



INTERNAL QUALITY ASSURANCE CELL

Prasanta Chandra Mahalanobis Mahavidyalaya

(Accredited by NAAC)

111/3, B.T. Road (Bon-Hooghly), Kolkata – 700108

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2019-2020

Minutes and Resolution of the Meeting of the IQAC, Prasanta Chandra Mahalanobis Mahavidyalaya, Held on 20.7.2019

Resolved that;

1. Feedback will be collected from the students at the end of each semester on a 5 point scale for teacher evaluation.
2. In order to carry out more ICT enabled classes, lectures must be prepared in PowerPoint format. Departments are asked to make such lectures.
3. E module and E-learning workshop to be conducted.
4. Prof. Nandita Das suggested some open book examinations, but questions should be based on case studies or indirect in nature with no MCQ.
5. The department of education and philosophy will module value education courses. Efforts be made to tie up with reputed institutes imparting such value education in society .
6. Collaboration with other institutions for faculty and student exchange programmes to be initiated.
7. The 19th Brigade of the NCC will be approached with an application to open a NCC unit in the college.
8. Career counselling is to be introduced on a regular basis.
9. Installation of CCTV in each classroom for better monitoring of the students activities.
10. Provisions will be made for spoken English classes.
11. It is necessary that initiatives be made to install solar panels.
12. A student member of the NAAC committee will be selected from the regular students on the basis of the highest marks received during the last semester.
13. In the future, the following subjects will be opened: journalism and mass communication, public administration, physical education, and statistics.
14. Collaboration with other institutions for faculty exchange is to be initiated.
15. Different departments have placed the academic calendar and lesson plan, and IQAC has approved this.
16. IQAC took note of the grievances of the primary stakeholders.

Kamala Mitra

Co-Ordinator IQAC
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Minutes and Resolution of the Meeting of the IQAC, Prasanta Chandra Mahalanobis Mahavidyalaya, Held on January 28, 2020

Resolved that,

1. For academic activities in Semester II and Semester IV

The new sessions for Semester II and Semester IV are to be started . Departments should strictly follow the routine.

Students should be encouraged to attend all the classes as they have marks in attendance. The Attendance Monitoring Committee was requested to look after the matter.

As the semester IV session is about to start, all the departments should prepare a list of the books to be purchased for the library.

Departments were encouraged to schedule extension lectures at least once a month.

2. Preparation of the action plan from January to June 2020

All the departments were requested to make their plans and schedules for their departmental programmes to be held during this period and to submit them to IQAC.

The Political Science Department was requested to prepare for the celebration of January 26th, Republic Day.

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Minutes and Resolution of the Meeting of the IQAC, Prasanta Chandra Mahalanobis Mahavidyalaya, Held on March 7, 2020

Resolved that,

1. Preparation of AQAR 2018–2019

To prepare the online submission procedure for the AQAR of 2018–19, the form should be filled out criteria wise. The content of the criteria was divided among the IQAC members. The filled-out form should be submitted to the IQAC Coordinator on April 30, 2020.

2. Celebration of Earth Day

On the basis of the unanimous decision of the IQAC Committee, it was resolved that

- i) Judges for the poster competition will be invited from WBSU.
- ii) The competition is to be held between schools and colleges, and students from grades I to XII and undergraduate students are to be invited.

3. Miscellaneous

- i) Women Hostel will start in March 2020. ST/Minority Meritorious students will get special consideration. This is to be mentioned on the website.
- ii) Fine to be taken for failure to return books to the library within the due date for teaching and nonteaching both in the coming session 2020–21.

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Minutes and Resolution of the Meeting of the IQAC, Prasanta Chandra Mahalanobis Mahavidyalaya, Held on May 5, 2020

1. Green Campus Initiative
2. Academic Audit
3. Career counselling is to be introduced on a regular basis.
4. Collaboration with other institutions for faculty and student exchange programmes to be initiated.
5. Preparation of E-learning and E-module

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Action Taken Report of the Academic Year 2019-2020

On the basis of strategic plans created by the IQAC, the college management has taken the following actions:

1. More ICT enabled Classes were introduced, but due to the pandemic situation, online classes started.
2. Initiate the process of online open book MCQ tests to replace the traditional class test via Google Classroom.
3. To provide 24*7 access to the bibliographic database (Library Catalogue), our libraryKoha Software (cloud version) has been installed.
4. Food Nutrition, Physics, and Chemistry Laboratories were upgraded.
5. For documentation purposes in the pandemic situation, all of the college's programmes were video recorded at various events.
6. The college website was renovated.
7. All the teachers were incorporated under the West Bengal Health Scheme.
8. Distance education under NSOU was well functioning.
9. Yoga class was introduced as per routine.
10. Spoken English and computer The class for 3rd year students was introduced as per routine.
11. An environmental awareness camp was organised.
12. The E content development workshop was organised successfully for the teachers.
13. Career Counselling Cells functioned fully by organising ten counselling drives.
14. A value-added course in yoga was introduced.
15. Work on the Annex building and solar panel installation was in progress.
16. Collaboration with East Calcutta Girls College was performed for student exchange and faculty exchange programmes.
17. Library books were purchased as per the requirements.
18. CCTVs were installed in classrooms.
19. Women Hostel started functioning.

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