



INTERNAL QUALITY ASSURANCE CELL

Prasanta Chandra Mahalanobis Mahavidyalaya

(Accredited by NAAC)

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

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RESOLUTION OF THE MEETING HELD ON 26.07.2022 AT IQAC ROOM

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

1. The IQAC Coordinator published the **mentor-mentee list** for 2022–23 in the meeting and requested all teachers to take classes, help their mentors during examination time, and maintain proper documentation. The IQAC Coordinator also requested that the teachers adopt various creative teaching methods for the **slow learners** in the academic session 2022–23 and that the HODs keep proper documentation for the slow learners in their respective departments. The principal, sir, has requested to arrange parent-teacher meetings for the college's slow learners and provide them with study materials and special classes to help them.
2. The Academic Calendar Committee published **the Academic Calendar 2022–23** for the current academic session. The IQAC coordinator requested all departments publish the **Departmental Academic Calendar 2022–23 session** and Plan of Action.
3. The principal, the IQAC's chairman, requested that all committee conveners submit the proposed activities to the IQAC and conduct at **least three meetings** in the current year with all members. The IQAC coordinator requested that student representatives be included **in all committees**.
4. The IQAC Coordinator requested all teachers to take **ICT classes** for the current students of the college and encouraged all departments to arrange **field tours, industrial visits, and community extension works in the nearby community and wards**.
5. The IQAC Coordinator requested all departments offer multidisciplinary value-added courses and certificate courses to all students in the current academic session 2022–23 by the last week of August 2022.
6. Principal Sir requested that IQAC sign MOUs and collaborations with other institutions, NGOs, and industries for different activities under this programme. IQAC will initiate this as soon as possible.
7. The IQAC Coordinator has proposed to sign up MoUs with the following institutions for a better academic environment: Panihati Mahavodyalaya, Banipur Mahila Mahavidyalaya, Sree Chaitanya Mahavidyalaya, Maharaja Monindra College, Maharaja Srishchandra College, Vidyanagar College, Dumdum Rabindra Mahavidyalaya, Tech Mahindra Foundation and Tech India, Ichhe Uraan, Bonhooghly Fisherman Society, and Ramkrishna Mission Vidyamandir. He also proposed collaboration with Hitaishini, Umeed Foundation, Bikashayan, MSME, Chaepani, Gobordanga Hindu College, etc. for different collaborative activities that will enhance the academic environment.
8. All the departments are requested to prepare and submit the academic audits for 2020–21 and 2021–2022, as per the attached list. The principal, sir, has formed a committee



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to evaluate the reports prepared by the departments. Dr. Partha Sarathi Dutta, Dr. Sukanta Das, Dr. Alpana Ray (IQAC Coordinator), Dr. Kamala Mitra, Prof. Subrata Mondal, and Professor Debadyuti Karmakar.

9. In the miscellaneous part, Principal Sir discussed the NAAC PEER TEAM REPORT 2018 in detail and emphasised alumni registration and alumni association activities in a more coordinated way.

As no other discussion remained, the meeting ended with a vote of thanks to the chair.

Dr. Alpana Ray
IQAC Coordinator
12/11/2022



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RESOLUTION OF THE MEETING HELD ON 12.11.2022 AT IQAC ROOM

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

1. It was resolved that our college will submit the AQAR-2021-2022 as per the guidelines prepared by NAAC by December 31, 2022. Before submission, it will be placed at the governing body meeting held in November, 2022. The Internal Quality Assurance Cell will submit it, and a committee will be formed to work on it. Dr. Tanima Paul Das, Dr. Rekha Biswas, Prof. Subrata Mondal, Dr. Partha Sarathi Das, Dr. Soumen Mondal, Dr. Sukanta Das, Dr. Sreyashi Chatterjee, Dr. Somdatta Ghosh Kar, and Prof. Debadyuti Karmakar will help the IQAC coordinator prepare for the AQAR 2021–2022. All IQAC committee members in the above meeting have formed a revised committee with all teachers. The list of teachers's names is given at the end.
2. A New Committee for Preparedness of National Education Policy 2020 is formed to look into the curriculum for NEP under the undergraduate syllabus. Academic Subcommittee Convener Dr. Sukanta Das will convene the committee. In the Academic Subcommittee meeting, curriculum changes in NEP will be discussed in detail.
3. IQAC has approved organising a state-level seminar on research publications and ethical issues on November 26, 2023, with BKC College and recommended forming a committee with the representatives of both colleges for the seminar. The financial burden will be divided equally between both colleges, and our college will host the seminar.
4. Dr. Alpana Ray, an IQAC coordinator, has requested to provide the audited statement of the financial data for the AQAR 2021–22 session. Bursar and Principal Sir have assured to submit it as early as possible to the Coordinator for AQAR.
5. All members of IQAC have requested to see the registration of alumni. IQAC members have given the responsibility to Dr. Partha Sarathi Dutta to see the alumni



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registration as early as possible. Professor Subrata Mondal will assist him in this manner.

6. The Computer Science Department, Pols Department, Geography, Sociology, Career Counselling Cell, English, Bangla, Cultural Cell, Food and Nutrition, and Education Departments have proposed the following add-on courses for 022–2023. The list is attached.

As other discussions remained, the meeting ended with a vote of thanks to the chair.

Dr. Alpana Ray
IQAC Coordinator
12/11/2022





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PROPOSAL FOR ADD ON COURSES/CERTIFICATE COURSES 2022-2023

Name of Certificate/ Value added	Course Code (if any)	Year of offering/study	Duration of course
Spatial data Analysis with Microsoft Excel	CCG01	2022-23	32 hrs
Value Added Course on Gender Sensitization	CCS02	2022-2023	30hrs
Democratic Awareness with legal literacy in india	CCP03	2022-2023	35hrs
Cultivating Goodness: The Role of Value Education	CCE04	2022-2023	35hrs
Yoga For Mental Health and Well Being	CCP05	2022-2023	35hrs
Value Added Course on Performing Arts: Natok	CCB06	2022-2023	34 hrs
Value Added Course on Performing Arts: Gaan	CCB07	2022-2023	34 hrs
Value Added Course on Performing Arts: Bharatnatyam	CCB08	2022-2023	36 Hrs
Value Added Course on Performing Arts: Recitation and Anchoring	CCB09	2022-2023	32 Hrs
Job Oriented Communicative English	CCE10	2022-2023	35 Hrs
Add On Course on Microsoft word	CCC11	2022-2023	30 Hrs
Add On Course on Microsoft Excel	CCC12	2022-2023	30 hrs
Entrepreneurial development through food processing and preservation	CCF13	2022-2023	36hrs
Add on Course on Environment and Sustainability	CCG14	2022-2023	35hrs

Dr. Alpana Ray
IQAC Coordinator



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RESOLUTION of the Meeting held 28/02/2023 (Tuesday) at 2.30 P.M in IQAC Room

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

1. The IQAC Coordinator proposed that each criterion be divided among the members with other UGC full-time faculty. These teams were requested to choose SACT from their department, preferably or according to the availability of other departments. All the SACTs were also requested to cooperate with the team members to perform the work smoothly. As per discussion with the group members, the distribution of AQAR criteria for the year 2022–23 is as follows:
2. The IQAC coordinator, along with the criteria 1 convenors, Dr. Tanim Paul Das, Dr. Puja Biswas, Dr. Sukanta Das, and Prof. Debadyuti Kamakar, have structured and prepared feedback analysis forms emphasising the academic environment of the college for students, faculty, parents, and alumni. It was decided that departments would circulate these forms, emphasising that all students and faculty should fill them out.
3. A Student Satisfaction Survey will be administered to all students for NAAC purposes. The forms will be available on the college website. Dr. Rekha Biswas, Professor Debadyuti Karmokar, Dr. Puja Biswas, Prof. Arka De Barman, and Susmita Bhattacharjee will conduct the survey twice in an academic year.
4. In the Misc part, the principal requested that the IQAC coordinator organise a faculty development programme and a non-teaching training programme in the current academic year. The IQAC coordinator has proposed faculty development programmes on MOOCs development, library management, etc., and stockbook maintenance through Google Workspace and Excel Word Courses for nonteaching staff.

Dr. Alpana Ray
IQAC Coordinator



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IQAC MEETING

RESOLUTION OF IQAC MEETING HELD ON 23/05/2023 IN IQAC ROOM AT 11.30 A.M

IQAC coordinator Dr. Alpana Ray welcomed Principal Dr. Arnab Ghosh as IQAC Chairman of the Committee and all other IQAC members (external and internal), criteria-in-charges, NSS Programme Officer, and committee conveners in the meeting. There were 20 members present in the meeting, and we discussed all the agenda items mentioned in the IQAC Meeting Notice.

1. The NAAC Peer Team Report 2018 was addressed in detail in the meeting by the IQAC coordinator. External members are suggested to complete all the points mentioned in the report, and these will be prepared and placed before the NAAC Committee during their visit to our college.
2. Dr. Shukla Hazra, former principal of East Kolkata Girls College, addressed the registration of SWAYAM and MOOC courses by the different departmental teachers. The IQAC coordinator addressed the Strategic Perspective Planning of IQAC for the New Academic Session 2023–2024 in the meeting.
3. Different Criterion The in-charge addressed different activities under the criteria of AQAR and SSR for the new academic sessions of 2023–2024. The SSR Committee will start working on SSR (2018–2023) and AQAR preparation (2022–2023) under the guidance of the IQAC coordinator.
4. Best Practices, Institutional Distinctiveness, new multi-disciplinary add-on courses, academic audits, ISO participation, and activities of the Alumni Association were addressed by the IQAC coordinator for the new academic session.



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5. IQAC approved the budget for the Rain Water Harvesting Project, which was initiated on April 22, 2023.
6. IQAC encouraged teachers to participate in conferences and seminars and publish papers in Scopus journals and indexed journals.
7. IQAC approved all NSS activities for the session 2022-2023 and requested the NSS Programme Officer to place reports.
8. IQAC took note of the grievances of primary stakeholders and the anti-ragging committee. No incidents of ragging or sexual harassment were reported.

Dr. Alpana Ray
IQAC Coordinator

