

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)**  
**2023-24**

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Sl. No.	Meeting Date and Time	Venue
1	29.08.2023 at 1 P.M.	GB Room
2	19.3.2024 at 1.10 P.M.	GB Room

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## Notice

Date: 21.08.2023

A meeting of IQAC will be held on 29.08.2023 in GB room at 1.00 PM.

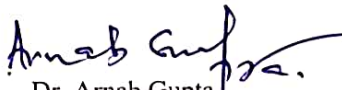
**Agenda:**

1. Confirmation of the proceedings of the previous meeting.
2. Review of 3<sup>rd</sup> Cycle NAAC result.
3. Bridge course examination for the first semester students (session 2023-24).
4. Implementation of Academic and Administrative Audit for the session 2021-22 and 2022-23.
5. CAS of teachers.
6. Miscellaneous

All members are cordially invited in the meeting.

  
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: 29.08.23, Tuesday at 1.00 PM**

**Venue: GB Room**

### Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Review of 3<sup>rd</sup> Cycle NAAC result.
3. Bridge course examination for the first semester students for the session 2023-24.
4. Implementation of Academic and Administrative Audit for the session 2021-22 and 2022-23.
5. CAS of teachers.
6. 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.	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. Rahul Singh	External Member
16.	Mr. Debiprasad Chatterjee	Secretary Alumni and GB Member

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

**Agenda 1:**

The agenda is withdrawal as the previous meeting dated 28.03.2023 was an emergent one which has already been read and confirmed.

**Agenda 2:**

IQAC coordinator reported to all members regarding NAAC recommendations. The following points have been discussed thoroughly.

1. The college needs to take more initiatives for developing participative and experimental learning as well as problem solving technologies. Dr. Manojit Ghosh highlighted the issues in the light of psychological aspects. In this regards, Dr. D.C. Saha suggested to IQAC to organize an awareness seminar in the college.

Resolved that, department wise activities should be conducted for problem solving and experimental learning.

2. Resolved that appraisal system for non-teaching staff would be implemented.

3. Resolved that some innovative Add-on courses should be initiated. In this regards, Dr. Sandhya Ghosh informed that Commerce department already running ICA course with free of costs and around fifty students have enrolled.

**Agenda 3:**

Resolved that Bridge course examination for the first semester students (newly admitted for the session 2023-24) will be conducted within 14<sup>th</sup> September, 2023 through Google form by the respective department. The Google form is to be formed in the respective departmental e-mail id. The link would be given to the students whatsapp group or/and departmental website. A notification for the examination will be given by the authority soon.

**Agenda 4:**

Resolved that Academic and Administrative Audit for the session 2021-22 and 2022-23 will be conducted by a committee with external experts. Principal Dr. Subrata Kumar Ray suggested, two senior professors and two principals from other institution will look after the Academic and Administrative portion respectively. Along with them, two internal members from IQAC will assists them for the said purpose. Resolved that, IQAC coordinator will take necessary action for AAA.

**Agenda 5:**

Principal Dr. Subrata Kumar Ray informed to IQAC, GB meeting and resolution has been done for the CAS of three teachers Mr. Nimai Chand Dan, Mr. Sumit Kumar Bar and Dr. Saoli Mukhopadhyay. Dr. Ray also informed that they are preparing CAS paper and will submit soon to the

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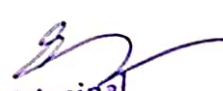
IQAC. CAS of Dr. Hira Chatterjee has not been processed due to some enquiry from DPI and subject expert from other universities is required.

**Agenda 6:**

In the miscellaneous part, it has been resolved that, alumni association of the college should be proactive. Alumni meet will be done department wise. IQAC requested to Dr. Santanu Das to make a coordination with alumni. Resolved that, IQAC members and departmental heads will request alumni of the respective department to enrich current students through their ideas for career counselling etc.

The meeting ended with vote of thanks to the chair.

*Confirmed*

  
Principal  
Prabhu Jagatbandhu College  
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19/3/24

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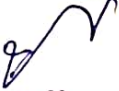
## Notice

Date: 04.03.2024

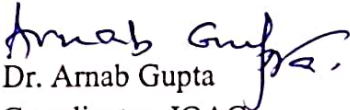
A meeting of IQAC which has been postponed on 20.02.2024 will be reschedule on 19.03.2024 in GB room at 1.10 P.M. The agenda will be same as per the notice dated 12.02.2024.

All members are cordially invited in the meeting.

Invitee: Dr. Kalyan Sundar Samanta, Assistant Professor and Librarian.

  
Dr. Subrata Kumar Ray  
Principal

**Principal**  
**Prabhu Jagatbandhu College**  
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Dr. Arnab Gupta  
Coordinator, IQAC

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### Notice

Date: 12.02.2024


A meeting of IQAC will be held on 20.02.2024 in GB room at 1.00 PM.

#### **Agenda:**


1. Confirmation of the proceedings of the previous meeting.
2. To open a problem solving and learner centre based education (Psychological Counselling), Human rights department and Language Lab.
3. To fix a date for Academic and Administrative Audit for the session 2021-22 and 2022-23.
4. Renovation of college website.
5. CAS of teachers.
6. Miscellaneous

All members are cordially invited in the meeting.

Invitee: Dr. Kalyan Sundar Samanta, Assistant Professor and Librarian.

  
Dr. Subrata Kumar Ray  
Principal

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## Minutes of IQAC meeting

Date: 19.03.24, Tuesday at 1.10 PM

Venue: GB Room

### Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. To open a problem solving and learner centre based education (Psychological Counselling), Human rights department and Language Lab.
3. To fix a date for Academic and Administrative Audit for the session 2021-22 and 2022-23.
4. Renovation of college website.
5. CAS of teachers.
6. Miscellaneous

### Members Present:

Sl. No.	Name	Designation
1.	Dr. Subrata Kumar Ray	Principal
2.	Dr. Arnab Gupta	IQAC Coordinator
3.	Mr. Sumit Kumar Bar	Assistant Professor, Dept. of English
4.	Dr. Prasanta Sinha	Associate Professor and HOD, Dept. of Mathematics
5.	Dr. Tapasree Banerjee	Associate Professor and HOD, Dept. of Economics
6.	Dr. Dolan Champa Saha	Associate Professor and HOD, Dept. of Physics
7.	Dr. Gopal Chandra Mandal	Associate Professor, Dept. of Economics
8.	Mr. Rabindranath Ghorai	Associate Professor (Bursar) and Librarian
9.	Dr. Santanu Das	Associate Professor, Dept. of Commerce
10.	Mrs. Sangita Sinha	Head Clerk
11.	Mr. Rahul Singh	External Member
12.	Mr. Debiprasad Chatterjee	Secretary Alumni and GB Member

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

### Agenda 1:

The confirmation of proceedings of the previous meeting dated 29.8.23 is read and confirmed unanimously.

### Agenda 2:

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The following points have been discussed by the IQAC members regarding problem solving and learner center based education which is very much applicable for NEP 2020 (CCF). The resolution has been made mainly on Internship.

1. Dr. Sarada Mandal has pointed out that internship may be done through experimental learning.
2. Principal Dr. Subrata Kumar Ray proposed that, Institute-Industry linkage should be done for internship. In this regards, Dr. Ray said, he will look after the matter and within a very short time he will contact with some engineering institute and industry.
3. Dr. Kakoli Banerjee suggested, a committee may be formed with some experienced professor for internship where the HODs' give the name of students who are willing to do internship and members will make a liaison with external agency.
4. A workshop/ orientation program for the awareness of internship (NEP 2020) will be organized by the college authority and IQAC and the college will invite some distinguished officials and industry people.

The agenda for opening Human Rights department and Language Laboratory is deferred.

Resolve that Psychological counselling center for students should be started. A log book should be maintained for the said purpose.

**Agenda 3:**

The proforma for Academic Audit for the session 2021-22 and 2022-23 has already been circulated to the respective department. Some IQAC member and HODs' have requested IQAC coordinator to deliver a power point presentation for understanding the points mentioned in the proforma. IQAC coordinator agreed to do the same. It has been resolved that after the clarification of the entire matter the date for Academic and Administrative Audit will be fixed.

**Agenda 4:**

Regarding the renovation of college website, Principal Dr. Ray informed that he has already told the vendor to make necessary modification of the college website.

**Agenda 5:**

Principal Dr. Ray informed that CAS of six teachers is under process.

**Agenda 6:**

In the miscellaneous part the following resolution has been made:

1. Teacher's Diary will be implemented soon.
2. The proposal for rotational HOD is referred to Teacher's Council.
3. To open Facebook and Twitter account in the name of college.

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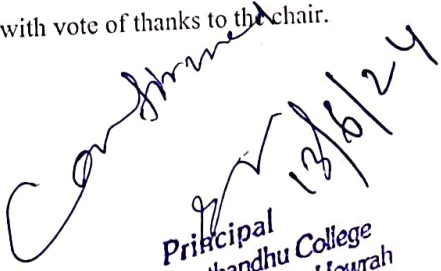
4. Principal Dr. Subrata Kumar Ray proposed that he will take necessary innovative measure to upgrade the result of NAAC and it will be placed before the governing body soon.

#### **Action Taken Report:**

As per the resolution of the meeting dated 29.8.23,

1. Bridge course examination for the first semester students (newly admitted for the session 2023-24) has been successfully completed within 14<sup>th</sup> September, 2023 through Google form by the respective department.
2. The proforma for Academic and Administrative Audit for the session 2021-22 and 2022-23 has been circulated to all department.
3. The expert letter (DPI) for the CAS of Mr. Nimai Chand Dan, Mr. Sumit Kumar Bar and Dr. Saoli Mukhopadhyay have been issued as per the recommendation of Principal.

The meeting ended with vote of thanks to the chair.

  
Principal  
Prabhu Jagatbandhu College  
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