

Proceedings and resolutions of the IQAC meeting held on 18.07.2020 in online mode with all the Departmental Heads to discuss the procedure of online classes for the new Academic Session 2020-2021.

Meeting Platform- Google Meet

Time 3p.m.

Members Present:

1. Dr. Shyamal Karmakar Principal
2. Subrata Mandal HOD Bengali
3. Sukanta Das HOD English
4. Jhiliak Pakira HOD Education
5. Dr. Rekha Biswas HOD Geography
6. Tanima Pal HOD Food and Nutrition
7. Debdyuti Karmakar HOD Sociology
8. Mijanur Rahaman HOD Philosophy
9. Dr. Trisha Maitra HOD Mathematics
10. Sudarsana Sarkar HOD Economics
11. Dr. Parthasarathi Dutta HOD Commerce
12. Mohiuddin Mandal HOD Political Science
13. Priti Mitra HOD History
14. Dr. Nabanita Basu HOD Human Development
15. Suparna Dey HOD Computer Science
16. Dr. Somdatta Ghosh Kar Teacher Council Secretary
17. Dr. Kamala Mitra IQAC Coordinator

It was resolved that

1. Online classes to be taken as per routine both for honours and general in Arts Science and Commerce stream. The recordings of the classes to be kept by individual teacher and to be uploaded in website.
2. Student Management system to be introduced to follow up this works.
3. Principal proposed that economically poor students who are meritorious and want to do the classes but cannot afford internet facilities due to lack of smart phone Department will identify them and provide help which will be re-embursed as contingency to Department later on after submitting proper documents.
4. All Departmental HODs reported that SEM II students were regular in attending the classes but it was problem to find out the students of SEM IV. Very Poor attendance was observed in this classes for both Honours and General in Science Arts and Commerce Stream. Even they cannot be traced by phone call which was provided incorrect. Principal proposed that office would provide Registration Data of 2018-19 and 2019-20 so that Departments can get details of the students.
5. Regarding mode of teaching in online method students demanded audio and video mode and interactive session instead of giving notes. Principal proposed to make the lectures more interesting by preparing PPT, Board work as needed.

6. Academic Subcommittee Convenor Dr. Rekha Biswas suggested to take classes in Google classroom platform which is economically favourable. She also proposed the Feedback form to be modified.

7. English, Sociology and Philosophy Departmental Head reported that Arka De Barman, Utpal Biswas and Sucheta Biswas not took any classes from the month of April to 15th May due to internet and health problem.

8. Some Department needs book facilities for new semester SEM V. Principal proposed that for online classes librarian can provide the scan copy of books which will be required if it is available in library. The teachers were requested to purchase books which they required and in future it could be used as library copy on refunding the price

9. IQAC Coordinator proposed that date wise topics taught and assignment given by each Department to be uploaded in website on regular basis. Online class report and feedback taken by the Department should be mailed to IQAC through HOD.

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

Kamala Mitra  
IQAC Coordinator

**PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA KOLKATA -108**

**Proceedings and Resolutions of IQAC Meeting held on 14.09.2020**

Proceedings and resolutions of the IQAC meeting held on 14.09.2020 in online mode with all the IQAC Members and Departmental Heads to discuss the following agendas.

Meeting Platform- Google Meet

Time 6p.m.-8:30 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	Jhilik Pakira	HOD Education
5	Dr. Rekha Biswas	HOD Geography and IQAC Member
6	Tanima Pal	HOD Food and Nutrition
7	Dr Sreyasi Chatterjee	for HOD Sociology
8	Mijanur Rahaman	HOD Philosophy and IQAC Member
9	Dr. Trisha Maitra	HOD Mathematics
10	Puja Biswas	HOD Economics
11	Dr. Parthasarathi Dutta	HOD Commerce and IQAC Member
12	Mohiuddin Mandal	HOD Political Science
13	Priti Mitra	HOD History
14	Dr. Nabanita Basu	HOD Human Development
15	Suparna Dey	HOD Computer Science
16	Dr. Somdatta Ghosh Kar	Teacher Council Secretary and IQAC Member
17	Dr.Alpana Roy	IQAC Member
18	Dr.Soumen Mondal	Librarian &IQAC Member
19	Dr. Kamala Mitra	. IQAC Coordinator

IQAC Coordinator started the meeting with her welcome address and Principal sir elaborated on the norms of conducting Part III Examination Of WBSU 2020 and gave an overview of the whole meeting whereabouts. Colleges have been instructed to provide online support. The University will upload question papers and students have to download the paper and write on answer scripts at home, mentioning their roll number, registration number. The examination will follow the open-book system and students will be given 24 hours to upload their answer scripts between 11.30 am and 12 pm. The answer scripts will then be sent to the respective departmental email ids. Answer scripts can be corrected as soft copy or hard copy. If a student is unable to upload the soft copy of answer scripts then he/she can submit a hard copy within 24 hours to the college. The college will then hand-deliver the answer scripts to the concerned department. Mark uploading will follow the same system as uploading of internal assessment marks.

**1) Agenda 1: To discuss the University Examination of Part III to be held from 15.9.20 onwards**

**It was proposed that**

- ❖ Assistance is to be provided to students by respective departmental faculties to help them write their exams and send scanned copies (A4 papers with proper margin and page numbers given) and admit cards within 24 hours to Departmental mail ids for subsequent assessment.
- ❖ Departments are requested to conduct Practical exams within stipulated time period scheduled by WBSU and upload marks in University portals from 15.09.20-05.10.20
- ❖ Departmental HOD'S are requested to complete assessment by delegation of responsibilities to all the substantive and SACT faculties.
- ❖ In case students are unable to send pdf of their copies, Whatsapp as a medium of question distribution and collection of answer scripts can be used.
- ❖ Students should be asked to keep the hard copies secure for future reference of college and deposit to college authorities as pandemic gets over.
- ❖ IQAC coordinator was requested to send a list of regular and casual candidates to the departmental mail id's for reference.
- ❖ It was decided Academic Subcommittee will prepare a schedule of teachers to be active on exam days for correction of copies and uploading marks in University portal. Moreover it was said that non-teaching staff will help as necessary on the scheduled exam dates.

**2) Agenda 2: To discuss the schedule for Orientation and commencement of classes of Semester I 2020-21.**

- ❖ Students should successfully complete the registration process within 30<sup>th</sup> September 2020 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 21<sup>st</sup> Sept, 2020 at 12 -1p.m. (B.Sc Hons. And B.Sc. General) , B.Com Honours and general and from 3-4p.m. B.A(Hons.) These sessions will be attended by all Semester 1 students and all departmental faculties.
- ❖ Every departmental head must provide a list of Semester 1 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 1<sup>st</sup> October, 2020.
- ❖ 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.

### **3) To discuss about the Antiragging Declaration Format for semester I**

Students of Sem I should be counseled by Departmental faculties to fill in Antiragging Declaration Format (downloaded from college website) as per UGC guidelines. An anti-ragging committee is to be set up and to be uploaded in website with their Phone numbers..

### **4) To discuss about the admission and attendance of SEMIII and SEMV 2020**

- ❖ Admission is still continuing in SEMIII and SEMV 2020.
- ❖ All departments had been instructed to submit a report recording attendance since April 2020. All heads of the departments were requested to submit this report if they have not already submitted.

### **5) To discuss about the format prepared for Departmental and Faculty report of 2019-20**

- ❖ All members were informed that the college had entered the third cycle of the NAAC and an academic audit has to be scheduled for 2020-2021. Every department was instructed to submit Departmental and Faculty report by 31st October to IQAC , mentioning departmental achievements and performance of departmental teachers. This report is essential to complete the AQAR of 2019-2020.
- ❖ Principal sir requested to send necessary information to the IQAC coordinator to help her upload AQAR in portal by 31<sup>st</sup> October,2020.

### **6) To discuss about the Feedback forms prepared for the stakeholders and its utilization.**

- ❖ All members were informed that as per NAAC guidelines, a proper feedback system must be introduced. This feedback system will include teacher feedback, student feedback, parents feedback and alumni feedback. The content of the feedback form has been developed by the IQAC Coordinator but it was decided that the Department of English and the Department of Bengali will further develop this content.
- ❖ Dr. ParthasarathiDutta requested to prepare feedback forms in vernacular language for guardians which were supported by all.

### **7) To discuss about the Student satisfaction survey of 2019-20**

- ❖ The student satisfaction survey will be conducted on the students appearing for the PartIII 2020 examinations. This will be done on the last day of examination. All departments were asked to ensure that their students complete this survey.

### **8) Final preparation of AQAR within September 31st2020**

- ❖ The work on the AQAR is almost complete. All IQAC members were requested to cooperate with the IQAC Coordinator to enable her to complete the AQAR by providing the necessary data, before the deadline 31st October 2020. Bursar and Accountant of the college were requested to deposit necessary data on budget so that AQAR can be submitted within 31<sup>st</sup> Oct. 2020.
- ❖ Necessary uploading and input will start from 26<sup>th</sup> Sept.,2020

**9) Discussion about Mentoring Procedure.**

- ❖ Departmental HOD's were requested to deposit data on Mentor: Mentee from 2018-19 session and cooperate with IQAC coordinator

**10) Grievance Redressal form prepared and to be maintained by Student Welfare Committee :**

The student welfare committee was requested to take up the responsibilities of the Grievance Redressal Cell. A separate email id was created for the same. Academic and nonacademic grievance redressal form(Google forms) is to uploaded in college website to submit their grievances. A letter box will also be installed by the college premises for dropping letters stating grievances. Student's anonymity will be maintained.

**11) 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 'Agomoni' program by Semester I students will be streamed on the college Youtube channel before the Pujio vacation. 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 members present were informed about upcoming webinar dates:

**19th September2020** : Webinar organised by IQAC for Quality Enhancement Strategies: Preparation & Documentation of SSR and AQAR

**21st September2020** : Webinar organised by ICC and IQAC on promoting awareness about the role of the ICC

**24th September:** NSS Day Celebration

**26th September:** Webinar organised by Department of Philosophy

**30th September:** Webinar organised by Department of Education and Department of Political Science on IPR

**1st October 2020:** Webinar jointly organised by Sanjibani Life Beyond Cancer on Eradicate Cancer and Healthy Lifestyle

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  
Date 14.9.20

**PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA KOLKATA -108**

**Proceedings and Resolutions of IQAC Meeting held on 02.02.2021**

Proceedings and resolutions of the IQAC meeting held on 02.02.2021 in online mode with all the IQAC Members to discuss the following agendas.

Agenda:

1. Preparation of AQAR 2019-20.
2. Miscellaneous

Meeting Platform- Google Meet

Time 12:00-1:00PM

Members Present:

1. Dr. Shyamal Karmakar (Principal/Chairman)
2. Dr. Somdatta Ghosh (Kar)- Secretary ,Faculty Council
3. Dr. Alpana Ray – Teacher Representative
4. Sri Debadyuti Karmakar – Teacher Representative
5. Dr. Sukanta Das- Teacher Representative
6. Mijanur Rahaman – Teacher Representative
7. Dr. Soumen Mondal – Librarian
8. Dr. Kamala Mitra (IQAC Coordinator)

Principal Dr. Shyamal Karmakar Presided over the meeting.

IQAC Coordinator started the meeting with her welcome address and the report of submission of AQAR 2018-19 was placed. IQAC Coordinator informed that the link for submission of the AQAR of 2019-20 will be available upto May 2021. So the preparation of the report is to be started.

Principal 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 2019-20 is as follows:

Criteria1: Dr. Sukanta Das and Ms. Jhilik Pakhira

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



Criteria3: Dr. Alpana Ray

Criteria4 : Dr Somdatta Ghosh (Kar), Dr. Soumen Mondal and Ms. Suparna Dey

Criteria 5: Sri Subrata Mandal and Ms. Tanima Pal (Das)

Criteria6: Dr. Parthasarathi Dutta and Mr. Biswadeep Roy

Criteria7: Sri Debadyuti Karmakar, Dr. Sreyasi Chatterjee and Mr. Utpal Biswas

According to the statement of Mijanur Rahaman that he is engaged in his final stage of Ph.D work Principal proposed not to involve him in this criteria preparation actively but to help whenever necessary.

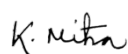
IQAC Coordinator proposed that Each team has to submit their first round report on 12.2.21. A meeting will be arranged for this discussion. Last date of final report to be submitted by each team is 28.02.21.

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 2018-19, 2019-20 and 2020-21. Dr. Alpana Ray Convener of ECO Club was requested to take the initiative for the preparation of Green Audit.

Principal proposed that for Registration of Alumni the initiative is to be taken by Biswadeep Roy Head, Department of Commerce.

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



(02.02.2021)

Dr. Kamala Mitra  
IQAC Coordinatior



(02.02.2021)

Dr. Shyamal Karmakar  
Principal / Chairman, IQAC

**PRASANTA CHANDRA MAHALANOBIS MAHAVIDYALAYA**  
**KOLKATA -108**

**Proceedings and Resolutions of IQAC Meeting held on 01.06.2021**

Meeting Platform- Google Meet

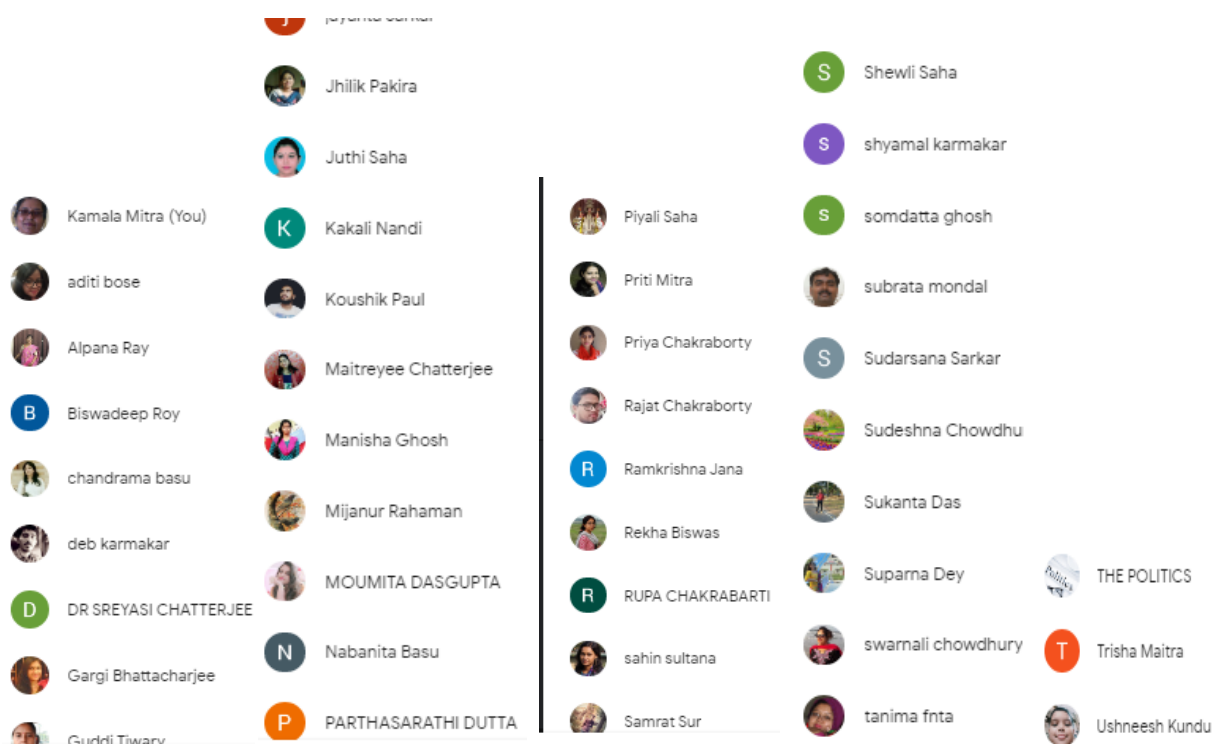
Time 12:00-2:00PM

Proceedings and resolutions of the IQAC meeting held on 01.06.2021 in online mode with all the Faculty Members to discuss the following agendas.

Agenda:

1. To discuss the Result of ODD Semester 2021.Preparation of AQAR 2019-20.
2. Preparation for the Semester VI students. First Batch.
- 3.Proposal of the activities to be organised within month of June 2021.
4. Preparation of the Departmental and Individual teacher reports for AQAR 2020-2021
- 5.Miscellaneous

Members Present:



Principal Dr. Shyamal Karmakar Presided over the meeting.

Resolved that

- i) Result of ODD Semester 2021 was overall satisfactory but for some Department initiative has to be taken for the upliftment of the educational standard through online mode. The final semester students (Semester VI) have to be highly taken care of as they are the first batch of this new system.

ii) Stringent action to be taken by the Departmental Head for the students who have zero attendance till 31.5.2021. A list of such students is to be provided and to submit IQAC for further discussion.

iii) Mentor Mentee relationship to be strengthens among Hons. and General backward students and an action taken report to be provided to IQAC.

iv) As per discussion with the Group member's distribution of AQAR Criteria for the Year 2020-21 is as follows:

Criteria1: Dr. Sukanta Das and Ms.Jhilik Pakhira

Criteria2: Dr.Rekha Biswas, Dr. Trisa Maitra.

Criteria3: Dr. Alpana Ray

Criteria4: Dr Somdatta Ghosh (Kar), Ms. Puja Biswas, Ms.Suparna Dey and Dr. Soumen Mondal

Criteria 5: Ms. Tanima Pal (Das) and Sri Subrata Mandal

Criteria6: Mr.Biswadeep Roy and Dr. Parthasarathi Dutta

Criteria7: Sri Debadyuti Karmakar, Dr. Sreyasi Chatterjee and Mr. Utpal Biswas

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.

v) Departmental ,individual faculty and different Cell report of 2020-2021 has to be submitted through pcmmiqac@gmail.com on and before 18.07.2021. As the AQAR of 2020-2021 have to be submitted within 31.12 2021 the Criteria Coordinator were requested to prepare the criteria data and to submit within 31.08.2021 to pcmmiqac@gmail.com.


vi) Criteria Coordinators will look after the sub criteria's and proposals to be sent to IQAC accordingly to reduce the NIL Data for the betterment of results in future.

vii) The feedback system to be initiated by the Departments for the Semester VI students.

vii) Initiative is to be taken by Departments for filling up the Registration form of Alumni and virtual alumni meet to be organised Department wise.

viii) All the Departments were requested to prepare virtual tour of their Departments which to be displayed in the Website and our YouTube channel.

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



(01.06.2021)

Dr. Kamala Mitra

IQAC Coordinatiior



(01.06.2021)

Dr. Shyamal Karmakar

Principal / Chairman, IQAC