

Phone: 2669 0221

ESTD: 1964

**Prabhu Jagatbandhu College**  
JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302  
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR  
(NAAC ACCREDITED)

Website: [www.pjc.ac.in](http://www.pjc.ac.in)

**Minutes of Meeting**  
**of**  
**Internal Quality Assurance**  
**Cell (IQAC)**  
**2022-23**

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## Index

Sl. No.	Meeting Date and Time	Venue
1.	17.08.22 at 1 P.M.	GB Room
2.	21.11.22 at 12 Noon	GB Room
3.	28.03.23 at 11 AM	GB Room

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## Notice

Date: 12.08.2022

A meeting on IQAC will be held at 1 P.M. in GB room on 17.08.2022. All members are cordially invited in the meeting.

### Agenda:

1. Confirmation of the proceedings of the previous meeting
2. Review of criterion wise development for the upcoming NAAC visit.
3. Miscellaneous

*✓ 12/8/22*  
Dr. Subrata Kumar Ray  
Principal

**Principal**  
**Prabhu Jagatbandhu College**  
**Jhorehat, Andul-Mouri, Howrah**  
**Pin Code- 711 302**

*Arnab Gupta*  
Dr. Arnab Gupta  
Coordinator, IQAC

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### Minutes of IQAC meeting

Date: 17.08.22, Wednesday at 1.00 PM

Venue: GB Room

Agenda:

1. Confirmation of the proceedings of the previous meeting
2. Review of criterion wise development for the upcoming NAAC visit.
3. Miscellaneous

Sl. No.	Name	Designation
1.	Dr. Subrata Kumar Ray	Principal
2	Dr. Manojit Ghosh	Associate Professor and HOD, Dept. of Economics
3.	Dr. Arnab Gupta	IQAC Coordinator
4.	Dr. Sandhya Ghosh	Associate Professor and HOD, Dept. of Commerce
5.	Mr. Sumit Kumar Bar	Assistant Professor, Dept. of English
6.	Dr. Dolan Champa Saha	Associate Professor and HOD, Dept. of Physics
7.	Dr. Prasanta Sinha	Associate Professor and HOD, Dept. of Mathematics
8.	Dr. Santarupa Thakurta	Assistant Professor, Dept. of Chemistry
9.	Dr. Gopal Chandra Mandal	Associate Professor, Dept. of Economics
10.	Ms. Sharmistha Datta Mandal	Assistant Professor, Dept. of English
11.	Mr. Rabindranath Ghorai	Associate Professor (Bursar) and Librarian
12.	Dr. Gargi Chakraborty	Assistant Professor, Dept. of Geography
13.	Dr. Sarada Mandal	Associate Professor and HOD, Dept. of Geography
14.	Dr. Santanu Das	Associate Professor, Dept. of Commerce
15.	Mr. Debiprasad Chatterjee	Secretary Alumni and GB Member
16.	Mr. Bechuram Malcik	Head Clerk and Accountant
17.	Mr. Rahul Singh	External Member
18.	Dr. Kisor Mukhopadhyay	Invitee Member

Principal and IQAC Chairperson Dr. Subrata Kumar Ray presides the meeting.

**Minutes of the meeting:**

**Agenda 1:**

The proceedings of the previous meeting dated 26.3.22 is read and confirmed.

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**Agenda 2:**

IQAC Coordinator Dr. Arnab Gupta reported that the SSR has been uploaded in the college website.

Principal and IQAC coordinator asked the convener of several criterion (1 to 7) to enlighten the development of NAAC work. They reported that the work is going on as per the direction of authority. Further, it has been resolved that,

- a) The principal himself will monitor the beautification of college premises.
- b) Dr. Kisor Mukhopadhyay, Associate Professor in Physics will monitor the infrastructure related matter with the help of electrician, ground staff and other non-teaching staff for the upcoming NAAC visit.
- c) IQAC Coordinator and members of IT service Cell will monitor the college webpage.

**Agenda 3:**

In the miscellaneous part, it has been resolved that,

- a) The college authority will enlighten the students regarding NAAC visit.
- b) Some external experts will share their experience on NAAC visit.
- c) A mock visit may arrange by the authority within one month.

Meeting ended with vote of thanks to the chair.

**Action Taken Report:**

As per the resolution of the meeting dated 26.3.22, the Academic and Administrative Audit have been performed with one member of IQAC, IQAC Coordinator, NAAC Coordinator one teacher representative from governing body.

*Confirmed*

*Principal*  
Prabhu Jagatbandhu College,  
Jhorehat, Andul-Mouri, Howra  
Pin Code- 711 302

*21/11/22*



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## Notice

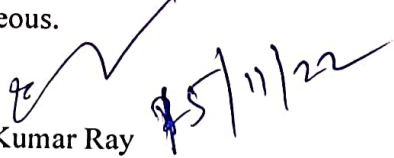
Date: 15.11.2022

A joint meeting of IQAC and Heads of Departments of our college will be held at 12 Noon in GB room on 21.11.2022 (Monday).


All members of IQAC and Heads of Departments are requested to be present positively at this meeting. Please treat this as extremely urgent.

### Agendum:

1. Confirmation of the proceedings of the previous meeting.
2. Review on DVV clarification for 3<sup>rd</sup> Cycle NAAC visit.
3. Miscellaneous.

  
Dr. Subrata Kumar Ray  
Principal

*Principal*  
*Prabhu Jagatbandhu College*  
*Jhorehat, Andul-Mouri, Howrah*  
*Pin Code- 711 302*

  
Dr. Arnab Gupta  
Coordinator, IQAC

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## Minutes of IQAC meeting

Date: 21.11.22, Monday at 12 Noon

Venue: GB Room

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Review on DVV clarification for 3<sup>rd</sup> Cycle NAAC visit.
3. Miscellaneous.

Members Present:

Sl. No.	Name	Designation
1.	Dr. Subrata Kumar Ray	Principal
2	Dr. Manojit Ghosh	Associate Professor and HOD, Dept. of Economics
3.	Dr. Arnab Gupta	IQAC Coordinator
4.	Dr. Sandhya Ghosh	Associate Professor and HOD, Dept. of Commerce
5.	Dr. Sutapa Ray	Associate Professor and HOD, Dept. of Philosophy
6.	Dr. Kakoli Banerjee	Associate Professor and HOD, Dept. of Philosophy
7.	Dr. Dolan Champa Saha	Associate Professor and HOD, Dept. of Physics
8.	Dr. Prasanta Sinha	Associate Professor and HOD, Dept. of Mathematics
9.	Dr. Santarupa Thakurta	Assistant Professor, Dept. of Chemistry
10.	Dr. Gopal Chandra Mandal	Associate Professor, Dept. of Economics
11.	Ms. Sharmistha Datta Mandal	Assistant Professor, Dept. of English
12.	Mr. Rabindranath Ghorai	Associate Professor (Bursar) and Librarian
13.	Dr. Sarada Mandal	Associate Professor and HOD, Dept. of Geography
14.	Mr. Suman Bandopadhyay	Associate Professor and HOD, Dept. of History
15.	Mr. Saumitra Chakraborty	Associate Professor and HOD, Dept. of Political Science
16.	Mr. Sumit Kumar Bar	Assistant Professor, Dept. of English
17.	Dr. Tapasree Banerjee	Associate Professor, Dept. of Economics
18.	Dr. Santanu Das	Associate Professor, Dept. of Commerce
19.	Dr. Debjani Mitra	External Member
20.	Dr. Prithis Ray	External Member
21.	Ms. Indrani Chakraborty	Assistant Professor and HOD, Dept. of English

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22.	Dr. Sudhangshu Kumar Sarkar	Assistant Professor and HOD, Dept. of Bengali
23.	Mr. Dhruva Shankar Ray	Assistant Professor and HOD, Dept. of Electronics
24.	Dr. Hira Chatterjee	Assistant Professor and HOD, Dept. of Physical Education
25.	Dr. Tanmoy Chakraborty	Assistant Professor and HOD, Dept. of Zoology
26.	Ms. Amrita Chakraborty	Assistant Professor and HOD, Dept. of Botany
27.	Mr. Anup Ghosal	Assistant Professor and HOD, Dept. of Food and Nutrition
28.	Ms. Srija Chatterjee	Assistant Professor and HOD, Dept. of Sociology
29.	Dr. Sumana Bandopadhyay	Assistant Professor and HOD, Dept. of Computer Science
30.	Ms. Sharmistha Mukherjee	Assistant Professor and HOD, Dept. of Education
31.	Ms. Ruma Banerjee	Assistant Professor and HOD, Dept. of Sanskrit
32.	Mr. Debiprasad Chatterjee	Secretary Alumni and GB Member
33.	Mr. Rahul Singh	External Member

### Minutes of the meeting:

Principal and IQAC Chairperson Dr. Subrata Kumar Ray presides the meeting.

#### Agenda 1:

The proceedings of the previous meeting dated 17.8.22 is read and confirmed.

#### Agenda 2:

NAAC Coordinator Dr. Gopal Chandra Mondal informed that DVV clarification came from NAAC. He read out the matter send by NAAC. Principal Dr. S.K.Ray requested to all HODs' to cooperate with the NAAC coordinator so that DVV would be sent to NAAC within stipulated time. HODs' told the authority that they will help with level best for DVV clarification.

Resolved that,

- Conveners of criterion (1 to 7) will help to clarify DVV with their team by 26.11.22.
- The technical team from IT service cell will help to upload the DVV.
- Principal, IQAC Coordinator and NAAC coordinator will monitor the entire matter.



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**Agenda 3:**

In the miscellaneous part, it has been resolved that,

- a) The minutes of the meeting of several subcommittees will be updated by the respective conveners.
- b) Some volunteers would be taken from some departments (preferably Arts discipline) to perform cultural function during NAAC visit. Principal requested to HODs' of Bengali, Philosophy and English to look after the matter.
- c) Principal informed that the beautification of college is going on as per the need for the forthcoming NAAC visit.
- d) Principal requested to NSS and NCC officer to make innovative plan, get ready and prepare cadets and volunteers to welcome NAAC peer team.
- e) Alumni association should be active and will participate during the visit as per the instruction of NAAC peer team.

The meeting ends with vote of thanks to the chair.

*Confirmed*  
Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code- 711 302  
25/3/23

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## Notice

Date: 25.03.2023

An emergent meeting of the IQAC will be held on 28.3.23 Tuesday at 11 am in the GB Meeting Room to review the NAAC Visit. Members are requested to attend the meeting positively.

  
Dr. Subrata Kumar Ray

Principal

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## Minutes of IQAC meeting

### Minutes of IQAC emergent meeting

Date: 28.3.23 Tuesday at 11 am

Venue: GB Room

#### Agenda:

To review the NAAC Visit

#### Members Present:

Sl. No.	Name	Designation
1.	Dr. Subrata Kumar Ray	Principal
2	Dr. Manojit Ghosh	Associate Professor and HOD, Dept. of Economics
3.	Dr. Arnab Gupta	IQAC Coordinator
4.	Dr. Sandhya Ghosh	Associate Professor and HOD, Dept. of Commerce
5.	Mr. Sumit Kumar Bar	Assistant Professor, Dept. of English
6.	Dr. Dolan Champa Saha	Associate Professor and HOD, Dept. of Physics
7.	Dr. Prasanta Sinha	Associate Professor and HOD, Dept. of Mathematics
8.	Dr. Santarupa Thakurta	Assistant Professor, Dept. of Chemistry
9.	Dr. Gopal Chandra Mandal	Associate Professor, Dept. of Economics
10.	Ms. Sharmistha Datta Mandal	Assistant Professor, Dept. of English
11.	Mr. Rabindranath Ghorai	Associate Professor (Bursar) and Librarian
12.	Dr. Gargi Chakraborty	Assistant Professor, Dept. of Geography
13.	Dr. Sarada Mandal	Associate Professor and HOD, Dept. of Geography
14.	Dr. Santanu Das	Associate Professor, Dept. of Commerce

Principal and IQAC Chairperson Dr. Subrata Kumar Ray presides the meeting.

#### Minutes of the meeting:

1. NAAC peer team pointed the following weakness

a) Lack of Government-funded Research Projects.

b) Lack of innovative add-on courses

c) Lack of campus placements and industry collaborations

d) Consultancy projects from Industry - other bodies are yet to get activated

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e) Lack of space in some departments

The points are discussed thoroughly and found all except d).

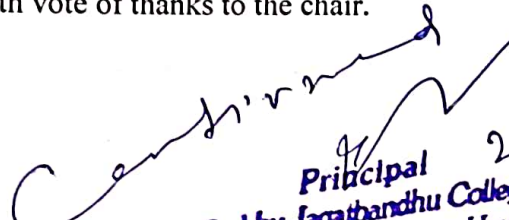
IQAC suggested Principal to take measures to reduce these drawbacks and to strengthen the institution.

2. The various aspects of NAAC peer team review result (criteria wise) have been discussed in great detail. The members expressed their views regarding the NAAC peer team result. An introspection was made on the various aspects of the results.

3. Resolved that the review of NAAC result will not be done.

The resolution of the meeting is read and confirmed.

Meeting ended with vote of thanks to the chair.

  
Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code- 711 309  
25/3/23