

Members present:

1. [Signature]
3. AB
5. [Signature]
7. [Signature] 05/07/18

2. [Signature] 05/07/18
4. [Signature]
6. [Signature] 05.07.18
8. [Signature] 05/07/18

**Minutes of the Meeting of IQAC held on 05.07.2018**

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

**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: Induction Meeting (New Session)**

**Resolution:** At the threshold of the New Academic session when a good number of students are crowding to attend the college as fresher it is resolved that the respected Principal be requested to grant permission for organizing an Induction Meeting to make the new students acquainted with the rules, regulations, and overall environment of the college, as is already instructed by MHRD.

**Agendum-3: Revised Research Proposal to be submitted to VU**

**Resolution:** As the Registrar of the University has asked to revise the Research proposal already submitted earlier and re-submit the same to the concerned office. It is resolved that the submitted proposal be revised, and be submitted without delay for the establishment of Research Centres in 'Humanities and Social Sciences' and 'Natural Sciences'.

**Agendum-4: Further initiative for New PG Courses in different science subjects.**

**Resolution:** Resolved after careful consideration that the Principal be requested to take necessary initiatives to introduce a few Post Graduate Courses, say in Botany, Chemistry, Mathematics and Geography.

**Agendum-5: Initiative to arrange Two-day State-level Workshop on "Computer Programming and Applications" for Physics Teachers working under VU.**


**Resolution:** Resolved that a "Two-day State-level Workshop" on "Computer Programming and Applications" for Physics Teachers working under VU as an attempt to enrich them for teaching Computer Programming in Python effectively be organized very soon in consultation with the Department of Physics, and the IQAC would request the Principal to take necessary steps in this regard.

**Agendum-6:** Appeal to Authority to take steps for:

- (I) Awareness Programme on prevention of Child Abuse.
- (ii) Awareness Programme on security of the Girl child
- (ii) WBCS Exam Coaching Programme & Free Workshop
- (iv) "Entrepreneurship Development Program (EDP)

**Resolution:** It is resolved that the respected Principal be requested to kindly do the needful to organize Awareness Programmes on the prevention of Child Abuse and the security of the Girl child. He is also requested to continue Free Workshop and Coaching Programme for the aspirants of West Bengal Civil Service Examination, and to pay his kind attention to put emphasis on "Entrepreneurship Development Program" (EDP).

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**

Members Present!

1. ~~AB~~ 12/9/18
2. ~~S~~ 12/9/18
3. ~~AB~~
4. ~~Same~~
5. ~~Prakash~~ 12.09.18
6. ~~Alhari~~ 12/9/18
7. ~~2~~ 12/9/18
8. ~~2~~ 12/9/18

Minutes of the Meeting of IQAC held on 12.09.2018

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

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

**Resolution:** The minutes of the previous meeting are read and confirmed.

**Agendum-2:** Placement and Promotion of Dr Bidyut Kumar Senapati, Mr Amalesh Paikara, Dr Subrata Sahoo, and Dr Arindam Roy.

**Resolution:** As Dr Bidyut Kumar Senapati, Mr Amalesh Paikara, Dr Subrata Sahoo and Dr Arindam Roy have applied for Placement and Promotion under CAS, resolved that the aforementioned teachers be requested to carefully and finally prepare their respective files in prescribed format, and submit the same to the office ASAP.

**Agendum-3:** Construction works of the Quarter of the Superintendent, Girls' Hostel.

**Resolution:** Resolved that the respected Principal be requested to take necessary measures so that the construction of the Quarter of the Superintendent of the Girls' Hostel can be finished as early as possible.

**Agendum-4:** Initiative / pursuance for the UG Course in Aquaculture & Management and to take effective step for MoU.

**Resolution:** Resolved after careful consideration that the Principal be requested to take necessary initiatives to introduce the UG Courses in Aquaculture & Management exploiting the advantage of the location of the college at coastal belt, and to take effective step for MoU with appropriate concern.

**Agendum-5:** Vocational Courses in Solar Technology, Mushroom Farming, Mat-stick based handicrafts, Tax practice and procedure and Automobile Engg.

**Resolution:** Resolved that the Principal be requested to take affirmative initiatives to introduce a few Vocational Courses in Solar Technology, Mushroom Farming, Mat-stick based handicrafts, Tax practice and procedure and Automobile Engg. Also resolved that his highness be earnestly requested to apply and proceed for MoU with appropriate concerns and pursue for the same.



**Agendum-6:** Completion of Two-day State-level workshop on "Computer Programming and Applications" for Teachers.

**Resolution-6:** It is to note that the Dept of Physics successfully organized the workshop on "Computer Programming and Applications" on 12 & 13 July, 2018 for Teachers in association with IQAC. The Programme was held successfully with the teachers of 13 colleges under VU and with the resource persons of reputed Universities and Institutions.

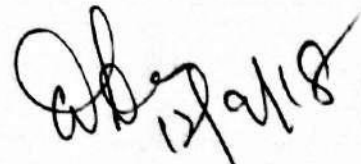
**Agendum-7:** Completion of 'Save the Girl Child' Seminar by NSS units.

**Resolution-7:** Considering the ever-increasing rate of female foeticide, it is reported that the NSS units of the college in association with the Contai Bar Council and Contai municipality successfully organized a seminar on "Save the Girl Child" on 16.08.2018 to sensitize the students so that they can disseminate their knowledge to the all concerned.

**Agendum-8:** Initiation for 'Eye check-up Camp' by NSS units.

**Resolution-8:** Considering the demand of community issues it is resolved that the NSS units be requested to organize an "Eye Check-up Camp" very soon in association with the Students' Union of the College.

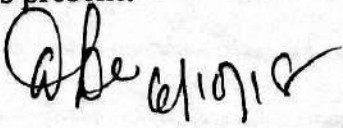


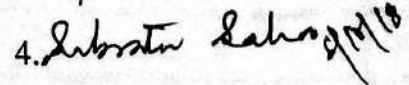
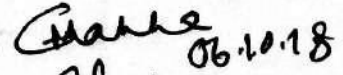
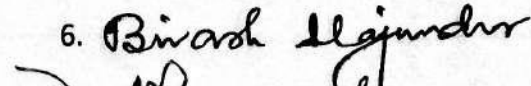
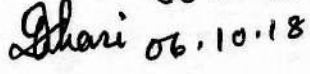
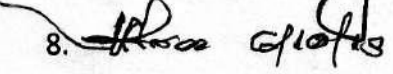
Since there is no other agendum to be discussed, the meeting comes to an end with a vote of thanks to and from the chair.



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 06.10.2018

Members present:

1. 
2. 
3.  6/10/18
4.  6/10/18
5.  06.10.18
6.  06.10.18
7.  06.10.18
8. 
9. .
- 10.

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

**Agendum -1:** Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Expression of Thanks to the Authority for MoU with KASTURI AQUA

**Resolution-2:** The Co-ordinator and all associated members of IQAC express their gratitude towards respected Principal for signing the MOU with KASTURI AQUA on 26-09-2018.

**Agendum-3:** Construction works of the Administrative Building and Teachers' Hostel

**Resolution-3:** Resolved that the respected Principal be requested to take necessary measures so that the construction of the Administrative Building and Teachers' Hostel can be finished as early as possible.

**Agendum-4:** Smooth functioning of IQAC during Puja vacation.

**Resolution-4:** Considering the Third cycle evaluation of the college by NAAC, that falls due on the first quarter of 2020, it is resolved unanimously that the office of the IQAC will remain open during the Puja Vacation, 2019, and the members will attend the office at their convenience for the completion of the pending works.

**Agendum-5:** Winter Camp in the adopted villages under Unnat Bharat Ahiyan (UBA).

**Resolution-5:** As we have already adopted five villages under the Unnat Bharat Abhiyan (UBA), it is resolved that the NSS units of the college be requested to organize Winter Camp this year in one of those adopted villages.

**Agendum-6:** Review syllabus in the Departmental Committee (DC) meeting

**Resolution-6:** After the introduction of CBCS pattern with new syllabi by the University concerned, it is resolved that the Heads of the respective departments be requested to carefully review the syllabi in their departmental committees.

**Agendum-7:** "Entrepreneurship Development Program (EDP) (organized by Webcom Consulting India Ltd, Tamluk Branch)

**Resolution-7:** Considering the development of the entrepreneurship skill of the rural students, it is resolved that an "Entrepreneurship Development Program" (EDP) was organized with the assistance of Webcom Consulting India Ltd, Tamluk Branch from 17.08.2018-17.09.2018.

**Agendum-8:** WBCS Coaching Programme and Free Workshop on WBCS Examination.

**Resolution-8:** Resolved that WBCS Coaching Programme and Free Workshop on WBCS Examination were held on 28.07.2018 and 17.08.2019 respectively.

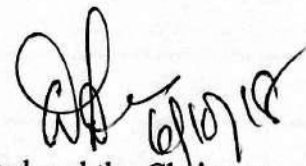
**Agendum-9:** Awareness Programme on 'Prevention of Child abuse'.

**Resolution-9:** Resolved that an Awareness Programme on 'Prevention of Child abuse' was organized in association with the office of Superintendent of Police, Purba Medinipur.

**Agendum-10:** Initiation for organizing Two day Workshop on Animal Biotechnology for Teachers of Zoology under VU by the Dept of Zoology in association with IQAC, P.K.College, Contai.

**Resolution-10:** Resolved that The Principal be requested to organise the Two-day Workshop on Animal Biotechnology for Teachers of Zoology under VU by the Dept of Zoology in association with IQAC, P.K.College, Contai.

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.



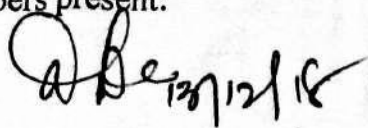
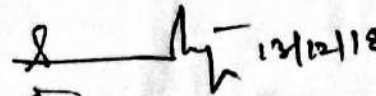
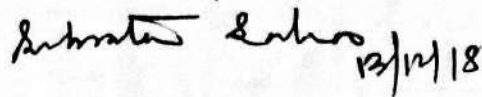

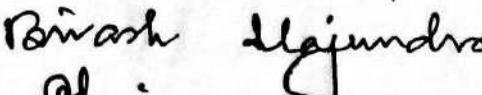
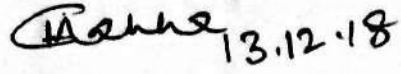
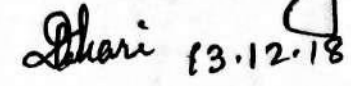
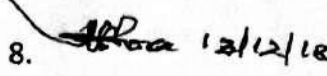
The Principal and the Chairman

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



## Minutes of the Meeting of IQAC held on 13.12.2018

Members present:

1.  13/12/18
2.  13/12/18
3.  13/12/18
4. 
5. 
6.  13.12.18
7.  13.12.18
8.  13/12/18
- 9.
- 10.

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

**Agendum -1:** Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Expression of Thanks to the Authority and the Project Implementation Group (PIG) as well for getting the recommendation of Fund under DST-FIST Scheme.

**Resolution-2:** The Co-ordinator and all associated members of IQAC extend thanks towards the Principal as well as the Project Implementation Group (PIG) after receiving the recommendation of the allocation of Fund under DST-FIST Scheme.

**Agendum-3:** Appeal to the Principal for follow-up action and allocation of a space to develop a laboratory for DST-FIST.

**Resolution-3:** Considering the installation of some costly instruments related to the research under DST-FIST, it is resolved that the honourable Principal be requested to allocate a space so that a laboratory can be developed ASAP.

**Agendum-4:** SAMAR SEN SMARAK LECTURE

**Resolution-4:** Resolved that the Dept of Bengali be requested to organize SAMAR SEN SMARAK LECTURE with due dignity and decorum.

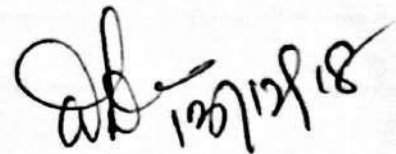
**Agendum-5: 'Eye check-up Camp'**

**Resolution-5:** It is reported that the NSS units of the college organized an 'Eye check-up Camp' in association with Alumni Association on 11.10.2018.

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

**Agendum-6:** Completion of the Two-day Workshop on Animal Biotechnology for Teachers of Zoology under VU by the Dept of Zoology in association with IQAC, P.K.College, Contai.

**Resolution-6:** Reported that the Two-day Workshop on Animal Biotechnology for Teachers of Zoology under VU was successfully organised by the Dept of Zoology in association with IQAC, P.K.College, Contai.

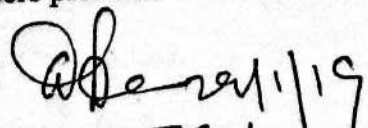

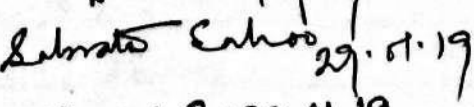
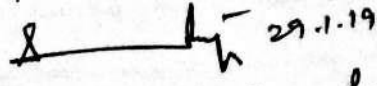
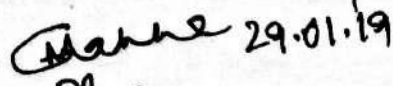
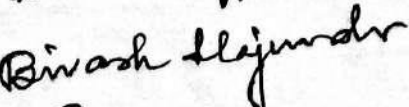
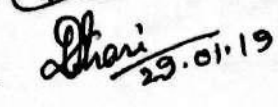
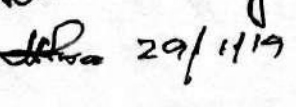


The Principal and the Chairman  
IQAC, Prabhat Kumar College, Contai  
*Principal & Chairman*  
Internal Quality Assurance Cell  
Prabhat Kumar College, Contai



## Minutes of the Meeting of IQAC held on 29.01.2019

Members present:

1.  29/1/19
2. 
3.  29.01.19
4.  29.1.19
5.  29.01.19
6.  Bivash Kojumdar
7.  29.01.19
8.  29/1/19
- 9.
- 10.

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

**Agendum -1:** Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed

**Agendum-2:** Feedback from all stakeholders.

**Resolution-2:** Resolved that as the Academic Session will be over after four months, different stakeholders be requested to provide their valued feedbacks online in prescribed format.

**Agendum-3:** Half-yearly collection of information of teachers

**Resolution-3:** Resolved that the full-time teachers of the college be requested to timely submit information related to Teaching, Learning and Evaluation, Professional Development, Co-curricular and Extension Activities, and Research and Academic Contributions. The members of the IQAC will assist the teachers, if necessary in this regard.

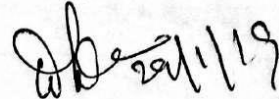
**Agendum-4:** Workshop on 'Plant Identification and Preservation'.

**Resolution-4:** With a view to preserving the unidentified green plants, it is resolved that the Dept of Botany be requested to kindly take affirmative steps for Workshop on "Plant Identification and Preservation".

**Agendum-5:** SAMAR SEN SMARAK LECTURE

**Resolution-5:** Reported that the Dept of Bengali organized SAMAR SEN SMARAK LECTURE in association with IQAC with due dignity. This special lecture was delivered by Professor Bimal Mukhopadhyay, Eminent Professor (Retd.) of Bengali, University of Calcutta, on 24.01.2019.

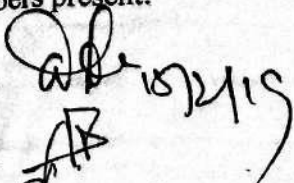
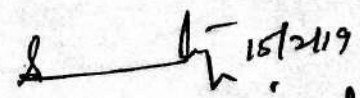

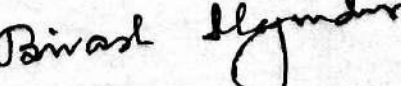
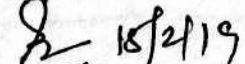
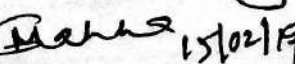
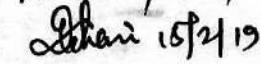
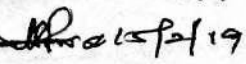
The meeting comes to an end with a vote of thanks to and from the chair.



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 15.02.2019**

Members present:

1.  15/2/19
2.  15/2/19
3. 
4.  15/2/19
5.  15/2/19
6.  15/2/19
7.  15/2/19
8.  15/2/19
- 9.
- 10.

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

**Agendum -1:** Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** Programmes on 'Stress Management' in association with "BhaloTheko" and 'Skill development' in association with NSS units.

**Resolution-2:** Considering the unavoidable pressure we face regularly, and the negative impression it stamps on our psyche, it is resolved that IQAC will take affirmative initiative to introduce a seminar on "Stress Management" in association with "BhaloTheko".

Also resolved that the NSS units of the college be requested to organize "Skill Development Programme" to update the students who would in turn disseminate their skill-based knowledge in other stakeholders of the college.

**Agendum-3:** One-day International conference on Computational Science.

**Resolution-3:** As the IQAC has marched forward for holding an International Conference on Computational Science, it is resolved that the Dept of Computer Science be requested to associate the IQAC and assist in all aspects to successfully organize the said conference.

**Agendum-4:** Laying the foundation of Bio-diversity Educational Park through Sand Dune preservation.

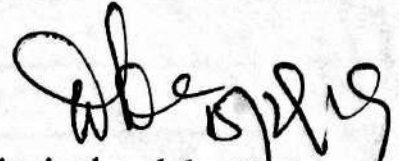
**Resolution-4:** Resolved that the Bio-diversity Educational Park be developed in deserted sand dunes of the college, and thus, the sand dunes will be preserved. Also resolved that, ipso facto, BMC, Contai Municipality be requested to extend help in this regard.



**Agendum-5:** 'Legal Awareness Programme' in association with NSS units.

**Resolution-5:** Resolved that a Legal Awareness Programme be organized in association with the NSS units of the college and the Purba Medinipur Legal Aid Services.

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 09.04.2019**

**Members present:**

1. *Abhe 09/4/19*
2. *[Signature] 9/4/19*
3. *Indranta Sahoo 9.4.19*
4. *AB*
5. *Binash deymond*
6. *[Signature] 09.04.19*
7. *[Signature] 9.4.19*
8. *[Signature] 9/4/19*
- 9.
- 10.

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

**Agendum -1:** Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

**Agendum-2:** 7-day Winter Special Camp (2018-19)

**Resolution-2:** Reported that a 7-day Winter Camp on "Innovative Socio-environmental Development" in Payrachali (one of our adopted villages) was organized by NSS Units from 13 to 19 Feb. 2019. Two hundred villagers actively participated in the Programme.

**Agendum-3:** Plant identification programme.

**Resolution-3:** Reported that "Plant Identification Programme" was organized on 26.02.2019 in association with Department of Botany.

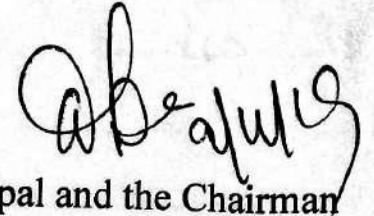
**Agendum-4:** . 'Legal Awareness Programme'

**Resolution-4:** Reported that in association with NSS units and in collaboration with SD legal Aid Services Committee, Contai a 'Legal Awareness Programme' was organized on 19.03.2019.

**Agendum-5:** One-day International conference on Computational Science in association with Computer Science Dept

**Resolution-5:** Reported that One-day International conference on "Computational Science in association with Computer Science Dept" was held on 06.03.2019.

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.

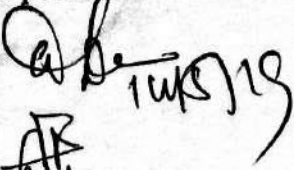
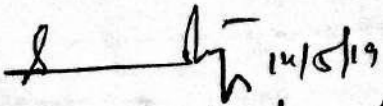

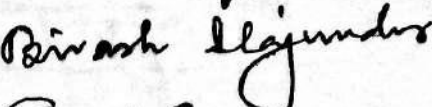
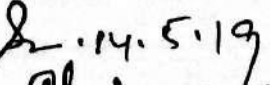
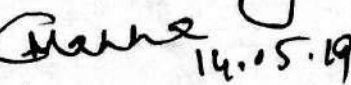
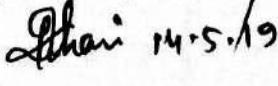
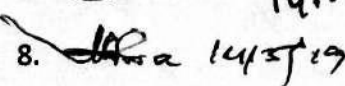


The Principal and the Chairman  
IQAC, Prabhat Kumar College, Contai  
*Principal & Chairman*  
**Internal Quality Assurance Cell**  
**Prabhat Kumar College, Contai**



## Minutes of the Meeting of IQAC held on 14.05.2019

### Members present:

1.  14/5/19
2.  14/5/19
3. 
4.  14/5/19
5.  14.5.19
6.  14.05.19
7.  14.5.19
8.  14/5/19
- 9.
- 10.

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

### Agendum -1: Confirmation of the previous meeting:

**Resolution-1:** The minutes of the previous meeting are read, and after a brief discussion are confirmed.

### Agendum-2: Official Closure of online submission of feedback from different stakeholders

**Resolution-2:** Resolved that the closing day of online submission of feedback from different stakeholders will be considered up to 31.05.2019 (11.59 pm). The IQAC Chairman is requested to take step regarding proper analysis of feedback within June, 2019.

### Agendum-3: Submission of AQAR 2017-18

**Resolution-3:** The Chairman of the IQAC expresses his deep concern and regret as the IQAC is not able to submit the AQAR of 2017-18. The Co-ordinator states that for some unavoidable constraints the IQAC still is not able to submit the AQAR, 2017-18, but his good self assures that the same be submitted very soon. Hence, it is resolved that all members of the IQAC will take every effort so that the AQAR-2017-18 be submitted ASAP.

### Agendum-4: Programme on Skill Development in association with NSS units

**Resolution-4:** Reported that a programme on "Skill Development" in association with NSS units was held on 11.04.2019.

### Agendum-5: Programme on "Stress management"

**Resolution-5:** Reported that a seminar on "Stress Management" was organized on 16.04.2019 in association with "BhaloTheko".

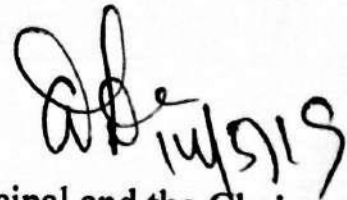
**Agendum-6:** To take initiative for conduction sessions on Value & Moral Education for students on regular basis under the guidance and participation of Ramkrishna Math & Mission (Contai).

**Resolution-6:** Resolved that the Principal be requested to take initiative for conduction sessions on Value & Moral Education for students on regular basis under the guidance and participation of Ramkrishna Math & Mission (Contai).

**Agendum-7:** Sensitization of the faculty regarding the documentation of papers related to Placement and Promotion.

**Resolution-7:** Resolved that the faculty members of the respective departments be apprised of how the papers regarding their placement and promotion will be documented systematically. It is also resolved that IQAC will sensitize the teachers for the preparation of SAR through across the table communication.

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