



Acharya Prafulla Chandra College

(NAAC ACCREDITED A GRADE COLLEGE) (Govt. Sponsored)

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

Date : 05.07.2017

Notice

A meeting of the IQAC of the college will be held on 11.07.2017 at 2:30 p.m. in the chamber of the Principal .All the members of the IQAC are requested to attend the meeting.

Agenda

1. Status of RUSA-2.0 project
2. General Infrastructural issues
3. Issues relating to academic enhancement of college
4. Miscellaneous

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. Mallika Roy ,6. Dr. Chitrita Dutta
- 7.Dr.Nimai Ratan Adhikari (Bursar) ,8.Dr.Subhra Chaudhuri (Convenor IQAC),9. Dr.Rafi Ahmed,10.Shri Tarak Basak (Head Clerk) ,11.Dr.Sarbani Bhattacharya ,12.. Dr.Subhro Ghosal ,13.Prof. Haricharan Mahato
- 14..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 IQAC held on 11.07.2017 at 2:30 p.m.

The Principal initiated the meeting by welcoming the members of the 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 Cordinator IQAC then proceeded to discussions on the agenda

1. RUSA : i) The Principal reported that he had already submitted the proposal to the Secretary , Higher Education Department & Addl. State Project Director, RUSA in the prescribed format for getting Infrastructure Grants under RUSA.)

Detailed Breakup :

Details of items	Physical Value already existing (Area in Sq. Mt.)	Physical Value proposed under RUSA (Area in Sq. Mt.)	Financial Value (Rs. in lakhs)	Remarks
CREATION OF NEW FACILITIES ITEMS (35% OF TOTAL FUND i.e. Rs. 70 Lakh)				
Hostels (separate for boys and girls)				
Toilets (separate for boys and girls)				
Laboratory				
Computer Centre				
Classrooms (including technologically enabled classrooms)		668	70.00	New Construction of the 3 rd floor over the existing 2 nd floor of the Vocational Technological Block which includes two separate toilets for



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				Boys and Girls, and Lift Vetted Plan & Estimate will be submitted
Common room for students				
Canteen / Cafeteria				
Total			70.00	
Excess expenditure over and above the stipulated amount of Rs.70.00 Lakh fixed by RUSA for the creation of new facilities in different heads will be borne by the college				
RENOVATION / UP-GRADATION OF EXISTING FACILITIES ITEMS (35% OF TOTAL FUND i.e. 70 Lakh)				
Academic Buildings Renovation of corridors and stair cases				
Administrative Buildings				
Campus Development				
Hostels				
Toilets		165	8.00	Vetted Estimate will be submitted
Library <u>Renovation & Upgradation with modern racks, A.C Machines etc</u>		480	10.00	Vetted Estimate for renovation and cost estimate for others will be submitted
Class Rooms <u>i)Upgradation of Class room with ICT facilities</u>			7.00	Cost estimate will be submitted



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ii) Upgradation with furniture		1550	8.00	Cost estimate will be submitted
iii) Renovation of class room including stair cases & corridors			20.00	Vetted Estimate will be submitted
Auditorium				
Canteen / Cafeteria		81	2.00	Vetted Estimate will be submitted
Laboratory Upgradation of Laboratories with equipments			15.00	Cost estimate will be submitted
Computer Centre				
Total			70.00	
Excess expenditure over and above the stipulated amount of Rs.70.00 Lakh fixed by RUSA for the RENOVATION / UPGRADATION OF EXISTING FACILITIES ITEMS in different heads will be borne by the college				
PROCUREMENT OF NEW EQUIPMENTS / FACILITIES ITEMS (30% OF TOTAL FUND i.e. Rs. 60 Lakh)				
Sports facility			5.00	Cost estimate will be submitted
Computers (Desktops, Laptops, Printers & UPS)			32.00	Cost estimate will be submitted
Book/Journals/ e-Resources			23.00	Cost estimate will be submitted
Total			60.00	

Excess expenditure over and above the stipulated amount of Rs.70.00 Lakh fixed by RUSA for PROCUREMENT OF NEW EQUIPMENTS/FACILITIES in different heads will be borne by the college.



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2. New courses : The Principal reported that the West Bengal State University has sanctioned the extension of affiliation for the post graduate courses in Bengali , History and Mathematics from the session 2017-18. The committee thanked all concerned for this new development.
3. Infrastructural Issues :Dr. Chaitali Bhattacharya ,Convenor Academic Sub-committee raised the issue of the immediate need for more classrooms. In this respect the The Principal informed the members that he had already submitted the estimates prepared by Dr.Anjan Dutta, Engineer engaged by the college to the appropriate authority for vetting of the following constructions ;
 - a) One more additional floor on the existing three storied main building in the main campus
 - b) One more additional floor on the existing three storied Vocational Technological Building in the main campus
4. Research Facilities : The IQAC coordinator informed the body that a number of teachers mentioned that the college could consider creation of a dedicated space to install sophisticated instruments procured under different research projects In this context the possibility of construction of 2nd floor on the existing 1st floor of the Post Graduate Building was discussed.
5. Teaching and non-teaching Staff : Non-teaching -In the event of introduction of three more Post graduate courses in the college from the academic session 2017 and also for the dearth of staff in college office it has become essential for the Engagement of casual staff on purely temporary basis(both group-C and Group-D) in the college. The Principal informed the members that the issue had already been discussed in the previous Governing Body meeting and suitable actions would be initiated.
6. Academic Infrastructure Resolved that necessary steps be taken for the furniture, teaching aids like boards, projectors and equipments including computers as required in different P.G.departments in the P.G.Building of the college.

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

Sd/-

Principal

Dr. Saktibrata Bhowmik

Sd/-

Co-ordinator

Dr.Subhra Chaudhuri



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

Date : 14.09.2017

Notice

A meeting of the IQAC of the college will be held on 21.09.2017 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. Preparation for CBCS curriculum
2. General Infrastructural issues
3. Issues relating to career advancement of teachers
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. Mallika Roy ,6. Dr. Chitrita Dutta 7.Dr.Nimai Ratan Adhikari (Bursar) ,8.Dr.Subhra Chaudhuri (Convenor IQAC),9. Dr.Rafi Ahmed,10.Shri Tarak Basak (Head Clerk) ,11.Dr.Sarbani Bhattacharya ,12.. Dr.Subhro Ghosal ,13.Prof. Haricharan Mahato 14..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 21.09.2017 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 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

1. **Admission Status** : The IQAC convenor informed the body that although the admission to the older postgraduate courses were satisfactory, the response to those in Bengali and History were not as per expectations. The number of admitted students in mathematics is six . The possible reasons which came up during discussion were lack of awareness of this new course amongst the student community.
2. **Teaching Staff** : Based on request from the different department , the authorities were requested to consider engagement of one Whole Time Contractual Teacher in the Physics department and guest lecturers in other departments as per requirement.
3. **Sports** : One of the members pointed out that to utilize the full benefit of the revamped college play-ground ,the college should take initiative for coaching of its prospective players in respect of Football , Cricket and other sports as far as practicable .
4. **Teacher's Benefit** :The convenor requested the Principal to grant the necessary permission to Dr.Dipankar Patra, Dr.Kusumika Kundu and Shri Ashok Biswas to attend refresher course at Jadavpur University and Dr.Sunanda Biswas at Calcutta University . The Principal assured the meeting that necessary approval would be given.The Principal informed the members that necessary Permission for pursuing Ph.d work – had been accorded to Smt. Proma Ray Chaudhury, Assistant Professor in Political Science at .Calcutta University and Pratick Mullick Assistant Professor in Political Science at Kalyani University. The convenor further informed the members that Dr.Kana Biswas, Asst Professor in Geography had been invited to take classes in the department of Geography , West Bengal State University and the college had given necessary permission in this regard. The members appreciated the developments



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7. International Seminar - The principal reported that the department of Anthropology is organizing a 3 days international workshop on “ International ACCREDITATION COURSE ON KINANTHROPOMETRY from 11-13 December, 2017 in collaboration with “ International Society for the Advancement of Kinanthropometry (ISAK, Maxico). The convenor of the Seminar committee was requested to co-ordinate with the department and take necessary steps in this regard.
8. Dr. Subhro Ghosal brought to the notice of the members that with a view to enriching the teaching-learning process MHRD had recently introduced a number of MOOCS based courses. The college should try and encourage enrollment of two such courses by our students. He mentioned two courses in particular – (i) Spoken Tutorial (ii) NPTEL. The committee asked Dr.Ghosal to pursue the matter and initiate necessary steps in this regard with permission of the college authority.
The meeting ended with a vote of thanks from the IQAC co-ordinator.

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 :3.01.2018

Notice

A meeting of the IQAC of the college will be held on 10.01.2018 at 2:30 p.m. in the chamber of the Principal .All the members of the IQAC are requested to attend the meeting.

Agenda

1. Opening of MOOCS based courses
2. Utilisation of government grants
3. Issues relating to career advancement of teachers
4. Miscellaneous

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. Mallika Roy ,6. Dr. Chitrita Dutta 7.Dr.Nimai Ratan Adhikari (Bursar) ,8.Dr.Subhra Chaudhuri (Convenor IQAC),9. Dr.Rafi Ahmed,10.Shri Tarak Basak (Head Clerk) ,11.Dr.Sarbani Bhattacharya ,12.. Dr.Subhro Ghosal ,13.Prof. Haricharan Mahato 14..Shri Sumon Dey (General Secretary Students' Union)

Sd/-
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Proceeding of the meeting of the IQAC held on 10.01.2018 at 2:30 p.m.

The Principal took the chair and the co-ordinator initiated the discussion. 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 Cordinator IQAC then proceeded to discussions on the agenda

1. Opening of MOOCS based courses

The IQAC Co-coordinator informed the members that as discussed in its previous meeting the college had decided to adopt two such courses.

- (i) Spoken Tutorial - The West Bengal State University has recently entered into a partnership with NME-ICT for the introduction of Spoken Tutorial courses in the University and its affiliated colleges. Our college was selected as a nodal entre for the project by WBSU and invited to join this program.

The Spoken Tutorial project is the initiative of the 'Talk to a Teacher' activity of the National Mission on Education through Information and Communication Technology (ICT), launched by the Ministry of Human Resources and Development, Government of India and developed by IIT Bombay . The objective of the project is to pass on the knowledge of technology and free and open source software (FOSS) through the website to the millions in our country who lack opportunities and/or access to learn any software. This program has courses which cater to the entire spectrum. While students of the humanities streams may pickup basic IT skills to enhance their job opportunities ,there are basic and advanced courses for the Science students of both undergraduate and postgraduate levels. We believe that adoption of such programs will facilitate the holistic development of students of our institution .We have already initiated the program in our college and a number of departments have already enrolled their students for the July-December 2017 session.

- (ii) The National Programme on Technology Enhanced Learning (NPTEL), a project funded by the Ministry of Human Resource Development (MHRD), is a curriculum building exercise and is directed towards providing learning materials in science and engineering through online Web and Video courses in Engineering, Sciences, Technology, Management and Humanities. This is a joint initiative by seven IITs and IISc Bangalore. Other selected premier institutions also act as Associate Partner Institutions. The has opened a NPTEL Local Chapter in our college. Local Chapter is an initiative taken by the project NPTEL, to encourage students across the country and ensure that online education reaches everybody. Local Chapter is a simple process, a faculty of the college would be our single point of contact (SPOC). NPTEL team keeps the SPOC updated about all the latest NPTEL initiatives and information which he



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can disseminate among the students. As of June 2017, there are approximately 1000 colleges across the country who have joined as Local Chapters.

We believe that opening of a local chapter in our college would be of immense help ,especially for our postgraduate departments.

2. Utilisation of government grants – The Principal informed the members that the college had submitted a proposal for the financial grant for purchase of books, furniture, laboratory equipments, computers etc in terms of G.O.No.1231-Edn(CS)/10M-108/17, dated 06.11.2017 had been sent . to the Govt.of West Bengal as per the G.O. in this regard.
3. Issues relating to career advancement of teachers- The members that a number of new teachers had started research work leading to Ph.D in different Universities , namely –
 - (i) Sri Ayan Kanti Pradhan, -at the department of Physics, University of Calcutta without hampering his normal duties in the college.
 - (ii) Sri Ashok Biswas, Assistant Professor in Economics at the department of Economics, Jadavpur University
 - (iii) Sri Rajib Debnath, Assistant Professor in English at the department of English, Rabindrabharati University .The members lauded the development.
4. Creation of new teaching posts - Principal reported that 11 new teaching posts(Assistant Professors) for the following subjects UG and PG courses have been created and sanctioned by the Department of Higher Education , Govt. of West Bengal through G.O.No.1099-Edn(CS)/4E-47/2002, dt.25.09.2017.
Members conveyed their deep appreciation & gratitude to all the people concerned for their initiative for the creation of new teaching posts and also record deep appreciation and gratitude to the Govt. .of West Bengal for sanctioning the new teaching posts in the college.
5. Infrastructural Issues : Members requested that the necessary steps be taken for installation of a half bust statue of Sir P.C Ray at the Second Campus along with hal bust statue of Dr.B.R.Ambedkar in the main campus.
The Principal informed the members that renovation of the ground floor of the Central Hostel for OBC Boys at the main campus was completed under the BCW Department.It was decided that it be inaugurated on a suitable date in the month of January or February, 2018.



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6. The President, Governing Body expressed his opinion that the college should take steps to observe the birth day of Sri Haripada Biswas, the founder Secretary of the college every year in a befitting manner

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 :9.04.2018

Notice

A meeting of the IQAC of the college will be held on 16.04.2018 at 4:30 p.m. in the chamber of the Principal .All the members of the IQAC are requested to attend the meeting.

Agenda

1. Enrollment in West Bengal Health Scheme
2. Infrastructural Issues
3. Status of RUSA 2.0 project
4. Filling up of non-teaching posts
5. Miscellaneous

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. Mallika Roy ,6. Dr. Chitrita Dutta 7.Dr.Nimai Ratan Adhikari (Bursar) ,8.Dr.Subhra Chaudhuri (Convenor IQAC),9. Dr.Rafi Ahmed,10.Shri Tarak Basak (Head Clerk) ,11.Dr.Sarbani Bhattacharya ,12.. Dr.Subhro Ghosal ,13.Prof. Haricharan Mahato 14..Shri Sumon Dey (General Secretary Students' Union)

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

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Proceeding of the meeting of the IQAC held on 16.04.2018 at 4:30 p.m. in the chamber of the principal

The Principal took the chair and the co-ordinator initiated the discussion. 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

1. Enrollment in West Bengal Health Scheme
Dr Sarbani Bhattacharya suggested that a dedicated team be formed for collection of data for including the teachers of the College under West Bengal Health Service Scheme. Other members endorsed this idea. The name of Dr. Ananda Sarkar was agreed upon to carry out the data entry.
2. CBCS SYSTEM – Dr. Rafi Ahmed, Convenor Academic sub-committee brought to the attention of the members that although the choice based credit system was to be introduced from the next academic year many faculty were still not very conversant with the new structure. IQAC Convenor was requested to organize lectures/workshops in this regard.
3. RUSA Project.- The Principal informed the members that there was no new developments on the issue but colleges may have to upload the fresh proposal based on guidelines. It will be done as per directives from Government.
4. Recruitment of Staff- In view of the increased workload members were of the opinion that the college urgently needed to fill-up the vacant position of non-teaching staff and if fund permits then the college may consider recruiting some staff on contract basis.

Resolved that Director of Public Information , Higher Education , Govt. of West Bengal be moved for according permission for filling up the following non-teaching posts which are lying vacant in the college

- i) Clerk- 04 , ii) Library Clerk -01, iii) Typist-01 ,iv) Peon -01, iv) Library Peon-01 , iv) Lab Attendant -06 [Physics-01, Geography-02, Electronics-01, Botany-01, Zoology-01] and v) Sweeper -01



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Further resolved that necessary steps be taken for the creation of some non-teaching posts in the college as stated below for smooth running of both the Undergraduate and Post graduate courses in the college.

5. Admission System - The Principal informed as per the guidelines from the State Government that the college had decided to shift to a complete online admission system from the existing counselling system whereby students will take admission based on admission lists updated on the college website by paying the requisite fees online. The document verification is to be done when students come for orientation session. Regarding choice of subjects to be offered members suggested an extended meeting involving teachers. The Principal agreed to the proposal. It was also suggested that a technical committee be formed to assist the admission committee.
6. Infrastructural Issues : i) The principal reported that the construction work of 3rd floor over the existing main building of the college has been started and the work is on progress . ii) Some of the members opined that the proposed canteen building may not be sufficient to cater the needs of increasing number of students every session and therefore it was suggested that revised plans and estimate may be prepared for the construction of four storied canteen building at its present location where both the canteen for the students and staff may be housed separately with a provision of pavement connecting the main building and VTG block through this building.

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

1. Dr.Saktibrata Bhowmik
2. Dr.Nikhil Chandra Haldar
3. Shri Nirmal Chandra Bose
4. Smt. Tripti Majumder
5. Dr.Nimai Ratan Adhikari
6. Dr.Subhra Chaudhuri
7. Shri TarakBasak
8. Dr.Sarbani Bhattacharya
9. Dr.Rafi Ahmed
10. Dr.Subhro Ghosal,
11. .Prof. HaricharanMahato
12. .Dr. Chitrita Dutta
13. Dr. Mallika Roy
14. .Shri Sumon Dey.