



Acharya Prafulla Chandra College

(Govt. Sponsored)

P.O. New Barrackpore, North 24 Parganas, Kolkata-700 131, West Bengal

Date : 07.07.2016

Notice

A meeting of the IQAC of the college will be held on 14.07.2016 at 2:00 p.m. in the chamber of the Principal. All the members of the IQAC are requested to attend the meeting.

Agenda

1. First Convocation of postgraduate departments
2. General Infrastructural issues
3. Formation of ICC
4. Issues relating to academic enhancement of college
5. Organization of National Seminar

Members

1.Dr.Saktibrata Bhowmik (President IQAC) 2.Dr.Nikhil Chandra Haldar (President, Governing Body) ,3. Shri Nirmal Chandra Bose (Member Governing Body ,4.Smt. Tripti Majumder, (Chairperson New Barrackpore Municipality) 5.Dr.Jibanta Narayan Nag (former TIC Jaipuria College) ,6.Shri Joygopal Bhattacharya (Councillor New Barrackpore Municipality) , 7.Dr.Nimai Ratan Adhikari (Bursar) ,8.Dr.Subhra Chaudhuri (Convenor IQAC),9.Prof. Chaitali Bhattacharya (Convenor Academic Sub-committee),10.Shri TarakBasak (Head Clerk) ,11.Dr.Sarbani Bhattacharya ,12.Dr.Rafi Ahmed 13. Dr.Subhro Ghosal ,14.Prof. HaricharanMahato 15.Dr. Chitrita Dutta , 16. Dr. Mallika Roy ,17. Dr.Mahua Ghosh ,18.Shri Sumon Dey (General Secretary Students' Union)

Sd/-
(Principal)
Dr. Saktibrata Bhowmik

Sd/-
(Coordinator IQAC)
Dr.Subhra Chaudhuri



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Proceeding of the meeting of the IOAC held on 14.07.2016 at 2:00 p.m.:

The Principal took the chair and with his permission the coordinator by welcoming the members of the newly constituted IQAC. The convener was asked to read out the minutes of the previous meeting for confirmation. The committee then proceeded to discuss the recommendations of the last meeting and the actions taken thereof. The IQAC convener then started off the discussion by reading out the observations of the previous meeting and the follow up actions thereof.

Rain-water Harvesting : Steps have been initiated for installation of water harvesting system in the college campus

Date of NAAC visit : As per discussion in the previous meeting dates had been proposed in last week of September or in the first week of November, 2016

SSR report writing : It was in its final stages.

The Coordinator IQAC then proceeded to discussions on the agenda

1. International Seminars : The Principal informed the members that it was a matter of pride that UGC had approved funding of three National Seminars for the departments of Botany , Zoology and Food and Nutrition. It was decided after discussion that the seminars be organized before the visit of the NAAC team . Dr. Rafi Ahmed suggested that convenient dates in September be chosen based on availability of the resource persons. Dr. mahua Ghosh who is the Convenor of the seminar committee was asked to co-ordinate with the concerned departments.

2. Dr. Nikhil Haldar proposed the installation of a Elevator (Lift) in the main building for the use of Physically disabled students. Other members welcomed the proposal and suggested provision of a sick room also

3. Dr. Chaitali Bhattacharya ,Convenor Academic Sub-committee reported that a considerable number of full time regular teachers of our college are eligible and are willing to act as Research supervisor as per the eligibility criteria stipulated in the recent UGC regulations .The Principal was requested to take up the matter with the competent authority of the West Bengal State University and do the needful so that the eligible and willing full time regular teachers in the college get the opportunity to act as the Research Supervisor for pursuing research works in the college.

4. The Principal reported that the Authority of the West Bengal State University has accorded permission for holding convocation in the college to confer degrees to the post graduate students in different subjects in our college and accordingly all arrangements are being made to hold the



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convocation to confer degrees to the post graduate students passed out in different subjects in the college during the period from 2010 to 2015 on a suitable date in the first week of November, 2016.

5. Dr. Chitrita Dutta asked members that in view of UGC regulation regarding compliance with the Sexual harassment of Women at Work place it is imperative that an 'Internal Complaints Committee (ICC)' be formed. After discussion the following committee was proposed -

Presiding Officer : Dr. Chitrita Datta, Associate Professor in Bengali Members :

1. Dr. Indrani Datta, Associate Professor in Molecular Biology

2. Dr. Sandip Kumar Saha, Assistant Professor in Chemistry

3. Smt. Rita Biswas, Non Teaching Employee

4. Sri Chandan Chatterjee, Non-Teaching Employee

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

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

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(Coordinator IQAC)

Dr. Subhra Chaudhuri



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Date: 09.08.2016

Notice

A meeting of the IQAC of the college will be held on 18.08.2016 at 1:30 p.m. in the chamber of the Principal. All the members of the IQAC are requested to attend the meeting.

Agenda:

1. Infrastructure development of main College campus (pending work of Auditorium, Earth filling with ramming & dressing at different places).
2. Installation CCTV in both the Campus.
3. Installation of a Meteorological Monitoring Station in the College premises.
4. Installation of Solar Panel Grid on roof top of main building.
5. Installation of Water Harvesting system in the College campus.
6. Removal of temporary shops from the front of main campus and necessary modification/beautification work.
7. Installation of a half-bust statue of Acharya P.C. Ray in the second campus of College.
8. Matter in connection with the up-coming NAAC visit in the College.
9. Arrangement of Cook & Helper on temporary/contract basis for Women's Hostel.

Members:

1. Dr. Saktibrata Bhowmik (President IQAC) 2. Dr. Nikhil Chandra Haldar (President, Governing Body) , 3. Shri Nirmal Chandra Bose (Member Governing Body) , 4. Smt. Tripti Majumder, (Chairperson New Barrackpore Municipality) 5. Dr. Jibanta Narayan Nag (former TIC Jaipuria College) , 6. Shri Joygopal Bhattacharya (Councillor New Barrackpore Municipality) , 7. Dr. Nimai Ratan Adhikari (Bursar) , 8. Dr. Subhra Chaudhuri (Convenor IQAC), 9. Prof. Chaitali Bhattacharya (Convenor Academic Sub-committee), 10. Shri Tarak Basak (Head Clerk) , 11. Dr. Sarbani Bhattacharya , 12. Dr. Rafi Ahmed 13. Dr. Subhro Ghosal , 14. Prof. Haricharan Mahato 15. Dr. Chitrita Dutta , 16. Dr. Mallika Roy , 17. Dr. Mahua Ghosh , 18. Shri Sumon Dey (General Secretary Students' Union)

Sd/-
(Principal)
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Proceeding of the meeting of the IQAC held on 18.08.2016 at 1:30 p.m:

The Principal took the chair and with his permission the coordinator by welcoming the members of the newly constituted IQAC. The convener was asked to read out the minutes of the previous meeting for confirmation. The committee then proceeded to discuss the recommendations of the last meeting and the actions taken thereof. The IQAC convener then started the discussion by reading out the observations of the previous meeting and follow up actions thereof.

1. Necessary steps be taken to move to the Director of Public Instructions, Higher Education, Govt of West Bengal for the creation of required number of teaching posts as admissible in terms of existing G.O.in this regard in the following subjects taught in the college; Microbiology (UG, Hons.& PG), Physics(UG, Hons., Gen & PG), Electronics UG, Hons, Gen & PG), Computer Science(UG, Hons., Gen & PG), Food & Nutrition (UG, Hons.& Gen), Economics(UG, Hons.& Gen), Anthropology(UG, Hons.& Gen), Botany (UG, Hons.& Gen), Zoology(UG, Hons.& Gen), Statistics(UG, Hons.& Gen), Geography(UG, Hons.& Gen), Philosophy(UG, Hons.& Gen), Journalism(UG, Hons. only), Education (UG, Hons.& Gen), Sanskrit(UG, Hons.& Gen), Molecular Biology (UG, General only), Physical Education(UG, General only), Industrial Fish & Fisheries (UG, Major), Advertising Sales Promotion & Sales Management (UG, Major).
2. Principal reported that he had already received the names of the subject experts from the University for selection of Guest / Contractual teachers in Botany, Food & Nutrition, Philosophy, Journalism, Anthropology, Education, Economics, Statistics, Computer Science, Physical Education, Sanskrit, Molecular Biology & Political Science.
3. Principal be requested to take necessary steps for engagement of Guests/Contractual Lecturers in different department.

The Coordinator IQAC then proceeded to discussions on the agenda of notice dated 09.08.2016.

1. Infrastructure development of main college campus -
 - (i) Pending work of auditorium such as (a) False ceiling of the auditorium, (b) Aluminum sliding window, (c) Roof waterproofing treatment on tin surfacerroof of auditorium.
Principal assured that all the above pending work will be completed before upcoming seminar.



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- (ii) Earth filling with ramming and dressing as required on the low land and ditches in front of gates of the main campus along the stretch of the boundary wall as well as low land and ditches on the spots adjacent to the southern side of the playground.

Principal assured that work is under progress and will be completed before upcoming NAAC visit, i.e. before 10.11.2016.

2. Matter of installation of CCTV for security purpose and Water Harvesting System have been discussed and will be placed before finance committee and Governing Body for approval.
3. Matter of installation of a Metrological Monitoring Station in the college premises has been discussed and the same will be installed under the supervision of Department of Geography of this College.
4. Principal discussed about removal of shops having temporary construction encroaching the portion of the western side of the main entrance of main campus. The President, Dr. Halder will take this issue with local Municipality & Police Station.
5. Matter on fill-up of low lands & ditches adjacent to boundary wall discussed. This can be filled-up with good soil with necessary drainage facilities and beautification.
6. Matter on installation of a half-bust statue of Acharya P.C Ray on a spot in front of the Post Graduate building of the second campus of the college has been discussed.
7. The superintendent of Women's Hostel of this college has raised the issue of appointment of temporary/contract cook and helper for functioning of the kitchen of Hostel.
8. Necessary preparation in the event of visit of up-coming NAAC peer team has been discussed.

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

Sd/-
(Principal)
Dr. Saktibrata Bhowmik

Sd/-
(Coordinator IQAC)
Dr. Subhra Chaudhuri



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Date: 09.12.2016

Notice

A meeting of the IQAC of the college will be held on 15.12.2016 at 1:00 p.m. in the chamber of Principal. All the members of the IQAC are requested to attend the meeting.

Agenda

1. Report on visit of NAAC Peer team in the college from 10.11.2016 to 12.11.2016.
2. Overcoming the weakness mentioned by NAAC Peer team for further development.
3. Matters regarding grant of incentives for Ph.D/M. Phil and other qualification as per memo No. 986- ED/2016 dated 24.11.2016.
4. Introduction of Honours course in Molecular Biology and Physical Education.
5. Repair and renovation of ground floor of Central Hostel for OBC boys at APC College.
6. A short-term course on "Soft Skill Development and Stress Management".
7. Appointment of one Group- C and Group-D staff for Post Graduate section.

Members

1. Dr. Saktibrata Bhowmik (President IQAC) 2. Dr. Nikhil Chandra Halder (President, Governing Body) , 3. Shri Nirmal Chandra Bose (Member Governing Body, 4. Smt. Tripti Majumder, (Chairperson New Barrackpore Municipality) 5. Dr. Jibanta Narayan Nag (former TIC Jaipuria College) , 6. Shri Joygopal Bhattacharya (Councillor New Barrackpore Municipality) , 7. Dr. Nimai Ratan Adhikari (Bursar) , 8. Dr. Subhra Chaudhuri (Convenor IQAC), 9. Prof. Chaitali Bhattacharya (Convenor Academic Sub-committee), 10. Shri Tarak Basak (Head Clerk) , 11. Dr. Sarbani Bhattacharya , 12. Dr. Rafi Ahmed 13. Dr. Subhro Ghosal , 14. Prof. Haricharan Mahato 15. Dr. Chitrita Dutta , 16. Dr. Mallika Roy , 17. Dr. Mahua Ghosh , 18. Shri Sumon Dey (General Secretary Students' Union)

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(Principal)

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Proceeding of the meeting of the IOAC held on 15.12.2016 at 1:00 p.m.:

The Principal took the chair and with his permission the coordinator by welcoming the members of the newly constituted IQAC. The convener was asked to read out the minutes of the previous meeting for confirmation. The committee then proceeded to discuss the recommendations of the last meeting and the actions taken thereof.

The Coordinator of IQAC then proceed to discussions on the agenda of notice dated 09.08.2016.

1. Report of NAAC Peer team has been discussed in detail for the further development of the College & immediate corrective action on several aspects mentioned there in.
2. Process has been initiated with help of IQAC and members of Teacher' Benefit Committee in regard to grant of incentives for Ph. D/M. Phil & other qualifications of the teachers as per the Memo No. 986-ED/2016 dated 24.11.2016.
3. Principal has agreed to discuss with West Bengal Council of Higher Education for exploring possibility of introduction of Honours course in Molecular Biology & Physical Education.
4. Repair and renovation of ground floor of Central Hostel for OBC boys will be executed by New Barrackpore Municipality with sanctioned fund.
5. Principal reported that a seven day short term course on "Soft Skill development and Stress Management" was held in APCCollege from 22.08.2016 to 29.08.2016 in collaboration with CCSSS, Jadavpur University. Dr. Sanchita Dasgupta, Associate Professor in Political Science and Dr. Sarbani Bhattacharya, Associate Professor in Sanskrit were Coordinators of this course. A considerable number of teachers of this college and from other colleges participated in this course.
6. The appointment of one Group-C and Group-D Staff for the Post Graduate section and another Group-D staff required for security purpose in hostel and P.G. Building will be on purely temporary and casual basis.

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

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr. Subhra Chaudhuri



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Date : 18.01.2017

Notice

A meeting of the IQAC of the college will be held on 25.01.2017 at 3:30 p.m. in the chamber of the Principal. All the members of the IQAC are requested to attend the meeting.

Agenda

1. Discussion of the recommendations of the NAAC peer team General Infrastructural issues
2. Student support system- introduction of skill-based courses
3. Restructuring Mentoring and feedback system
4. Miscellaneous

Members

1. Dr. Saktibrata Bhowmik (President IQAC) 2. Dr. Nikhil Chandra Halder (President, Governing Body) , 3. Shri Nirmal Chandra Bose (Member Governing Body) , 4. Smt. Tripti Majumder, (Chairperson New Barrackpore Municipality) 5. Dr. Jibanta Narayan Nag (former TIC Jaipuria College) , 6. Shri Joygopal Bhattacharya (Councillor New Barrackpore Municipality) , 7. Dr. Nimai Ratan Adhikari (Bursar) , 8. Dr. Subhra Chaudhuri (Convenor IQAC), 9. Dr. Chitrita Dutta, 10. Shri Tarak Basak (Head Clerk) , 11. Dr. Sarbani Bhattacharya 12. Dr. Rafi Ahmed 13. Dr. Subhro Ghosal , 14. Prof. Haricharan Mahato 15. Dr. Mallika Roy , 16. Shri Sumon Dey (General Secretary Students' Union)

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

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(Coordinator IQAC)

Dr. Subhra Chaudhuri



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Proceeding of the meeting of the IQAC held on 25.01.2017 at 3:30 p.m.

The Principal took the chair and with his permission the coordinator by welcoming the members of the newly constituted IQAC. The convener was asked to read out the minutes of the previous meeting for confirmation. The committee then proceeded to discuss the recommendations of the last meeting and the actions taken thereof. The IQAC convener then started off the discussion by reading out the observations of the previous meeting and the follow up actions thereof.

The Coordinator IQAC then proceeded to discussions on the agenda

Agenda: Discussion of the recommendations of the NAAC peer team.

The Principal began the meeting by congratulating the different sections of the college for our excellent performance in the NAAC evaluation. He observed that the significant improvement in grade over our previous assessment is indicative of a continuous development process in the college. Dr. Bhowmik also thanked the IQAC committee for their supportive and constructive role in this development process.

The Principal initiated the discussion by reading out the observations and recommendations of the NAAC report under the various criteria.

1.The first issue discussed was the suggestion for implementation of CBCS under Curricular aspects. The committee suggested that the Postgraduate departments may be requested to study the feasibility of introducing such courses in future while some members were of the opinion that we wait until the CBCS is implemented at the undergraduate level by the Universities as that may itself require an overhauling of the syllabus at the postgraduate level.

2.The next issue was the introduction of skill based certificate courses. Dr. Bhowmik mentioned that if skill based implies application-oriented courses ,then our college already has certain skill based courses like communicative English. Members suggested.



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3.that different skill based subjects may be offered by the different departments like Electronics , Anthropology (Forensics), Journalism etc. The Principal asked for a better utilization of the Language Laboratory as different organizations were approaching the institution for campus interviews for which ,improving the communication skills of the students was a necessity.A decision was made to approach reputed organisations like British Council or other Government organisations for possible collaborations in this regard.

4.The next issue discussed was the restructuring of mentoring system. Two aspects were discussed – one was student mentoring which could be done at the departmental level. Some members mentioned that teachers already do a form of mentoring but it needs to be formalized. A formal allotment of a group students maybe made to a teacherof the concerned department for mentoring. Another aspect of mentoring could be bringing in external experts to act as a mentor for specific programs such as a career counsellor for the placement cell or a language expert for the language lab.

5.The next item to be discussed was the restructuring of the student feedback system

.The IQAC co-ordinator mentioned that existing system was not ideal as it included the names of the students and was moreover collected by the teachers of the department.The other members agreed although expressed apprehension that an anonymous feedback system could encourage unsubstantiated charges against teachers by irregular students. It was resolved that a new objective questionnaire would be framed by a committee composed of (i) Dr Chaitali Bhattacharya ,(ii) Dr.Nemai Adhikari and (ii) Dr.Subhro Ghosal . The forms would be distributed to students of each year during the TEST examination and collected in the examination hall itself.This would ensure anonymity. However to prevent misuse a provision maybe made for a numbered counterfoil which is to be filled by the students with their details and deposited separately in a sealed box kept for this purpose.

However For the third year students of this year the existing form without personal details is to be distributed and collected alongwith the University examination form.

6.With regard to the suggestion for remedial classes, it was mentioned that as the UGCscheme had expired a new system was needed .Some of the members mentioned wealready take remedial classes ,if we consider the classes after the TEST examination. It was suggested that the departments be advised to maintain separate records of suchclasses.



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7. The report has suggested that the monitoring system (student performance and teaching outcome) be more scientific. The Principal suggested that the Teacher's council should discuss and formalize adequate steps for strengthening the monitoring system.

8. The next issue to be discussed was career counseling. The Principal initiated the discussion by mentioning that he had received proposals from a number of organisations offering training programmes for students. It was acknowledged that although we have had a few campus placements in the recent past, they were not adequate for a college like us. Dr. Ghosal mentioned that during interaction with recruiters lack of communication skill has been pointed out as major lacunae. He suggested that companies specializing in pre-placement training be approached with an inbuilt assurance for arranging campus interviews. However some other members expressed their reservation about such an arrangement as in such case the college may become answerable to students in case of any failure on the part of the training agency. It was resolved that the college will shortly arrange a job fair. An expansion of the placement cell was also suggested.

9. The principal announced that to redress the observation of limited seed money for research by the college the College will henceforth reimburse (upto a maximum of Rs 10,000 per teacher) the registration fees for paper presentation in International Conferences. Moreover the contingency cost by way of chemicals etc for student projects in the college may be reimbursed by the college.

10. The Alumni Society of the college although functioning has to be registered.

11. In keeping with the suggestion of the NAAC report full digitization of the library has to be achieved along with collaboration with other leading libraries of this region.

12. The suggestion with respect to improvement of the student's canteen and library was noted and the authority was requested to take adequate steps in this regard.

13. With regard to maintenance of equipment and enhancement of ICT facilities, it was suggested that the college introduce annual maintenance contract for sensitive laboratory equipment. The IQAC co-coordinator pointed out that a few departments were yet to have computational facilities although it was required as a part of the curriculum. The Principal requested the bursar to initiate necessary steps in this regard.

14. The last item was the comment about strengthening of collaborative and consultative work in the college. A suggestion was made for the formation of a consultancy cell for activating this aspect.

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

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr. Subhra Chaudhuri



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Members Present (meeting of the IQAC 25.01.2017 at 3:30 p.m)

1.Dr.Saktibrata Bhowmik 2.Dr.Nikhil Chandra Halder

3. Shri Nirmal Chandra Bose

4.Smt. Tripti Majumder

5.Dr.Jibanta Narayan Nag

6.Shri Joygopal Bhattacharya 7.Dr.Nimai Ratan Adhikari 8.Dr.Subhra Chaudhuri

9.Prof. Chaitali Bhattacharya

10.Shri TarakBasak

11.Dr.Sarbani Bhattacharya 12.Dr.Rafi Ahmed

13. Dr.Subhro Ghosal,

14.Prof. Haricharan Mahato

15.Dr. Chitrita Dutta

16. Dr. Mallika Roy

17.Shri Sumon Dey