taken Reports are prepared by the IQAC members. IQAC Coordinator proposed to place these Reports in Governing body for necessary actions.

Grievance cell received over 150 grievances in the academic session 2023-2024 session. All these are addressed by IQAC coordinator and requested to the committee to take necessary actions on these issues.

In the Misc part IQAC coordinator requested to Research cell to submit the proposals for 2024-2025 session for carrying out research in 2024-2025.

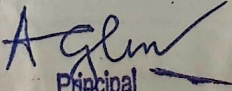
IQAC coordinator proposed to work on Students Profile mapping 2024-2025 session.

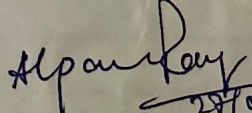
IQAC Coordinator proposed small cubicles to each department along with desktops, printer and internet facility so that teachers can carry out research activities after the classes .

IQAC Coordinator requested to all HODs to start working Academic Audit 2023-2024 session.

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

Parthasarami Datta
27/5/2024
Sukanta Das 27/5/24
Jaya 27/5/24
Kaulth 27/05/24
Jaya
27-05-24


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