

ক্রমিক নং .....

# মিটিং এর নোটিশ বই

মহাশয় / ম

অধিবেশন

তারিখ —

ক্রমিক নং

## PRABHAT KUMAR COLLEGE, CONTAI

CONTAI, PURBA MEDINIPUR, W.B. – 721 401

### INTERNAL QUALITY ASSURANCE CELL

E-mail : iqac.pkc@gmail.com

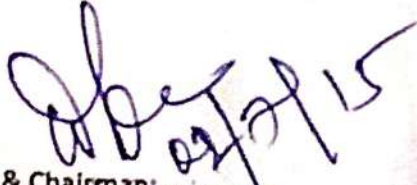
#### Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 10.07.2015 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Confirmation of the proceedings of the last meeting
- Shifting of the IQAC room
- Consideration of the Quality Profile provided in the NAAC Report
- Preparation of the AQAR
- Misc.

All are requested to be present in the meeting .

01.07.2015

  
Principal & Chairman  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

  
Co-ordinator,  
IQAC

Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B. – 721401

Members:-

Dr. Sudipta Chakraborty

Dr. Pradipta Panchadhyayee

Mr. Prantik Chakraborty

Mr. Subrata Sahoo

Mr. Lakshman Ojha

Mr. Dibyendu Adhikari, M.L.A.

Sri Anandamoy Mitra, Head-Clerk

Mr. Bibekananda Dasmahapatra, K.D. College

Meeting of the IGAC held on 10.07.15. at 3.30 pm.

Members Present:-

1. Dr. D. C.
2. Dr. 10/07/15
3. Dr. 10/07/15
4. Dr. 10/07/15
5. Luban School 10/07/15
6. Pratik Panchadhyaya 10/07/15
7. Pratik Chakravarty 10/07/15
8. Sandip Ghosai
9. Swagata Das, 10.07.15

who has now assumed the office of the principal

The teacher-in-charge, leaves the chair and the meeting begins.

Dr. D. C. is congratulated by the members for his work.

a) Confirmed.

b) The shifting of IGAC room/office is discussed. Prof. S. Sahoo & Dr. S. Sahoo are entrusted with the task of preparing the room. Also resolved that a Handyman & a skill corner be provided.

c) The NAAC Profile Report is presented & discussed. It is resolved that in view of NAAC Report the following be followed:

a) Emphasis on Remedial/Tutorial. → Details of classes taken held to be submitted every month.

b) Website update by faculty regarding self/Tutorial etc.

c) Three journals may be started. - one for humanities/Social Science & Commerce/Sciences.

d) Community Development be emphasized. - Grant proposal may be invited.

e) Content upgradation

f) Upgradation of Hostel - Newspaper / Hostel / Lounge.

- 7) Central P/A system may be installed.
- 8) P/A to the TIC may be appointed.
- 9) Cells may be re-activated.

### B) Preparation of AQAR -

Curricular Aspects -

Dr. S. Dash.

Teaching Learning & Evaluation - P. Panch.

Research, Consultancy & Extension - Dr. Indira Mohan & Birkhaya Nayak

Infrastructure & Learning Resources -> S. Sahoo &

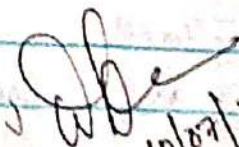
Student support & progression - S. Chakrabarty

Governance, Leadership & Management -> P. Chakrabarty & T. Basu

Innovation & Best Practices -> A. Manna.

SAR -> A. Dha & Birkhaya Nayak.

It is resolved that the IQAC members would meet regularly in July to prepare the DPR & AQAR.

  
Principal & Chairman  
Internal Quality Assurance Cell  
Probhat Kumar College, Cuttack  
10/07/15

ক্রমিক নং .....

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# মিটিং এর নোটিশ বই

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**PRABHAT KUMAR COLLEGE, CONTAI**  
CONTAI, PURBA MEDINIPUR, W.B. - 721 401  
**INTERNAL QUALITY ASSURANCE CELL**  
E-mail : iqac.pkc@gmail.com

## Notice

### RE : APPLICATION for MINOR RESEARCH PROJECT

Esteemed colleagues are hereby informed that as per the recent order of the UGC , application for Minor Research Project should be made ONLINE.

You should visit the Website of the UGC, Eastern Regional Office - and get registered to apply.

Before uploading your proposal online, please submit the soft copy of the proposal to the IQAC & Research Body of the college by e-mail for Evaluation certificate and Compliance declaration.

Last date of Online Application for the current session : 31.07.2015.

08.07.2015

Principal & Chairman,  
IQAC

Principal & Chairman  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Co-ordinator,  
IQAC

Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B.- 721401

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# মিটিং এর নোটিশ বই

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CONTAI, PURSA, MEDINIPUR, W.B. - 721 401  
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E-mail : iqac.pkc@gmail.com

## Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 21.08.2015 in the chamber of the Principal at 03.30 p.m. on discuss the following :

- Confirmation of the proceedings of the last meeting
- Meeting with the stakeholders
- SAR from the faculty and preparation of the IQAR
- DFR for projects under IUSA
- Misc.

All are requested to be present in the meeting.

21.08.2015

Principal & Chairman,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

- Members-
- Dr. Soumitra Chakrabarty
  - Dr. Pradyota Kumar Chakrabarty
  - Mr. Pradyota Chakrabarty
  - Mr. Subrata Saha
  - Mr. Lakshman Das
  - Mr. Dipankar Adhikari, A.C.A.
  - Dr. Anand Kumar, A.P.P.A. State Coll.
  - Mr. Subrata Kumar Chakrabarty, A.P. College

Meeting of the IQAC held on 21.08.2015

Members Present:-

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]
8. [Signature]
9. [Signature]

The Principal takes the chair and the meeting begins.

(A) The resolution adopted in the previous meeting is read and confirmed.

(B) The matter of holding meetings with the stakeholders is discussed. It is resolved that such meetings be arranged in September before the principal's vacation. The annual plan of the college be prepared after the discussion with the stakeholders.

(C) The matter of the receipt of SAR from the faculty and preparation for submission of ABAR is discussed. It is found that some faculty members are yet to submit the SAR.

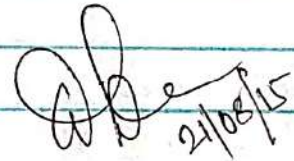
It is resolved that another notification be made for urgent submission of SAR.

(D) The drafts of the different components of ABAR are presented by the members entrusted with them. They are discussed in detail and it is resolved that more data collection and fine tuning are necessary.

e) The order for RUSA projects is pending in  
RFA.

It is mentioned that the project will be undertaken as  
and when the financial assistance in that regard  
will be received.

The meeting ends with thanks to all for their



Principal & Chairman  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

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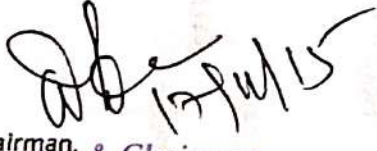
## Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 24.11.2015 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Confirmation of the proceedings of the last meeting
- Feedback of the meetings with the stakeholders
- Consideration of Self Assessment Files submitted by teachers for placement/promotion under CAS.
- Preparation of College Profile for CPE Interface meeting
- Misc.

All are requested to be present in the meeting .

17.11.2015

  
Principal & Chairman  
IQAC  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Members:-

Dr. Sudipta Chakraborty

Dr. Pradipta Panchadhyayee

Mr. Prantik Chakraborty

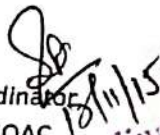
Mr. Subrata Sahoo

Mr. Lakshman Ojha

Mr. Dibyendu Adhikari, M.L.A.

Sri Anandamoy Mitra, Head-Clerk









Mr. Bibekananda Dasmahapatra, K.D. College

  
Co-ordinator  
IQAC  
Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B.- 721401



Meeting for IQAC on 24.11.2015

Members Present:-

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

The Principal was in chair in the meeting session.

(a) The resolution of the previous meeting is read and confirmed

(b) The feedback from the meetings with different structures are noted. It is resolved that such feedback be accommodated as far as practicable in the annual plan of the college.

(c) The files submitted by the eligible faculty members for promotion & placement under CAS are placed.

The files for promotion to the level of Associate Professor are checked

The other files are also checked after that-

It is found that - Dr. P. Sambudyanagar, Dr. S. Mohi, Dr. A. Pray  
& Mr. An Das have applied for promotion to the level of Associate Professor.

It is resolved that after initial scrutiny the concerned faculty be asked to submit the files for final files so that in 18/12 may forward the files to the authority.

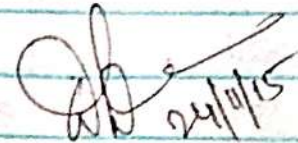
(d) The Principal draws the attention of all members to the ~~fact~~ possibility of CPE interface meeting being held in early 2016. It is resolved that Dr. Subhas

With an Dr. Ramesh Chandrajaya will prepare  
an final report to be submitted to the UAC during  
an interface under the guidance of the principal.

(d) It is further reported by the principal that grants under  
this may be released soon.

It is resolved that in matters of IDAC in connection  
with RMV of the college will draw the attention for  
different projects under RUSA as and when the fund is  
available.

The meeting ends with thanks to all for the chair.



24/1/15

Principal & Chairman  
Internal Quality Assurance Cell  
Prebhat Kumar College, Contai

# মিটিং এর নোটিশ বই

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## Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 13.01.2016 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Preparation of the AQAR 2014-15
- Consideration of the proposals for next session
- Consideration of the arrangements of IQAC room
- Misc.

All are requested to be present in the meeting .

06.01.2016

Principal & Chairman

IQAC

Principal & Chairman

Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Co-ordinator

IQAC

Co-ordinator,

Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B. - 721401

Members:-

Dr. Sudipta Chakraborty

Dr. Pradipta Panchadhyayee

Mr. Prantik Chakraborty

Mr. Subrata Sahoo

Mr. Lakshman Ojha

Mr. Dibyendu Adhikari, M.L.A.

Sri Anandamoy Mitra, Head-Clerk

Mr. Bibekananda Dasmahapatra, K.D. College

# Meetings

Proceedings of the meeting of IQAC held on 13.01.2016.

Members Present:

1. [Signature] 13/1/16
2. [Signature]
3. [Signature]
4. [Signature]

5. [Signature]
  6. [Signature]
  7. [Signature]
  8. [Signature]
- Arrived late  
[Signature]




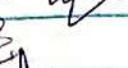




The meeting cannot proceed for lack of quorum.  
Another meeting may be convened after a week.

[Signature] 13/1/16

Principal & Chairman  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Meeting of the IBAC on 20.01.2016

Members Present :-

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. Sandeep Ghorai

The Principal takes the chair and the meeting begins

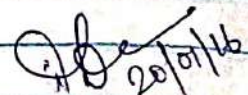
(a) The resolution for last meeting is read and confirmed.

(b) It is reported that an interface meeting of CPE at the UGC head office, New Delhi is slated on 31/01/16. It is resolved that the Report prepared by Dr. S. Maithi and Dr. P. Paruchandyayer is ~~approved~~ under the guidance of the Principal is approved.

It is further resolved that a three-member team led by the Principal and having Dr. S. Maithi and Dr. P. Paruchandyayer be entrusted to make a presentation at the UGC office, New Delhi.

(c) The matter of preparation of ABAR is again discussed. It is resolved that all efforts be made for timely and accurate submission of ABAR.

The meeting ends with thanks to and for the chair.

  
20/01/16

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# মিটিং এর নোটিশ বই

মহাশয় / মহাশয়  
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অধিবেশন হই

**PRABHAT KUMAR COLLEGE, CONTAI**  
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**INTERNAL QUALITY ASSURANCE CELL**  
E-mail : iqac.pkc@gmail.com

তারিখ —

ক্রমিক নং

## Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 09.03.2016 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Confirmation of the proceedings of the last meeting
- Report of CPE Interface meeting
- RUSA grant and project execution
- Consideration of Self Assessment Files submitted by teachers for placement/promotion under CAS.
- Misc.

All are requested to be present in the meeting .

01.03.2016

Principal & Chairman,  
Principal & Chairman

Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Members:-

Dr. Sudipta Chakraborty

Dr. Pradipta Panchadhyayee

Mr. Prantik Chakraborty

Mr. Subrata Sahoo

Mr. Lakshman Ojha

Mr. Dibyendu Adhikari, M.L.A.

Sri Anandamoy Mitra, Head-Clerk

Mr. Bibekananda Dasmahapatra, K.D. College

Co-ordinator,  
IQAC

Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B.- 721401

# Proceedings of the meeting of the IBAC on 09.03.16

Members Present:-

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]
8. Law

The principal takes the chair and the meeting begins.

(a) The resolution adopted in the <sup>previous</sup> meeting ~~is~~ read and confirmed.

(b) Report of CPE Interface Meeting: The coordinator makes a narration of the CPE Interface meeting held on 31/01/16 at UGC office, New Delhi. The report is read down.

(c) RUSA Grant: It is reported that financial assistance under RUSA has been received by the college in Feb 16 and the projects are to be undertaken as early as possible.

The RNU of the college is working towards it and has sought the assistance from IBAC members towards it. It is resolved that all possible co-operation be extended to materialise the same.

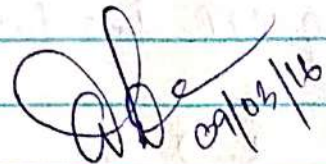
(d) The pending CAS files of Mr. C. Bhakta and Mr. C. Madal are taken up. It is discussed that the files are fast waiting in the technical department.

It is resolved that a meeting with the concerned teacher, in IBAC or a principal be arranged to discuss

The technical hand is,

The fresh applications of CAS are taken up and the concerned Faculties are asked to submit their respective files at the earliest.

The meeting ends with thanks to all for the chair.



A handwritten signature in black ink, appearing to be 'Abe', with the date '09/03/16' written next to it.

Principal & Chairman  
Internal Quality Assurance Cell  
Probhat Kumar College, Contai



ক্রমিক নং .....

# মিটিং এর নোটিশ বই

মহাশয় / মহাশয়া  
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খচিত্র

## PRABHAT KUMAR COLLEGE, CONTAI

CONTAI, PURBA MEDINIPUR, W.B. - 721 401

INTERNAL QUALITY ASSURANCE CELL

E-mail : iqac.pkc@gmail.com

অধিবেশন হইবে

তারিখ —

ক্রমিক নং

### Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 22.04.2016 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Confirmation of the proceedings of the last meeting
- Report of Principal regarding requisition of the Campus
- Plan of work during the said period
- Misc.

All are requested to be present in the meeting .

15.04.2016

Principal & Chairman,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Co-ordinator  
IQAC

Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B.- 721401

Members:-

Dr. Sudipta Chakraborty

Dr. Pradipta Panchadhyayee

Mr. Prantik Chakraborty

Mr. Subrata Sahoo

Mr. Lakshman Ojha


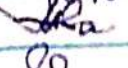
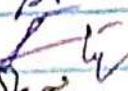

Mr. Dibyendu Adhikari, M.L.A.

Sri Anandamoy Mitra, Head-Clerk

Mr. Bibekananda Dasmahapatra, K.D. College

# Proceedings for meeting of IBAC on 22.04.16

## Members Present :-

1. 
2. 
3. SP
4. 
5. 
6. AP
7. Law
8. J

The Principal takes the chair in the meeting begins.

(1) The resolutions adopted in the previous meeting are read and confirmed.

(2) The Principal reports that the college is going to be ~~exam~~ commissioned for the ensuing general election very soon. Hence it is necessary to allocate specific assignments so that respective members can complete the work at hand as a campus will be inaccessible except on urgent basis.

Following on Principal's advice, it is resolved that the members who had been entrusted with the different components of ABAR may complete their respective assignments during the period.

(3) It is also resolved that after the campus is released ~~off~~ use in election period is over, the IBAC will meet to check the progress of activities.

The meeting ends with thanks to and for the chair

 22/04/16  
Principal & Chairman  
Internal Quality Assurance Cell  
Government College, Cuttack

# মিটিং এর নোটিশ বই

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মহাশয় / মহাশা  
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তারিখ —

ক্রমিক নং

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ঘন্টা

## **PRABHAT KUMAR COLLEGE, CONTAI**

CONTAI, PURBA MEDINIPUR, W.B. - 721 401

**INTERNAL QUALITY ASSURANCE CELL**

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### Notice

Esteemed members of the IQAC are hereby informed that a meeting of the IQAC will be held on 24.06.2016 in the chamber of the Principal at 03.30 p.m. to discuss the following :

- Confirmation of the proceedings of the last meeting
- Report of Principal regarding CPE status
- Annual Report for the session to conclude
- Some pending CAS files
- Plan of action for the next session
- Misc.


All are requested to be present in the meeting .

15.06.2016

  
Principal & Chairman,  
Principal & Chairman  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai

Members:-

- Dr. Sudipta Chakraborty  
Dr. Pradipta Panchadhayee  
Mr. Prantik Chakraborty  
Mr. Subrata Sahoo  
Mr. Lakshman Ojha  
Mr. Dibyendu Adhikari, M.L.A.  
Sri Anandamoy Mitra, Head-Clerk  
Mr. Bibekananda Dasmahapatra, K.D. College

  
Co-ordinator  
Co-ordinator,  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai  
Contai, Purba Medinipur, W.B. - 721401

# Proceedings of the meeting of the UAC

24.06.2016

Members Present:

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. [Signature]
6. [Signature]
7. [Signature]
8. [Signature]
9. [Signature]

The Principal takes the chair and the meeting begins.

(a) The resolutions adopted on the last meeting are read and approved.

(b) The Hon'ble Principal reported that vide UAC letter dated 20/05/16, the college has been declared as a College with Potential for Excellence and as such is eligible to receive financial assistance for the next five years.

The same is appreciated and the Principal is congratulated.

It is also resolved that the Governing Body of the college be requested to form a committee to oversee the CPE Project under the necessary guidelines of the UAC.

(c) The matter of SAR and Dept Profile of the various departments are discussed. It is resolved that the following dates be fixed for the

(i) SAR by faculty members be submitted by July 20, 2016

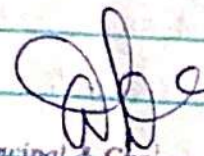
(ii) Dept Profile be submitted by July 31, 2016

It is also resolved that greater emphasis be given on electronic submission.

(d) The matter of pending cases of CAS is taken up. It is resolved that the principal be requested to take initiative for expediting the matter.

(e) It is also resolved that meetings with different stakeholders be held quite early in the session as it would be helpful in preparing the annual plan.

The meeting ends with thanks to all for the chair.

 24/06/16

Principal & Chairman  
Internal Quality Assurance Cell  
Prebhat Kumar College, Cuntal