



Acharya Prafulla Chandra College

(NAAC ACCREDITED 'A' GRADE COLLEGE) (Govt. Sponsored)
New Barackpore, North 24 Parganas, Kolkata-700 131, West Bengal

Date :3.10.2018

Notice

A meeting of the IQAC of the college will be held on 10.10.2018 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. Status of RUSA project
2. Teacher's benefit
3. IQAC Seminar
4. Matters related to Research and Development

Members

Dr.Saktibrata Bhowmik (President IQAC) , Dr.N.C.Halder (Hon'ble President G.B.)

Dr.Subhro Ghosal (Coordinator IQAC)

1.Chaitali Bhattacharya 2.Dr.Sarbani Bhattacharya ,3. Subhoday Dasgupta ,4.Joydeb Das Biswas
5.Dr.Subhojit Ghosh ,6.Dr.Ananda Sarkar , 7.Dr.Kusumika Kundu ,8.Dr.Arabinda Das ,9.Dr.Milton Sarkar
,10.Dr.N.R.Adhikari (Bursar) ,11.Dr.Sandip Saha (TCS) ,12.Arup kumar Bhattacharya (Librarian), 13.
T.N.Basak (Head Clerk) 14. 15..Shri Sumon Dey (General Secretary Students' Union)

External members :Swami Parmasthananda (Principal Vivekananda Centenary College)

Prof.Ashok Banerjee (I.I.M Kolkata) , Mr.Tanmoy Chatterjee (General Manager Finance – IOC) , Smt.Smt.
Tripti Majumder (Chaiperson, New Barrackpore, Municipality),Shri Bidhan Chandra Mondal (Hon'ble
Member , G.B.),Sri Nirmal Kumar Bose (Hon'ble Member, G.B.)

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr.Subhro Ghosal



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Proceeding of the meeting of the IQAC held on 10.10.2018 at 1:30 p.m:

The Principal took the chair and welcomed the members of the newly constituted IQAC. The coordinator was then 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. RUSA

As per the recommendations of the Project monitoring committee and duly endorsed by the Finance committee initiatives have already been taken for the floating of e- tenders/quotations for new construction, Renovation and procurement of articles according to the DPR submitted under RUSA-2.0.

Teacher's Benefit- The Principal informed the members that sanction of lien for one year to Supratim Mandal, Assistant Professor in Microbiology enabling him to join as Assistant Professor in Microbiology at Kalyani University be approved. Extension of lien for a further period of one year to Smt. Mahua Karmakar, Assistant Professor in Physics was also approved by the G.B. Dr. Ahmed mentioned that since Dr. Satrajit Ghosh of the dept. of Computer Science had submitted his resignation, necessary steps be taken to place requisition to the West Bengal College Service Commission for the recommendation of the name of an Assistant Professor in Computer Science. The Principal assured the members that necessary steps had been initiated. The IQAC coordinator requested the Principal to grant necessary permission to (i) Dr. Abul Kalam Mondal Assistant Professor in Mathematics for participating and completing National Level Teachers' Enrichment Workshop in Mathematical Science (NLTEWMS-2018) at Calcutta Mathematical Society. (ii) to Pratick Mallick Assistant Professor in Political Science for participating 7 Days International Inter-Disciplinary Workshop on Migration for Better Life : Challenge and Response in a Globalized World at Kalyani University. (iii) to Arup Kumar Bhattacharya, Librarian for participating UGC Sponsored Orientation Programme at Jadavpur University. The Principal assured the members that necessary authorization will be given.

2. New posts : The Principal also informed the members that interview for the selection of Guest lecturers in Botany, Computer Science, Physics, Geography, Education and Economics have already taken place. The members appreciated the initiative.



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3. The members requested that the competent authority of the department of Higher Education, Govt. of West Bengal be moved for filling up the following vacant non-teaching posts in different categories in the college. The Principal assured the members that necessary steps in this regard had already been initiated.
4. The co-ordinator IQAC informed the members that the Internal Quality Assurance Cell (IQAC) of Acharya Prafulla Chandra College was planning to organize a one-day IEEE EDS Outreach Programme (under sponsorship of IEEE) at College premises in collaboration with Department of Electronic Science, West Bengal State University. The preferred date would be 18th December 2018. The members lauded the initiative.
5. The co-ordinator reported that Smt. Sunanda Biswas, Assistant Professor in Food & Nutrition has been awarded Ph.D. degree by the University of Calcutta on 12.09.2018. The members congratulated Dr. Biswas and wished her all success.
6. Dr. Nikhil Halder expressed the opinion that in view of the active research in the bio-science departments the college urgently needs to frame the Ethical Committee in connection with research in the college with the members as required in the relevant guidelines. The Principal promised to initiate necessary steps in this regard.
7. With a view to accommodate the increased class-load under newly introduced CBCS for UG programme members expressed opinion that the classes the college hour to be extended beyond 2.0 p.m. on every Saturday and the schedule for both theoretical and practical classes be framed accordingly.
8. Admission System – The members appreciated the efforts of the admission committee in successfully completing the first semester admission under CBCS system. The meeting ended with a vote of thanks from the IQAC co-ordinator.
9. The meeting ended with a vote of thanks to and from the chair.

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr. Subhro Ghosal



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Date :1.2.2019

Notice

A meeting of the IQAC of the college will be held on 7.2.2019 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. Creation of new teaching posts
2. Teacher's benefit
3. Status of RUSA project
4. Opening of new distance learning programme centre

Members

Dr.Saktibrata Bhowmik (President IQAC) , Dr.N.C.Halder (Hon'ble President G.B.)

Dr.Subhro Ghosal (Coordinator IQAC)

1.Chaitali Bhattacharya 2.Dr.Sarbani Bhattacharya ,3. Subhoday Dasgupta ,4.Joydeb Das Biswas
5.Dr.Subhojit Ghosh ,6.Dr.Ananda Sarkar , 7.Dr.Kusumika Kundu ,8.Dr.Arabinda Das ,9.Dr.Milton Sarkar
,10.Dr.N.R.Adhikari (Bursar) ,11.Dr.Sandip Saha (TCS) ,12.Arup kumar Bhattacharya (Librarian), 13.
T.N.Basak (Head Clerk) 14. .Shri Sumon Dey (General Secretary Students' Union)

External members :Swami Parmasthananda (Principal Vivekananda Centenary College)

Prof.Ashok Banerjee (I.I.M Kolkata) , Mr.Tanmoy Chatterjee (General Manager Finance – IOC) , Smt.Smt.
Tripti Majumder (Chairperson, New Barrackpore, Municipality),Shri Bidhan Chandra Mondal (Hon'ble
Member , G.B.),Sri Nirmal Kumar Bose (Hon'ble Member, G.B.)

Sd/-

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Proceeding of the meeting of the IQAC held on 7.2.2019 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. RUSA

- (i) New construction work – work orders issued based on e-tenders floated on e-tender portal of the Government of West Bengal -<https://wbtenders.gov.in> . Work as proposed are in progress
- (ii) Procurement .Quotations were invited under five categories , namely Laboratory equipments, sports equipments , books, e-books and journals through the e-tender portal of the Government of West Bengal -<https://wbtenders.gov.in> with the referral advertisement in three news papers and college website, The technical bid was opened and after verifying the requisite documents the financial bid was opened. Work orders have already been issued to lowest bidders for the items for which at least three financial bids have been received. Second call of the tender to be floated for items for which no quotations/less than three quotations have been received .
- (iii) Renovation of Library and Toilet : work orders issued based on e-tenders floated on e-tender portal of the Government of West Bengal -<https://wbtenders.gov.in> . Work as proposed are in progress

2. Teacher's Benefit-) - . The IQAC co-ordinator requested the Principal to grant necessary permission to (i). Tapati Burman ,Assistant Professor in Bengali for participating the Refresher Course at the Academic Staff College, -Calcutta University.

- ii). Dr.Naabanita Giri, Assistant Professor in Microbiology for participating the Refresher Course at the Academic Staff College, Jadavpur University



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iii). Dr.Ananda Sarkar, Assistant Professor in Physics for participating the Refresher Course at the Academic Staff College, Jadavpur University.

3. New posts - The Principal apprised the members that based on request from the IQAC and subsequent ratification by the Governing Body ,on recommendation of the selection committee in its meeting dated 05.12.2018 eight non teaching employees had been engaged on purely temporary and casual basis on 13.12.2018 with a consolidated monthly remuneration of Rs.7000/- and as per the terms and condition prevailing for such other employees in the college.

Alumni Association : The members expressed concern that the absence of a registered Alumni Association reflects poorly on the Institution Profile. In this context the Principal informed the members that process had been initiated.In this respect a no objection certificate in connection with the functioning the office of Acharya Prafulla Chandra College Alumni Association at our college premises is required , which would be given after ratification by tht Governing Body.

4. Smt. Chaitali Bhattacharya, Co-ordinator, DODL, Kalyani requested that in view of the suspension of courses in distance mode by Kalyani University , the College may consider opening of courses of Rabindra Bharati University through open distance learning system. The Principal promised to place it before the Governing Body.

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

Sd/-
(Principal)
Dr. Saktibrata Bhowmik

Sd/-
(Coordinator IQAC)
Dr.Subhro Ghosal



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Date :21.4.2019

Notice

A meeting of the IQAC of the college will be held on 27.4.2019 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. CBCS curriculum for postgraduate courses
2. Student Mentoring system
3. Skill development Courses
4. New Initiatives
5. Miscellaneous

Members

Dr.Saktibrata Bhowmik (President IQAC) , Dr.N.C.Halder (Hon'ble President G.B.)

Dr.Subhro Ghosal (Coordinator IQAC)

1.Chaitali Bhattacharya 2.Dr.Sarbani Bhattacharya ,3. Subhoday Dasgupta ,4.Joydeb Das Biswas
5.Dr.Subhojit Ghosh ,6.Dr.Ananda Sarkar , 7.Dr.Kusumika Kundu ,8.Dr.Arabinda Das ,9.Dr.Milton Sarkar
,10.Dr.N.R.Adhikari (Bursar) ,11.Dr.Sandip Saha (TCS) ,12.Arup kumar Bhattacharya (Librarian), 13.
T.N.Basak (Head Clerk) 14. 15..Shri Sumon Dey (General Secretary Students' Union)

External members :Swami Parmasthananda (Principal Vivekananda Centenary College)

Prof.Ashok Banerjee (I.I.M Kolkata) , Mr.Tanmoy Chatterjee (General Manager Finance – IOC) ,
Smt.Smt. Tripti Majumder (Chairperson, New Barrackpore, Municipality),Shri Bidhan Chandra Mondal
(Hon'ble Member , G.B.),Sri Nirmal Kumar Bose (Hon'ble Member, G.B.)

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr.Subhro Ghosal



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Proceeding of the meeting of the IQAC held on 27.4.2019 at 1:30 p.m.

The Principal took the chair and with his permission the coordinator 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.

1. Implementation of CBCS in postgraduate curriculum - The first issue discussed was the suggestion for implementation of CBCS for Postgraduate departments. The Principal informed the members that the University had already implemented CBCS in the undergraduate courses and the process of formulation of CBCS syllabus for the postgraduate courses was underway. Moreover the departments would adopt the syllabus proposed by the University from the 2019-20 after ratification/modification by the individual postgraduate Board of studies of the University
2. Skill-enhancement courses- The next issue was the introduction of skill based certificate courses. The coordinator reported that students are taking certain online courses. Prof Ashok Banerjee from IIM Kolkata suggested that external experts could be hired on a per class basis for implementation of specialized courses. The IQAC convener was asked to seek specific proposals of courses from different departments for which the expenses on account of resource persons would be borne by the college.
3. The next issue discussed was the setting up of a mentoring group. – In the previous meeting it was mentioned that while teachers already do a form of mentoring but it needs to be formalized. Principal informed the committee that mentoring of students has been initiated from the first batch of CBCS students ,though at present it is restricted to honours streams only.
4. Feedback system - The IQAC coordinator mentioned that as per the observations of the previous meeting the feedback format has been reformulated as per the model Student satisfaction survey given by NAAC. Some members suggested a shift to an online feedback system to enable automatic compilation of category based feedback data. However Prof. Banerjee advised against shift from a physical system as it lends authenticity to the process. The IQAC coordinator proposed that NAAC advises feedback from all stakeholders so guardian feedback system be introduced , a draft format of which was shown to the members. The committee approved the initiative.
5. Career counselling - The Principal initiated the discussion by mentioning that although we have had a few campus placements in the recent past , they were not adequate for a college like us. The IQAC coordinator mentioned that as convener of the placement cell he had faced two main hurdles .While one was a lack of communication skill the other was tendency of the students to not look beyond jobs in the public sectors. In a number of cases campus interviews could not be held in spite of offers from companies as students were not interested in jobs in marketing and service sector. The IQAC repeated its suggestion made in an earlier meeting regarding engagement of companies specializing in pre-placement training be approached with an inbuilt assurance for arranging



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campus interviews. Prof. Banerjee suggested that perhaps the college could use the services of a counsellor/motivational speaker to make students aware of career opportunities in the private sector. The Principal requested Prof. Banerjee to suggest names of such persons and he agreed to get back to the IQAC after confirmation from the person concerned.

6. Impetus for Research- The Principal informed the members that on the recommendation of the IQAC in its previous meeting the Governing body of the college had approved a proposal to provide research support to faculty members by way of reimbursement of registration fees upto Rs.10,000 per teacher for presentation of research papers in International conferences.
7. The members expressed dissatisfaction with respect to the tardy progress of registration of the Alumni Society of the college. The Principal was requested to co-opt teachers from the departments with an active alumni base viz Departments of Journalism and IFF amongst others.
8. The Coordinator IQAC reported that work related to full digitization of the library was yet to be achieved but hoped to give a positive report before the next IQAC meeting.
9. The Principal informed the members that in keeping with IQAC suggestion with respect to improvement of the student's canteen and gymnasium planning had been initiated on building of a new canteen complex. The gymnasium was expected to be renovated with procurements under RUSA 2.0 project which was under way.
10. Seminar Workshops –(i) An outreach program by Electron Device Society (IEEE) Kolkata section was held on 17th December 2018 at A.P.C College organized by Internal Quality Assurance Cell Acharya Prafulla Chandra College & Department of Electronic science West Bengal State University. A large number of faculty members from different Institutions under Calcutta University, MAKAUT and WBSU attended the lecture.
11. The college authority was requested to consider partial funding of International Seminars if such proposals were placed by departments.
12. Although number of physically challenged students in the college are very low there is need for construction of toilets for physically challenged persons
13. New Initiatives The IQAC convener informed the members about plans for two new initiatives on behalf of the IQAC –
 - (i) Installation of Sanitary Napkin Vending Machine : A large percentage of our students (over 50%) are girls. Moreover we have a women's hostel in our college campus where a large number of girl students with varied socio-economic background hailing from different parts of our state as well as outside reside. In order to raise awareness and promotion of hygienic standards the college proposed to install two sanitary napkin vending machines along with incinerators in the Main academic building and the Ladies' Hostel. Moreover AXIS Bank which is a service provider to the college had been requested to partially fund the project.
 - (ii) RAS PROJECT : In today's scenario we believe that the role of an educational institution is not restricted to development of the academic potential of the students ; they need to be groomed to become job-givers and not merely job-seekers. A subject like IFF has immense



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scope for entrepreneurial development and the college has decided to approach National Fisheries Development Board for financial and technical help in setting up a Backyard Recirculatory Aquaculture System (RAS) system which is basically a fish-breeding system inside the college campus..The coordinator presented before the committee an estimate given by the department which showed that the scheme could become a handsome resource generator for the college besides the technical experience gained by the students.

Dr.Bhowmik thanked the IQAC committee for their supportive and constructive role in this development process. The meeting concluded with a vote of thanks by the IQAC coordinator

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

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr.Subhro Ghosal



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Date :6.6.2019

Notice

A meeting of the IQAC of the college will be held on 13.6.2019 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. MOU with SEACOM University
2. Renewal of MOU with Institute of Computer Engineers
3. Status of pending projects
- 4.
5. Teacher's benefit
6. Miscellaneous

Members

Dr.Saktibrata Bhowmik (President IQAC) , Dr.N.C.Halder (Hon'ble President G.B.)

Dr.Subhro Ghosal (Coordinator IQAC)

1.Chaitali Bhattacharya 2.Dr.Sarbani Bhattacharya ,3. Subhoday Dasgupta ,4.Joydeb Das Biswas
5.Dr.Subhojit Ghosh ,6.Dr.Ananda Sarkar , 7.Dr.Kusumika Kundu ,8.Dr.Arabinda Das ,9.Dr.Milton Sarkar
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External members :Swami Parmasthananda (Principal Vivekananda Centenary College)

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Smt.Smt. Tripti Majumder (Chairperson, New Barrackpore, Municipality),Shri Bidhan Chandra Mondal
(Hon'ble Member , G.B.),Sri Nirmal Kumar Bose (Hon'ble Member, G.B.)

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr.Subhro Ghosal



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Proceeding of the meeting of the IQAC held on 13.06.2019 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. MOU with SEACOM UNIVERSITY

The Coordinator informed the members that a proposal had been received to collaborate with SeacomSKILL University for Industry integrated programmes in the college. The proposal involved sharing of infrastructure and faculty resources for programmes offered by SEACOM catering to students of this region. Some members expressed the opinion that apart from M.B.A. and B.B.A. the University could also be asked to explore the possibility of opening M.Tech courses also as we have a number of PG depts in applied Sciences. Members welcomed the proposal it was resolved that committee be formed to assess the viability of the programmes including other operational formalities in this regard and report to the principal in consultation with the competent authority of the Seacom University.

Dr.Subhro Ghoshal, Coordinator, IQAC, be requested to co-ordinate the entire proceedings with help of the members.

2. Teacher's Benefit-) - . The IQAC co-ordinator requested the Principal to grant necessary permission for extension of lien be granted to Supratim Mondal, Assistant Professor in Microbiology, who is presently engaged as Assistant Prof. at Kalyani University.
3. Matters in connection with the renewal of MOU with Institute of Computer Engineers.-

Dr. Arabinda Das expressed the opinion that the facilities of NIELIT centre operated by the **Institute of Computer Engineers** be utilized for training of our non-teaching employees. The members appreciated the proposal. In this context the Principal reported that he had approached



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to the competent authority of Computer Engineers (India) for undergoing the renewal of MOU in respect of functioning computer Centre in the college. The last MOU for two years expired on 31.03.2018. He will take up the matter during renewal of MOU with them.

4. Status of pending projects

With regard to the proposals submitted in the earlier meeting, the coordinator informed the members that the college has already sent a proposal to the National Fisheries Development Board, Ministry of Agriculture, Government of India for Technical and Financial Sponsorship for implementation of a Backyard Recirculatory Aquaculture System (RAS) at the college premises.

With regard to installation of sanitary napkin vending machine – Initial survey has been done and process for procurement initiated.

5. Creation of new teaching posts

Chaitali Bhattacharya enquired about filling up of the vacant non-teaching posts and also creation of new non-teaching posts in the college as admissible in terms of G.O.No.1227-Edn(CS) dated 05.10.2018 read with 1274-Edn(CS) dated 31.10.2018. The Principal informed the members that necessary steps have been initiated to move to the Director of Public Instructions, Higher Education, Govt. of West Bengal in this regard.

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

Sd/-

(Principal)

Dr. Saktibrata Bhowmik

Sd/-

(Coordinator IQAC)

Dr. Subhro Ghosal



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Members Present

1. Dr. Saktibrata Bhowmik
2. Dr. Nikhil Chandra Halder
3. Shri Nirmal Chandra Bose
4. Smt. Tripti Majumder
5. Shri Bidhan Chandra Mondal (Hon'ble Member, G.B.)
6. Prof. Chaitali Bhattacharya
7. Dr. Subhojit Ghosh
8. Dr. Nimai Ratan Adhikari
9. Dr. Sarbani Bhattacharya
10. Subhoday Dasgupta
11. Joydeb Das Biswas
12. Dr. Sandip Saha
13. Dr. Arabinda Das
14. Dr. Kusumika Kundu
15. Dr. Milton Sarkar
16. Arup kumar Bhattacharya
17. Shri Tarak Basak
18. Shri Sumon Das
19. Dr. Subhro Ghosal