



# INTERNAL QUALITY ASSURANCE CELL

Prasanta Chandra Mahalanobis Mahavidyalaya

(Accredited by NAAC)

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

Phone: 8697169513

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## **Proceedings and Resolutions of the IQAC Meeting Held on August 3, 2021**

### **Agenda 1: To discuss the schedule for orientation and commencement of classes in Semester I 2020–21.**

- Students should successfully complete the registration process by September 30, 2021, and in case of a subject change, information to the mail ID of Mr. Tapan Kumar Dhali (Head Clerk) is to be given before beginning the registration process.
- Orientation of the students of Sem I in the presence of their guardians will begin on October 1, 2021, from 12 to 1 p.m. (B.Sc. Hons. And B.A. Hons.), B.Com. Honours., and general from 3 to 4 p.m. All Semester I students and all departmental faculty members will be present at these sessions.
- Every departmental head must provide a list of Semester I general students who have opted for their respective discipline as a first subject to IQAC for framing their orientation schedule.
- Classes for Sem I will begin on October 1, 2021.
- During the examination, the classes in charge of the examination will be suspended.
- The IQAC Coordinator requested HOD's of all departments to make the students of Sem I aware of CBCS regulation through interaction in their departmental groups.
- Students who leave college to opt for other colleges will get a refund (partially) after the admissions procedure is completely over.

### **Agenda 2: To discuss the admission and attendance of SEMIII and SEMV 2021**

- Admission will start in the first week of September for SEMIII and SEMV 2021.
- All departments had been instructed to submit a report recording attendance since April 2021. All heads of departments were requested to submit this report if they had not already done so.
- Classes for SEMIII and SEMV will start from 9.9.2021 to 11.9.2021. Departments were requested to arrange some orientation programmes before the commencement of classes.

### **Miscellaneous:**

- All departmental faculty members were asked to encourage their students to list out the co-curricular activities that they would like to be a part of. Newly admitted Sem I students will be provided links to Google Forms via departmental WhatsApp groups to help them choose from cultural and sports options. Students must attach the necessary certificates.



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- It was decided that a programme for Semester I students will be held on college premises to celebrate Gandhi Jayanti. A cultural subcommittee was requested to look after the matter. It was also decided that some yoga classes can be done through the online mode of teaching by our physical instructor.
- Mrs. Suparna Dey was requested to upload the notice to the college website.
- Webinar-related data with requisite images should be uploaded in the departmental activity as well as the seminar section of the website.
- The IQAC coordinator requested that HODs of all departments encourage the participation of departmental faculties and students in college webinars and workshops.

All faculty members were requested to attend college events.

*Kamala Mishra*

Co-Ordinator IQAC  
Prasanta Chandra Mahalanobis  
Mahavidyalaya  
111/3, B. T. Road, Kol-108



*Partha Sarathi Dutta*

(01.02.2022)

Dr. Partha Sarathi Dutta  
TIC / Chairman, IQAC



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## Proceedings and Resolutions of the IQAC Meeting Held on February 1, 2022

Proceedings and resolutions of the IQAC meeting (2) held on February 1, 2022  
(Tuesday) in online mode with all the IQAC members

Meeting Platform: Google Meet Time: 12 p.m.–3:30 p.m.

- IQAC members have approved all ADD ON programmes and value-added certificate courses for our students for semesters II, IV, and VI for the session **January to May 2021-2022** received from the Departments of **Geography, Food and Nutrition, Commerce, Economics, Computer Science, Education, History, Political Science, and Sociology.**
- It was resolved to form a new feedback cell to prepare the feedback forms on the academics and ambience of the college for the teachers, students, parents, and alumni of the college. Puja Biswas, a faculty in the Economics Department, will be in charge of this cell. All the feedback results will be analysed by the teachers in the department for their own benefit. IQAC will prepare **action-taken reports** on the basis of these reports.
- The IQAC Core Committee has decided to sign up new **MOUs for the present academic year and for the next academic year (2022–23)** with different NGO, colleges, industries, and women organisations for qualitative initiatives. The MOUs with East Kolkata Girls College, Hiralal Girls College, and BKC will have to be renewed for the Physics Department and other departments, and we will arrange faculty exchange programmes. Head Clerk, IQAC Coordinator, and Mr. Chandan Chakraborty will look after the paper work for the operation.
- It was resolved to resume the **registration process for alumni of PCM College.** So immediately, the teacher in charge will look into the matter and create the Alumni Association of the College.
- IQAC members have approved the proposals for **financial assistance for the teachers to attend the national and international conferences and workshops for this academic session.** The teachers who have not applied for financial support till now are being requested to apply through the Teachers Council for the new session. 2022-2023.
- IQAC members have approved **5-day professional and administrative training programmes** for teaching and non-teaching staff of the College with **Right Brain Technology** in **March 2022.**



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- The core committee members have approved the proposals for E-Pension, E-Service Book, Microsoft Office packages, and ERP.
- It was resolved to purchase G-Suites, Google Workspace, and computers for teaching and learning purposes.
- IQAC members approved the proposals for **the rainwater harvesting project** for water conservation at the college and requested to sanction the amount of Rs 50,000 for this purpose.

Dr. Alpana Ray  
IQAC Coordinator  
(01.02.2022)



(01.02.2022)  
Dr. Partha Sarathi Dutta, TIC



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## Proceedings and resolutions of the IQAC Meeting held on April 5, 2022

The coordinator of IQAC welcomed all the members and took up the items one by one.

- It was resolved to emphasise **ICT based teaching and learning methods** and requested teachers take **mentor mentor and remedial classes** for **slow learners** at the colleges, at least one class per month. Advanced learner Students are encouraged to participate in debates, quizzes, poster competitions, student seminars, etc. organised by our college and other institutions.
- IQAC members have initiated the **PO and CO mapping** for the session 2021–2022.
- The IQAC Coordinator reformed the **FEEDBACK CELL** Committee with all HODS of the departments that will look into the **FEED BACK** and **Student Satisfaction Survey** and will send a report to IQAC.
- IQAC members took the decision to prepare **action-taken reports** for Semesters 1, III, and V based on the WBSU published results.
- The teacher-in-charge and IQAC coordinator both took initiatives on the **capacity-building programme** by the **career counselling and skill enhancement cell** of our college in the 2021–22 session for our students. The departments are also encouraged to organise career guidance for their students.
- IQAC approved the **financial support given** to the faculty members for attending seminars, conferences, and workshops for their career and research purposes.
- The IQAC Coordinator, with the advice of the principal or teacher in charge, has accepted the proposals of the research cell and the student welfare cell.

## Proceedings and Resolutions of the IQAC Meeting Held on May 22, 2022

Resolutions of the IQAC meeting held on May 22, 2022, in online mode with all the IQAC members to discuss the following agendas.

1. IQAC will take the initiative to start **academic and green audits** for the session **2021-2022** by the **external members**. The teacher in charge will form a committee consisting of three to four external members of different colleges and institutions, along with the IQAC coordinator, Academic Subcommittee convener, and the teacher in charge.
2. IQAC initiated the **Green Budget** proposals for the Green Campus Initiative by the Green Audit Committee.
3. IQAC initiated **the ISO Certification and NIRF Participation** 2022-2023 session.



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4. IQAC has approved all the proposals for **financial assistance to students** by the Faculty Council for the session 2021-2022.
5. IQAC requested that NSS provide the activity list for the session 2022-2023.
6. IQAC received all the **feedback forms, student satisfaction surveys, and action reports** prepared by different departments.
7. IQAC requested that Principal Sir place income expenditures in 2021–2022.
8. IQAC took note of the grievances of all stakeholders.
9. No incident of ragging or sexual harassment was reported before the respective committee.

Dr. Alpana Ray  
IQAC Coordinator  
22/05/2022



(22.05.2022)

Dr. Partha Sarathi Dutta, TIC