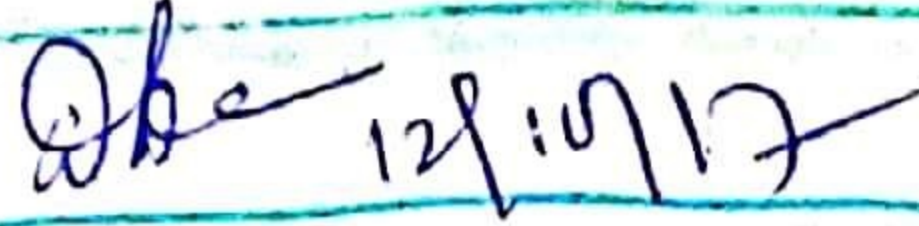

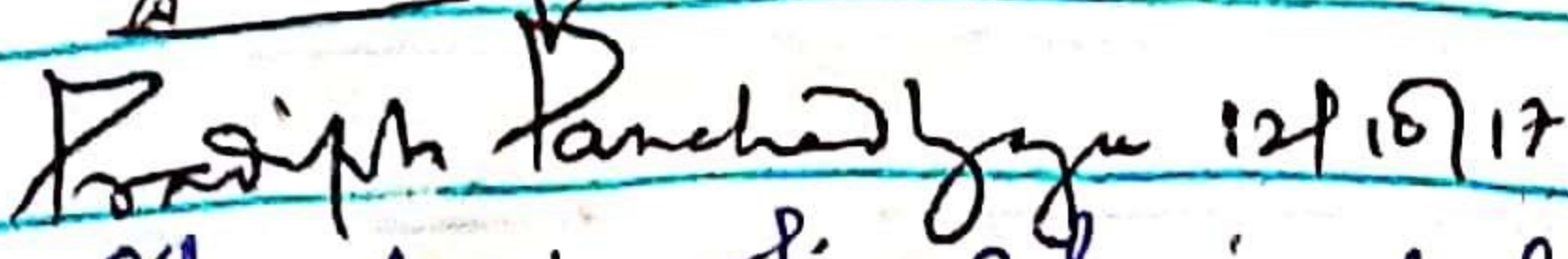
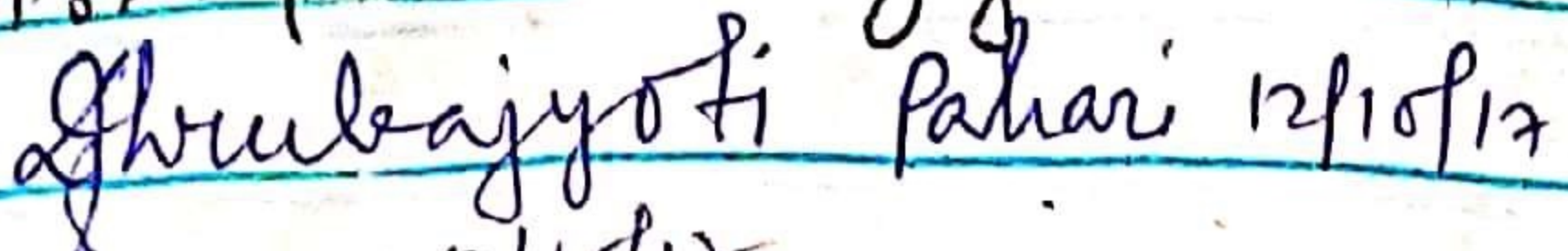
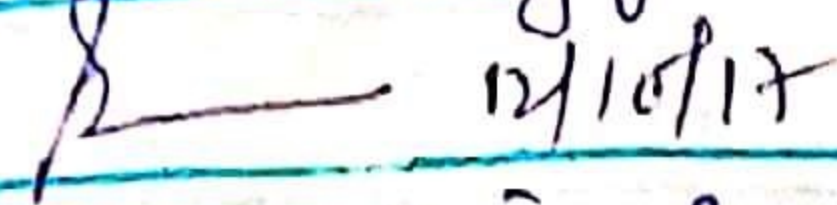
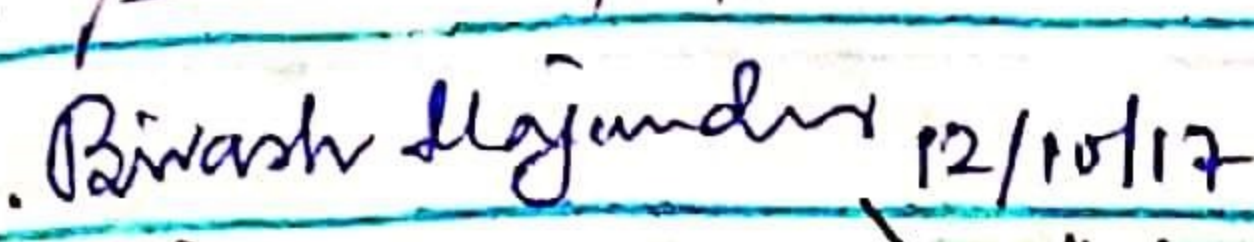
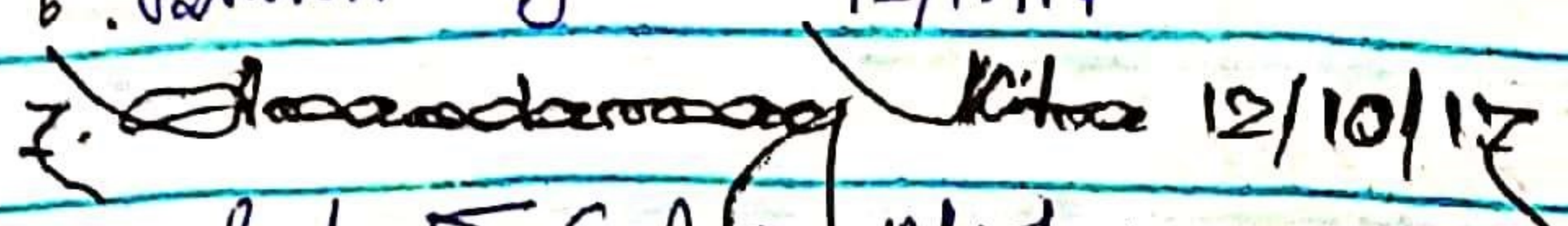
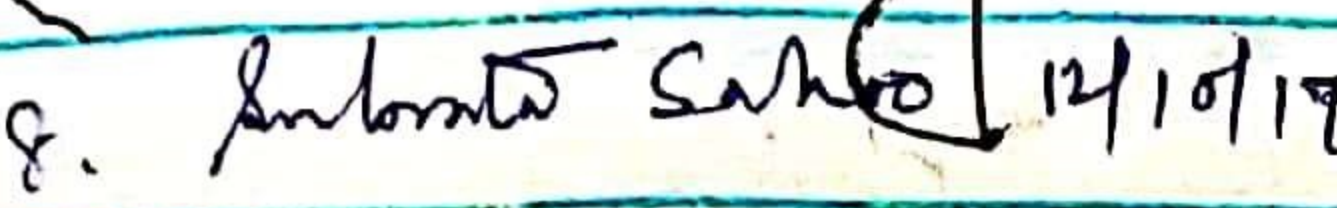


Meeting of the IQAC held on 12.10.2017 in the  
Chamber of the Principal

Members Present:-

1.  12/10/17
2.  12/10/17
3.  12/10/17
4.  12/10/17
5.  12/10/17
6.  12/10/17
7.  12/10/17
8.  12/10/17

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting .....

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** AQAR Submission

**Resolution:** Considering the pending activities, not accomplished by previous Cell in due time, it is resolved that the AQAR for the Academic Session 2016-17 be prepared and submitted without delay. The respective members are made aware of their responsibilities to be performed for the immediate submission of the same.

**Agendum-3:** Initiation of separate Administrative Block

**Resolution:** The respected Principal presents the matter of initiating the construction of separate Administrative Block, and after a brief discussion it is resolved that the Governing Body be requested to initiate the same.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.



The Principal and the Chairman

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



1. Obe 27/10/17

2. ~~\_\_\_\_\_~~

3. Gnanu 27.10.17

4. Pradipta Panchadhayee 27/10/17

5. Binosh Hajindr 27/10/17

6. Shrubajyoti Pahari 27/10/17

7. Subrata Choo 27/10/17

8. ~~\_\_\_\_\_~~

9.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 12.10.2017

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Analysis of Feedback received from different stakeholders of the college, and introduction of Feedback from Parents

**Resolution:** Feedbacks received from the different stakeholders of the college are analysed with due attention. Resolved that the analysis report be graphically presented, and be sent to the respected Principal for further action, if necessary. (Report Attached)

**Agendum-3:** Preparation of AQAR, 2016-17

**Resolution:** As the preparation AQAR, 2016-17 is nearly completed, it is resolved that the same be submitted to UGC-NAAC without delay.

**Agendum-3:** Defence of the proposal submitted to DST-FIST

**Resolution:** With reference to the letter of invitation from DST-FIST asking for the defence of the submitted proposal, it is resolved that Dr. Pradipta Panchadhayee and Dr. Asim Guchhait be requested to prepare themselves so that they may successfully defend the submitted proposal. Also resolved that the Principal be humbly requested to assist Dr. Panchadhayee and Dr. Guchhait, if necessary.

**Agendum-4:** Submission of proposal for introducing Vocational Courses under DDU Kaushal Vikash Yojana

**Resolution:** The co-ordinator presents the matter of notice issued by the DDU Kaushal Vikash Yojana asking the submission of proposal for introducing vocational courses for the students. After a careful discussion, it is resolved that the college will submit proposal for three courses under B.Voc. The courses are as follows:

1. Solar Technology
2. Auto-mobile Engineering
3. Secretarial Practice

**Agendum-5:** Acceleration of the process of establishing Research Centres in Natural Science, Humanities & Social Sciences.

**Resolution:** Resolved that the process of establishing Research Centres in Natural Science, Humanities & Social Sciences for higher studies and learning in the college be accelerated so that the



same may be granted by the University ASAP. At the same time, the respected Principal is requested to kindly contact the office of the Registrar to know the progress.

Agendum-6: Digitalization of the process related to collecting information from the Academics

Resolution: With an object to make the process of collecting information regarding the upgradation of the individual teachers' Research and Publication hassle free, it is resolved that a definite link be provided to teachers each to regularly upload and update their information digitally.

Agendum-7: Proposal for installing Napkin-vending Machine in Girls' Hostel

Resolution: Resolved that a proposal for installing a Napkin-vending Machine in Girls' Hostel and Girls' Common Room be duly put forward to the Principal.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

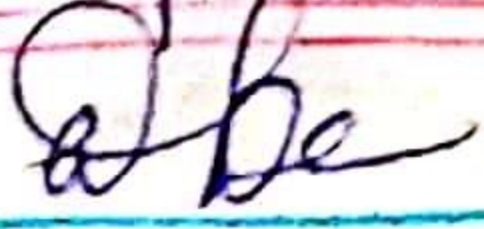

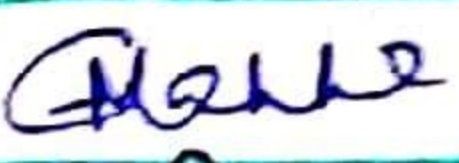



The Principal and the Chairman  
Principal & Chairman  
IQAC, Prabhat Kumar College, Contai  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai



# Meeting of the IQAC held on 02.12.2017

## Members present:

1.  2/12/17
2.  2/12/17
3. Bivash Rajan 2/12/17
4. Pradip Ranchedhyay 2/12/17
5. Ananta Kumar 2/12/17
6. Shubhangi Patra 2.12.17
7.  02.12.17
8. 

The Principal and the Chairman of IQAC takes the chair, and the meeting starts.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 27.10.2017

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Review of AQAR before final Submission

**Resolution:** As the AQAR, 2016-17 is completed, it resolved that the same be reviewed and submitted within seven days.

**Agendum-3:** Despatch of the Analysis Report on Feedback to the Principal

**Resolution:** Resolved that the graphically analysed Feedback Report be officially sent to the Principal without delay.

**Agendum-3:** Purchase of the Reference Books for the Central library

**Resolution:** Resolved that the Librarian be requested to prepare a detailed list of reference books in consultation with the respective departments so that those may be purchased through proper channel as early as possible.

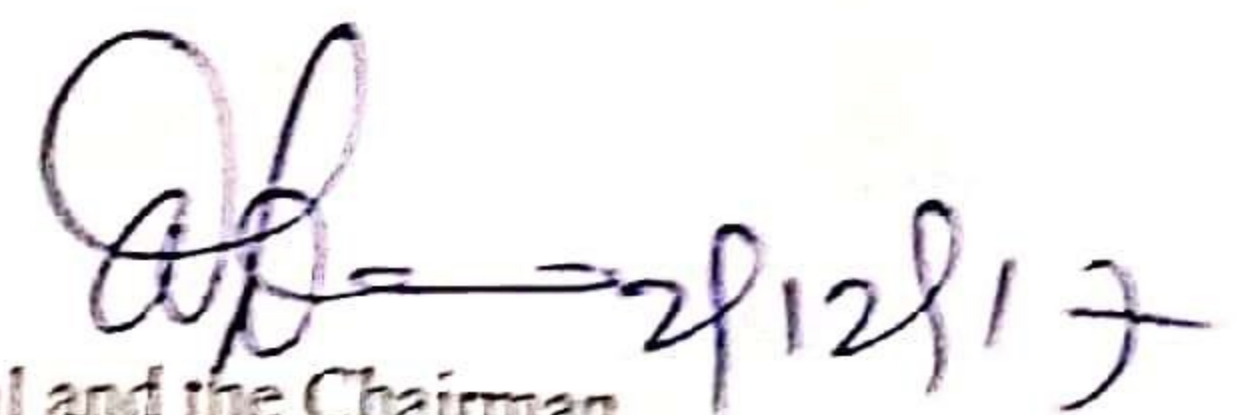
**Agendum-4:** Organizing Seminars, Workshops and Special Lectures

**Resolution:** With a view to rendering Teaching-Learning more operative, it resolved that the departmental heads be requested to take initiative for Organizing Seminars, Workshops and Special Lectures in their departments. Also resolved that the Principal be requested to put forward his kind help in this regard.

**Agendum-5:** Application for different sponsored projects

**Resolution:** Together with the departmental activities related to organizing seminars, workshops and special lectures, it is resolved that individual teachers be made aware and requested to apply for different sponsored projects that will add to the proliferation of both the college and the teachers.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.



The Principal and the Chairman  
IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 09.01.2018

Members present:

1. *WBC 09.01.18*
2. *[Signature]*
3. *Bivash Majumdar*
4. *Pradip Panchevgye*
5. *Shrubanghi Saha 9.1.18*
6. *Subrata Saha 9.1.18*
7. *Maha 09.01.18*
8. *[Signature]*
- 9.
- 10.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 02.12.2017

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Review & Submission of detailed proposal for establishing RC to VU

**Resolution:** As the detailed proposal for establishing Research Centres in 'Natural Science' and 'Humanities and Social Sciences' has meanwhile been prepared, it is resolved that the same be reviewed by the Chairman and Co-Ordinator of IQAC. Also resolved that after careful review of the proposal, the same be submitted to University without delay.

**Agendum-3:** Expressions of gratitude to Principal for installing Napkin Vending Machine

**Resolution:** The Co-ordinator and all associated members of IQAC express their gratitude towards respected Principal for the fast installation of Napkin Vending Machine in Girls' Hostel and Girls' Common room. His good self also welcomes us in reply. Resolved that a letter of 'Expression of Gratitude' be put forward to the office of our honourable Principal.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

*WBC 09.01.18*

The Principal and the Chairman

IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 14.02.2018

Members present:

1. *Wbe 14/2/18*
2. *[Signature]*
3. *Pradip Pancharayan 14/2/18*
4. *Binash Hegde*
5. *Lubna Choo 14.2.18*
6. *[Signature] 14.02.18*
7. *Shrubayoti Pahari 14.2.18*
8. *[Signature]*
- 9.
- 10.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 09.01.2018

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Observance of Science Day, and Extension Activities of Science Forum

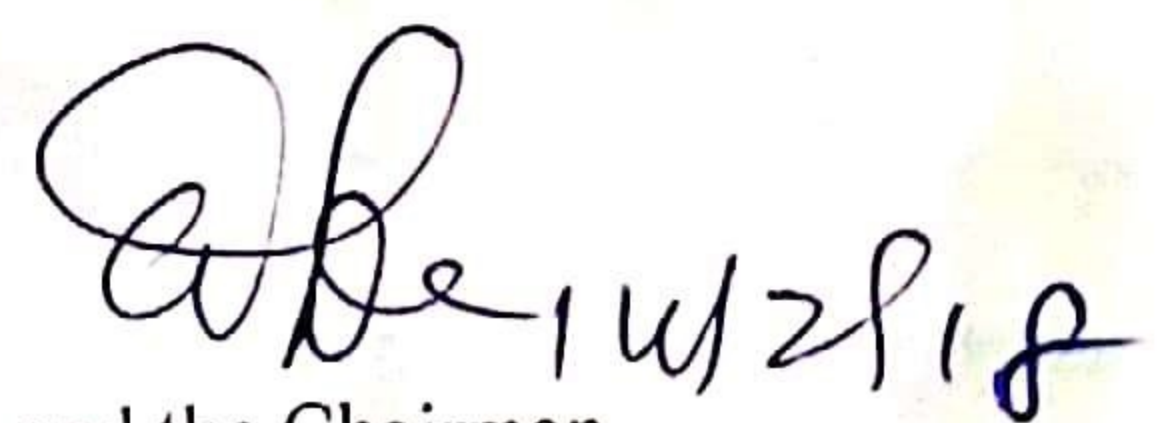
**Resolution:** As the Science is approaching, it is resolved that it will be observed with due decorum and dignity. Also resolved that the convener of the Science Forum of the college be requested to make necessary arrangements in consultation with the honourable Principal.

Also resolved that the Science Forum be requested to organize extension activities round the year to ignite and develop scientific awareness among the students and in the locality by giving extension lectures to the school students.

**Agendum-3:** NSS Special Winter Camp

**Resolution:** Resolved that the Programme Co-ordinators of National Social Service Unit of the college be requested to move for making necessary arrangements for organizing Special Winter Camp at our college. Also resolved that the Co-ordinator of IQAC would cordially request the Principal to extend his kind assistance and support to the Programme co-ordinators.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.



The Principal and the Chairman

IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 14.03.2018

Members present:

1. *Whe 14/3/18*
2. *L. S. S.*
3. *Shubhagwati Lakshmi 14.3.18*
4. *Subrata Sahoo 14.3.18*
5. *Pradip Panchajanya on 14.03.18*
6. *Bivash Rajendra 14.3.18*
7. *Meha 14.03.18*
8. *AP*
- 9.
- 10.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 14.02.2018

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Submission of proposal for Community Development under UBA-MHRD Mission

**Resolution:** In compliance with the guidelines of the mission of UBA-MHRD and also considering the social responsibility an Academic Institution can accomplish, it is resolved after discussion that the honourable Principal be requested to move for adopting five villages for participating in Unnat Bharat Abhiyan (UBA). Resolved after a careful scrutiny and pilot survey of the neighbouring villages that following names of five villages under the purview of the said mission be selected and forwarded to the concerned authority (BDO, SDO and DM) for further action:

1. Srirampur
2. Banamalipur
3. Pairachali
4. Jagannathpur, Part:II
5. Bankaberia

Also resolved that the names of adopted villages be intimated to MHRD through proper channel for final approval.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

*Whe 14/3/18*

The Principal and the Chairman

IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 26.04.2018

Members present:

1. *26/4/18*
3. *Pradip Panchajanya 26/4/18*
5. *Subrata Sahoo 26.4.18*
7. *Shubajyoti Pahari 26.4.18*
9. .
2. *[Signature]*
4. *Bivash Majumdar*
6. *[Signature]*
8. *[Signature]*
10. .

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 14.03.2018

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Finalization of SAR format

**Resolution: No.** As the Higher Education, Science & Technology and Bio-technology Department Government of West Bengal, has issued an order, vide. 198-EH/ (CG)/ (A) 5P-90/12 (Pt) , Date: 07.12.2017 related to the placement and promotion of teachers, librarians and Physical Instructor of College in West Bengal under the Career Advancement Scheme (CAS), and as the Higher Education has referred to UGC notification no. F.1-2/2016 dated 11th July, 2016 for calculating and preparing Academic Performance Indicators (API) for career advancement scheme (CAS), it is resolved that the SAR Format be also prepared with necessary modifications in accordance with the guidelines as mentioned in the notification no. F.1-2/2016 dated 11th July, 2016.

**Agendum-3:** Renovation of Science Laboratories including Central Nanoscience Facility

**Resolution:** As the teachers of the science department has verbally expressed the need for renovating the Science Laboratories of the college, after careful consideration of all the aspects in this regard it is resolved that Principal's highness be requested to kindly take necessary steps so that the process of renovation of the science laboratories of the college may be initiated ASAP.

**Agendum-4:** Felicitation of the Achievers on the eve of the Foundation day of college

**Resolution:** resolved that the students having secured rank in the University Examinations be felicitated with medals on the eve of the august ceremony of the celebration of the Foundation Day of the college.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

*[Signature]*

The Principal and the Chairman

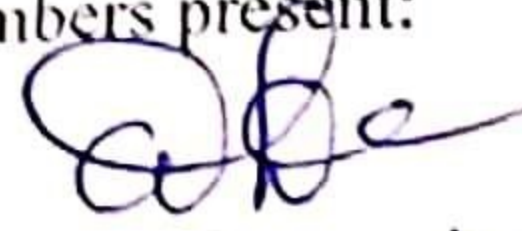
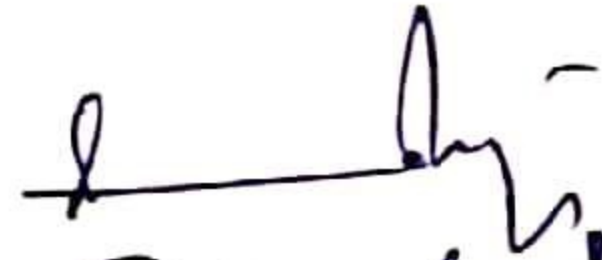
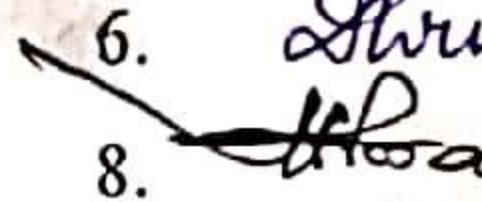
IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 11.05.2018

Members present:

1.  11/5/18
2. 
3. Pradip Panchariya 11/5/18
4. Binash Meher 11.5.18
5. Manu 11.05.18
6. Shrubayoti Pahari 11.5.18
7. Indratu Sahoo 11.5.18
8. 
- 9.
- 10.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 26.04.2018

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Expressions of gratitude to Principal for the completion of College Canteen-cum-Guest House

**Resolution:** On the successful completion of the of College Canteen-cum-Guest House, the chair of the Co-ordinator of IQAC and associated members express cordial gratitude towards the chair the honourable Principal, who also in return welcomes the all the members of IQAC.


**Agendum-3:** Production of Short Films on Environmental Awareness

**Resolution:** As the Global Warming has become a threat to our existence, it is resolved that some short films on Environmental Awareness be produced and directed by the college to make the all the stakeholders of the college aware of maintain ecological balance so that each may contribute to making the future GREEN through REDUCE, RE-USE and RE-CYCLE.

**Agendum-4:** Initiation for separate Science Block

**Resolution:** Considering the ever-increasing number of students admitted to the Science Streams, it is resolved that the honourable Principal be requested to kick off the process of the construction of a separate Science Block.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

  
The Principal and the Chairman  
IQAC, Prabhat Kumar College, Contai

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



Minutes of the Meeting of IQAC held on 15.06.2018

Members present:

1. *15/6/18*
2. *15/6/18*
3. *Pradip Panchadhyay 15/6/18*
4. *Shrubbyoti Pahari 15.6.18*
5. *Subrata Kumar 15/6/18*
6. *Birash Majumdar 15.6.18*
7. *Ananta 15.06.18*
8. *15/6/18*
- 9.
- 10.

The Principal and the Chairman of IQAC takes the chair, and the meeting starts. His highness welcomes the Co-ordinator and associated members of IQAC, formed anew in compliance with guidelines of UGC-NAAC.

**Agendum-1:** Confirmation of the Minutes of the Previous Meeting on 11.05.2018

**Resolution:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Horizontal expansion of Infrastructure

**Resolution:** Proper utilization of land has always been a need of the college authority. So, it is resolved that the Governing Body of the college be requested through proper channel to kindly expand the infrastructure through the settlement of the disputed land, and thereby the proper utilization of the same.

**Agendum-3:** Student Counselling before admission

**Resolution:** After getting passed out from the Higher Secondary School, some of the students are found to be aimless regarding the choice of the subjects in under-graduate level. So, resolved that a separate Help Desk be formed inside the college campus to appropriately counsel and guide the bewildered students in choosing the apt subjects, respective of their merit and capacity.

**Agendum-4:** Introduction of new PG courses

**Resolution:** Resolved that the respected Chair of the Principal be requested to take initiative for introducing new Post Graduate Courses for higher learning.

**Agendum-5:** MOU with industry for the skill development through vocational courses

**Resolution:** Resolved that with an object to develop the vocational skill of the students the honourable Principal be requested to move for signing MOU with industries.

**Agendum-6:** Revision and re-submission of Proposal related to RC

**Resolution:** As of late University has issued letter asking for the Revision and re-submission of Proposal related to the establishment of Research Centres in Humanities and Social Sciences, and Natural Science, it is resolved that the same be revised and resubmitted through proper channel to University without delay.

Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.

*15/6/18*  
The Principal and the Chairman,  
IQAC, Prabhat Kumar College, Contai

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