



# PANCHLA MAHAVIDYALAYA

Raghudevpur, Uluberia, Howrah - 711322

College website: [www.panchlamahavidyalaya.com](http://www.panchlamahavidyalaya.com)

E-mail: [panchla.mahavidyalaya1@gmail.com](mailto:panchla.mahavidyalaya1@gmail.com)

Contact : 9874259356

Ref No .....

Date .....

Meeting held on: 19. 07. 2022 .

## Member Present:

1. Dr. Arpita Mandal (Nandi) : *Arpita Mandal*
2. Dr. Nilanjan Chakraborty : *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray : *→ Subrata Kumar Ray*
4. Sk Juber Alam : *— Juber Alam*
5. Sri. Subhrendu Maity : *Subhrendu Maity*
6. Dr. Nandi Niyogi : *Nandi Niyogi*
7. Dr. Sanghamitra Das : *Sanghamitra Das*
8. Dr. Sanjay Dhali : *Sanjay Dhali*
9. Ms. Rubaina Kayal : *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on 19.07.2022 at 12 p.m. in the Principal's Room. The Principal, Panchla Mahavidyalaya, Dr. Arpita Mandal (Nandi) as the Chairperson of the IQAC took the Chair.

**Agenda 01 – Formation of the IQAC, Panchla Mahavidyalaya**

**Resolution:** It is hereby resolved that the IQAC of Panchla Mahavidyalaya is formed with the following composition:

- **Dr. Arpita Mandal (Nandi)**, Principal, Panchla Mahavidyalaya (Chairperson)
- **Dr. Subrata Kumar Ray**, Principal, Prabhu Jagatbandhu College, Andul
- **Dr. Subhrendu Maity**, Member, Governing Body, Panchla Mahavidyalaya
- **Sri Juber Alam**, Upa Pradha, Raghudevpur Panchayat
- **Dr. Nandi Niyogi**, Assistant Professor in Education, Panchla Mahavidyalaya
- **Dr. Sanghamitra Das**, Assistant Professor in Bengali, Panchla Mahavidyalaya
- **Dr. Nilanjan Chakraborty**, Assistant Professor in English, Panchla Mahavidyalaya
- **Dr. Sanjay Dhali**, Assistant Professor in History, Panchla Mahavidyalaya
- **Miss Rubaina Kayal**, Ex-student, Panchla Mahavidyalaya

*Arpita Mandal*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Rajapur, Howrah.



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Contact : 9874259356

Ref No .....

Date .....

Meeting held on: 19/07/2022

## Member Present:

1. Dr. Arpita Mandal (Nandi) : *Arpita Mandal*
2. Dr. Nilanjan Chakraborty : *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray : *Subrata*
4. Sk Juber Alam : *Juber*
5. Sri. Subhrendu Maity : *Subhrendu Maity*
6. Dr. Nandi Niyogi : *Nandi Niyogi*
7. Dr. Sanghamitra Das : *Sanghamitra Das*
8. Dr. Sanjay Dhali : *Sanjay Dhali*
9. Ms. Rubaina Kayal : *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on 19.07.2022 at 1:00 p.m. in the Principal's Room. The Principal, Panchla Mahavidyalaya, Dr. Arpita Mandal (Nandi) as the Chairperson of the IQAC took the Chair.

**Agenda 01:** Selection of the IQAC Coordinator, Panchla Mahavidyalaya

**Resolution:** It is hereby unanimously resolved that Dr. Nilanjan Chakraborty, Assistant Professor in English, Panchla Mahavidyalaya will be the IQAC Coordinator of Panchla Mahavidyalaya.

*Arpita Mandal*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Rajapur, Howrah.



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Contact : 9874259356

Ref

Ref No .....

Date 20/08/22

Meeting held on: 20/08/22

## Member Present:

1. Dr. Arpita Mandal (Nandi) : *Arpita Mandal*
2. Dr. Nilanjan Chakraborty : *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray : *Subrata Kumar Ray*
4. Sk Juber Alam : *Juber*
5. Sri. Subhrendu Maity : *Subhrendu Maity*
6. Dr. Nandi Niyogi : *Nandi Niyogi*
7. Dr. Sanghamitra Das : *Sanghamitra Das*
8. Dr. Sanjay Dhali : *Sanjay Dhali*
9. Ms. Rubaina Kayal : *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on <sup>20.08.22</sup> ~~19.07.2022~~ at 3 p.m. in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the proceedings of the meeting held on 19.07.2022.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 19.07.2022 is read and confirmed.

**Agenda 02:** Add on programmes to be conducted by all the 5 departments of the college.

**Resolution:** It is hereby resolved that add on programmes will be conducted by all the 5 departments of the college. The Head of the Departments of the college are requested to finalise the course structure, course brochure and other requisite details and place it to this IQAC for approval. The Add on programmes will be held in collaboration with competent authorities wherever necessary and required.

**Agenda 03:** Proposal for the Add on programmes to be placed in front of the Governing Body of the college for approval.

**Resolution:** It is hereby resolved that after the Add on programmes are approved by this IQAC, the details of the Add on programmes will be placed in front of the Governing Body of the college for necessary approval. The Chairman of this IQAC and Principal, Dr. Arpita Mandal (Nandi) is requested to take the necessary steps in this regard.

**Agenda 04:** Organising Extension lectures

**Resolution:** It is hereby resolved that Extension lectures will be organized by the departments whenever it is suitable. These Extension lectures will pertain to topics from the syllabus.

**Agenda 05:** Extension lectures to be conducted by the Women's Cell of the college.

**Resolution:** It is hereby resolved that the Women's Cell of the college will conduct Extension lectures on Women's Empowerment whenever suitable.

**Miscellaneous:**

- The Head of the Departments are requested to see that the classes are held regularly and that syllabus is covered on time.

As there was no other agenda left to be discussed, the meeting ended with a vote of thanks.

*Arpita Mandal*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Raddudevpur, Uluberia  
Howrah



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Contact : 9874259356

Ref No .....

Date 21/12/22

Meeting held on: 21/12/22

## Member Present:

1. Dr. Arpita Mandal (Nandi) : *Arpita Mandal*
2. Dr. Nilanjan Chakraborty : *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray : *Subrata Kumar Ray*
4. Sk Juber Alam : *Juber Alam*
5. Sri. Subhrendu Maity : *Subhrendu Maity*
6. Dr. Nandi Niyogi : *Nandi Niyogi*
7. Dr. Sanghamitra Das : *Sanghamitra Das*
8. Dr. Sanjay Dhali : *Sanjay Dhali*
9. Ms. Rubaina Kayal : *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on 21.12.2022 at 2 p.m. in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the proceedings of the meeting held on 14.09.2022.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 14.09.2022 is read and confirmed.

**Agenda 02:** Maintenance of academic audit for each department.

**Resolution:** It is hereby resolved that the Head of the Departments will be requested to maintain an academic audit for their respective departments year/semester wise in terms of number of classes allotted and number of classes taken at the departmental level.

**Agenda 03:** Reporting about the problem of low attendance of students.

**Resolution:** It is hereby reported that the attendance of the students in the classes is quite low. It is resolved that the NSS of the college shall go for an awareness campaign to enlighten the students and the larger community about the benefits of higher education in order to encourage the students to attend the classes.

**Agenda 04:** Holding regular parents' teacher meet.

**Resolution:** It is hereby resolved that parents' teacher meeting will be held at regular intervals, whenever the schedule will permit, to make the parents aware about their wards' academic and overall progress in the college.

**Agenda 05:** Keeping of records of all the teachers with the IQAC.

**Resolution:** It is hereby resolved all the teachers (Permanent faculty and SACT's) will be requested to submit all their academic documents, photocopies of publications and certificates of paper presentation and invited lectures delivered, to the IQAC.

**Miscellaneous:**

- The Departments are requested to see that the students follow the University rules for attendance properly.

As there was no other agenda left to be discussed, the meeting ended with a vote of thanks.

*Arpita Mandal*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Radgudevpur, Uluberia  
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Contact : 9874259356

Ref No .....

Date 05/04/23

Meeting held on: 05/04/23

## Member Present:

1. Dr. Arpita Mandal (Nandi) : *Arpita Mandal*
2. Dr. Nilanjan Chakraborty : *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray : *Subrata Kumar Ray*
4. Sk Juber Alam : *Juber Alam*
5. Sri. Subhrendu Maity : *Subhrendu Maity*
6. Dr. Nandi Niyogi : *Nandi Niyogi*
7. Dr. Sanghamitra Das : *Sanghamitra Das*
8. Dr. Sanjay Dhali : *Sanjay Dhali*
9. Ms. Rubaina Kayal : *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on **05.04.2023** at **2 p.m.** in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the meeting held on 21.12.2022.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 21.12.2022 is hereby read and confirmed.

**Agenda 02:** Drawing up the academic calendar <sup>for</sup> ~~doe~~ the session 2023-24.

**Resolution:** It is hereby resolved that the academic calendar for the session 2023-24 will be finalized by May, 2023. The IQAC Coordinator is requested to finalise the academic calendar by May, 2023 after due consultation with the Head of the Departments.

**Agenda 03:** Extension lectures on Artificial Intelligence (AI) and Property Rights.

**Resolution:** It is hereby resolved that Extension lectures on Artificial Intelligence (AI) and Property Rights will be held whenever the schedule permits by inviting competent speakers on the subjects.

**Agenda 04:** Extension lectures on Environment in collaboration with the NSS of the college.

**Resolution:** It is hereby resolved that Extension lectures and programmes will be conducted on issues of Environmental Awareness in collaboration with the NSS of the college. The NSS Coordinator will be requested to conduct such programmes.

**Agenda 05:** Increasing the number of books in the library.

**Resolution:** It is hereby reported that there is an urgent need to procure more books in the library. The Chairman of this IQAC and Principal is requested to kindly take necessary steps for requisition of necessary funds for the purpose. The Principal is also requested to place the matter in front of the Governing Body for the required funds.

**Agenda 06:** Subscription of e-journals in the library.

**Resolution:** It is hereby resolved that if funds permit, e-journals will be subscribed in the library for the purposes of the students. The Chairman of this IQAC and Principal is requested to take necessary steps in this regard, especially in requisitioning of necessary funds for this purpose.

**Agenda 07:** Proposal to set up a Students' Body of the college.

**Resolution:** Since there is an embargo on the formation of Students' Union in the college by the Government of West Bengal, it is hereby resolved that a Students' Body of the college will be formed. The student members will be chosen strictly on the basis of their academic result, attendance and overall performance in college activities.

*Arpita Mandal*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Radgudevpur, Uluberia  
Howrah

Agenda 09: To offer a PDP to the Faculty Members of the college

Resolution: It is hereby resolved that a PDP on Programme Outcomes (PO) and Course Outcomes (CO) mappings and attainment evaluation process will be offered to the teaching faculty of the college. The Programme will be held during the Summer Recess.

Agenda 08: Proposal to set up an Alumni Association.

Resolution: Since an Alumni Association is a pre-requisite to apply for NAAC accreditation, it is hereby resolved that an Alumni Association of the college will be set up following the rules and regulations of the UGC, NAAC and other statutory authorities. The Chairperson of this IQAC and Principal, Panchla Mahavidyalaya is requested to place the proposal in front of the Governing Body of the college for necessary approval.

Agenda 09: Proposal for waste management programme in collaboration with Raghudevapur Gram Panchayat.

Resolution: It is hereby resolved that a waste management programme will be done in collaboration with Raghudevapur Gram Panchayat for the proper disposal of waste of the college.

Miscellaneous:

- It is hereby reported that Dr. Nandi Niyogi, Dr. Sanghamitra Das, Dr. Nilanjan Chakraborty and Dr. Sanjay Dhali have all received their respective Memos of appreciation under CAS from the Dept. of Higher Education, Govt. of West Bengal.

As there was no other agenda left to be discussed, the meeting ended with a Vote of Thanks.

*Arpita Mandal*  
Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevapur, Rajapur, Howrah

মিটিং রেজল্যুশন বই  
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place
তারিখ / Date		সময় / Time
১। 1.	৮। 8.	১৫। 15.
২। 2.	৯। 9.	১৬। 16.
৩। 3.	১০। 10.	১৭। 17.
৪। 4.	১১। 11.	১৮। 18.
৫। 5.	১২। 12.	১৯। 19.
৬। 6.	১৩। 13.	২০। 20.
৭। 7.	১৪। 14.	২১। 21.

নং / No. রেজল্যুশন / Resolution Adopted



**PANCHLA MAHAVIDYALAYA**

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Contact : 9874259356

Ref No .....

Date .....

Meeting held on: 16/08/23

Members present:

1. Dr. Arpita Mandal (Nandi)

Arpita Mandal (Nandi) 16/8/23

2. Dr. Nilanjan Chakraborty

Nilanjan Chakraborty

3. Dr. Subrata Kumar Ray

Subrata Kumar Ray

4. Sk Juber Alam

Sk Juber Alam

5. Dr. Nandi Niyogi

Nandi Niyogi

6. Dr. Sanghamitra Das

Sanghamitra Das  
Sanjay Dhal

7. Dr. Sanjay Dhali

A meeting of the IQAC, Panchla Mahavidyalaya, was held on 16.08.2023 at 1:00 p.m. in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the meeting held on 05.04.2023.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 05.04.2023 is read and confirmed.

**Agenda 02:** Reporting about the introduction of new Curriculum and Credit Framework by the University of Calcutta (CCF, 2022) from the session 2023-24.

**Resolution:** It is hereby reported that the new CCF (2022) is to be introduced to the 1<sup>st</sup> semester from the session 2023-24 by the University of Calcutta. There will be a 4 year course for B.A (Honours with or without research) vide Notification No. CSR/05/2023 dated 23.06.2023 and a 3 year course for B.A Multidisciplinary Course vide Notification No. CSR/04/2023 dated 23.06.2023.

**Agenda 03:** Introduction of B.Com (Multidisciplinary Course) from the session 2023-24.

**Resolution:** It is hereby resolved that that a 3 year course B.Com (Multidisciplinary Course) will be introduced from the session 2023-24. The curriculum followed will be under the CCF (2022) vide Notification No. CSR/06/2023

**Agenda 04:** Drawing up the schedule for Continuous Internal Assessment for the session 2023 - 24.

**Resolution:** It is hereby resolved that the CIA for 5<sup>th</sup> and 3<sup>rd</sup> semesters will be held between 09.10.2023 and 13.10.2023 for all the courses and papers. The CIA for 1<sup>st</sup> semester will be held between 28.11.2023 and 01.12.2023. The concerned HOD's will internally fix up the schedule for their respective departments.

**Agenda 05:** Add on courses for the session 2023-24

**Resolution:** It is hereby resolved that the Add On courses for English, Bengali, History, Education and Political Science will be started from Oct-Nov, 2023, as per the schedule of the respective departments permit. The concerned HOD's are requested to submit all the relevant

*Amn*  
16/8/23  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Raghudevapur, Rajapur, Howrah.

details to the Principal, through the IQAC. The Principal will make a final notice regarding the date of the courses. The respective HOD's are requested to keep the following documents:

- Course Brochure (to be made by the respective departments)
- Sample question papers for evaluation
- List of the registered students for the course
- Attendance sheet of the students

**Agenda 06:** Updating the service books of all the teachers.

**Resolution:** It is hereby resolved that the service books of all the teachers will have to be updated till date.

**Agenda 07:** Submission of all testimonial, documents, publication and paper presentation related documents to the IQAC.

**Resolution:** It is hereby resolved that all the teachers are requested to submit all testimonial documents, publication and paper presentation related documents to the IQAC in an updated form.

**Miscellaneous:** All the teachers are requested to cooperate with the IQAC and the Principal regarding the preparation for NAAC accreditation.

*Ann*  
*16/8/23*  
PRINCIPAL  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Rajapur, Howrah.



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Contact : 9874259356

Ref No .....

Date .....

Meeting held on: 13/10/23

**Members Present:**

1. Dr. Arpita Mandal (Nandi) *Arpita Mandal (Nandi)*
2. Dr. Nilanjan Chakraborty *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray *Subrata Kumar Ray*
4. Sk Juber Alam *SK Juber Alam*
5. Dr. Sanghamitra Das *Dr. Sanghamitra Das*
6. Dr. Sanjay Dhali *Sanjay Dhali*
7. Ms Rubaina Kayal *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya, was held on 13.10.2023 at 2:00 p.m. in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the meeting held on 16.08.2023.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 16.08.2023 is read and confirmed.

**Agenda 02:** To report about the joining of Ms. Samprity Biswas

**Resolution:** It is hereby reported that Ms. Samprity Biswas has joined the college as Assistant Professor in Political Science (Stage – I) w.e.f 09.10.2023 after receiving the due permission from the Governing Body of Panchla Mahavidyalaya. The IQAC Coordinator is requested to brief her regarding the requirements of taking of classes, performing the assigned administrative duties and publishing her papers and presenting papers in national/international seminars and conferences in order to maintain the required API, as per the norms of the UGC and the Higher Education Dept., Govt. of West Bengal.

**Agenda 03:** To report about the joining of Ms. Paulami Guha Biswas

**Resolution:** It is hereby reported that Ms. Samprity Biswas has joined the college as Assistant Professor in History (Stage – I) w.e.f 11.10.2023 after receiving the due permission from the Governing Body of Panchla Mahavidyalaya. The IQAC Coordinator is requested to brief her regarding the requirements of taking of classes, performing the assigned administrative duties and publishing her papers and presenting papers in national/international seminars and conferences in order to maintain the required API, as per the norms of the UGC and the Higher Education Dept., Govt. of West Bengal.

**Agenda 04:** NAAC related duties

**Resolution:** It is hereby resolved that utmost cooperation is sought from all the teachers regarding NAAC related duties. They are requested to cooperate by performing those duties in terms of documentation and other such activities in a time bound manner.

*Arpita Mandal (Nandi)*  
13/10/23

Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevour, Rajapur, Howrah



**Agenda 05:** Drawing up of Green Audit, Energy Audit, Gender Audit and Academic Audit.

**Resolution:** It is hereby resolved that the college will do Green Audit, Energy Audit, Gender Audit and Academic Audit as they are required compulsorily for NAAC accreditation. The Principal is requested to arrange for the funds for drawing up these audits by taking permission from the relevant authorities of the college. Dr. Nilanjan Chakraborty is requested to draw up these audits (wherever applicable) as per the accepted format.

**Miscellaneous:** the teachers are requested to take up research activities seriously and publish their papers in UGC CARE listed journals, SCOPUS indexed journals and as chapters in a book.

As there was no other agenda left to be discussed, the meeting ended with a Vote of Thanks.

*Asita Mandal (Mandi)*  
13/10/23

Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Rajapur, Howrah

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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Contact: 9874259356

Ref No .....

Date .....

Meeting held on:

07/02/24

Members Present:

1. Dr. Arpita Mandal (Nandi)

Arpita Mandal (Nandi)

2. Dr. Nilanjan Chakraborty

Nilanjan Chakraborty

3. Dr. Subrata Kumar Ray

Subrata K. Ray

4. Sk Juber Alam

SK Juber Alam

5. Dr. Sanghamitra Das

Sanghamitra Das

5. Dr. Sanjay Dhali

Sanjay Dhali

6. Ms Rubaina Kayal

Rubaina Kayal

A meeting of the IQAC, Panchla Mahavidyalaya, was held on 21.12.2023 at 12:00 p.m. in the Principal's Room. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the meeting held on 13.10.2023.

**Resolution:** It is hereby resolved that the proceedings of the meeting held on 13.10.2023 is read and confirmed.

**Agenda 02:** Reporting about the joining of Mr. Arghadip Paul

**Resolution:** It is hereby reported that Mr. Arghadip Paul has joined the college as Assistant Professor in Education (Stage - I) w.e.f 11.01.2024 after receiving the due permission from the Governing Body of Panchla Mahavidyalaya. The IQAC Coordinator is requested to brief him regarding the requirements of taking of his allotted classes, performing the assigned administrative duties and publishing his papers and presenting papers in national/international seminars and conferences in order to maintain the required API, as per the norms of the UGC and the Higher Education Dept., Govt. of West Bengal.

**Agenda 03:** Reporting about the holding of an Extension Lecture in AI

**Resolution:** It is hereby resolved that an Extension Lecture was organized by the IQAC of the college on 19.12.2023 on Artificial Intelligence and its application in Humanities and Social Sciences. The lecture was delivered by Dr. Arindam Sarkar, Assistant Professor in Computer Science, Ramakrishna Mission Vidyamandira.

**Agenda 04:** Holding of a student seminar and quiz and debate competitions for the students.

**Resolution:** It is hereby resolved that a student seminar and quiz and debate competitions for the students will be held for the students after the completion of the University Examinations of Semesters 5, 3 and 1 to develop the experiential and critical faculties of the students.

**Agenda 06:** Holding of a seminar on communal harmony through the NSS of the college.

**Resolution:** It is hereby resolved that a seminar on Communal Harmony will be held for the students after the completion of the University Examinations of Semesters 5, 3 through the NSS Unit of the college to develop a sense of inclusivity and tolerance among the students.

*Arpita Mandal (Nandi)*  
7/2/24

Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Rajapur, Howrah

**Agenda 07:** Target for completion of SSR and DVV for NAAC application

**Resolution:** It is hereby resolved that the teachers, under the guidance of the IQAC shall complete the SSR and DVV for NAAC application for accreditation in the 1<sup>st</sup> cycle. The college plans to apply for NAAC accreditation within the academic session 2023-24.

**Agenda 08:** Preparation for uploading the details in AISHE portal

**Resolution:** It is hereby resolved that Dr. Nilanjan Chakraborty will assign duties to the teaching and non-teaching staff in preparation for uploading the required data in the AISHE portal the moment the portal opens.

**Miscellaneous:** The Teachers are requested to submit the details of publications and paper presentations whenever they publish an article or present a paper.

As there was no other agenda left to be discussed, the meeting ended with a Vote of Thanks.

*Arpita Mandal (Mandi)*  
7/2/24

Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevpur, Raipur, Howrah



# PANCHLA MAHAVIDYALAYA

Raghudebpur, Uluberia, Howrah - 711322 College

Website: [www.panchlamv.ac.in](http://www.panchlamv.ac.in)

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Contact : 9874259356/9836127445

Ref No. ....

Date.....

Meeting held on:

Members present:

1. Dr. Arpita Mandal (Nandi) *Arpita Mandal (Nandi)*
2. Dr. Nilanjan Chakraborty *Nilanjan Chakraborty*
3. Dr. Subrata Kumar Ray *Subrata Kumar Ray*
4. Dr. Kaustabh Lahiri *Kaustabh Lahiri*
5. Sk Juber Alam *Sk Juber Alam*
6. Dr. Sanghamitra Das *Sanghamitra Das*
7. Dr. Sanjay Dhali *Sanjay Dhali*
8. Ms Rubaina Kayal *Rubaina Kayal*

A meeting of the IQAC, Panchla Mahavidyalaya was held on 15.04.2024 at 2 p.m. in the Principal's Chamber. The Principal, Dr. Arpita Mandal (Nandi) took the Chair.

**Agenda 01:** Reading and confirmation of the meeting held on 20.02.2024

**Resolution:** It is hereby resolved that the minutes of the meeting held on 20.02.2024 is hereby read and confirmed.

**Agenda 02:** Inclusion of Dr. Kaustabh Lahiri as the new member of this IQAC

**Resolution:** It is hereby reported that a new Governing Body of Panchla Mahavidyalaya was formed on 24.02.2024. It is hereby also reported that Dr. Subhrendu Maity was a member of this IQAC as a representative from that Governing Body of Panchla Mahavidyalaya. However, due to the formation of the new Governing Body, Panchla Mahavidyalaya w.e.f 24.02.2024, Dr. Kaustabh Lahiri is replacing Dr. Subhrendu Maity as a member of this IQAC, representing the Governing Body, Panchla Mahavidyalaya.

**Agenda 03:** Reporting about the joining of two (02) new faculty members in the college.

**Resolution:** It is hereby reported that Ms. Monihar Khatun joined as an Assistant Professor in Bengali on and from 01.02.2024. It is further reported that Ms. Debalina Das joined as an Assistant Professor in English on and from 01.02.2024. The IQAC Coordinator is requested to brief them regarding the UGC and State Govt. rules related to their academic and administrative duties and basic information about maintaining the API score for their future promotion under CAS.

**Agenda 03:** Reporting about the successful uploading of data in the AISHE portal.

**Resolution:** It is hereby reported that that the IQAC Coordinator could successfully upload the relevant data in the AISHE portal on 27.02.2024.

**Agenda 04:** Target for uploading the IIQA in the NAAC portal

**Resolution:** It is hereby resolved that it will be the target for everyone to upload the IIQA in the NAAC portal by 15.03.2024 for NAAC accreditation.

**Agenda 05:** Distribution of duties to prepare the SSR.

*Arpita Mandal (Nandi)*  
15/4/24  
Principal  
PANCHLA MAHAVIDYALAYA  
Raghudevapur, Rajapur, Howrah

**Resolution:** It is hereby resolved that the distribution of duties to prepare the necessary documentation for the SSR of the college will be done in the following manner:

- a) Category 1: Dr. Samprity Biswas, Ms. Debalina Das
- b) Category 2: Dr. Chameli Giri, Mr. Partha Das
- c) Category 3: Dr. Arpita Mandal (Nandi) [for 3.5.1], Dr. Sanghamitra Das, Mr. Shankha Barik
- d) Category 4: Dr. Sanjay Dhali, Dr. Arghadip Paul
- e) Category 5: Dr. Paulami Guha Biswas, Ms. Devika Tamang
- f) Category 6: Dr. Nilanjan Chakraborty, Ms. Monihar Khatun
- g) Category 7: Dr. Nilanjan Chakraborty

**Agenda 07:** Writing the SSR and preparing the Data Template

**Resolution:** It is hereby resolved that the IQAC Coordinator, Dr. Nilanjan Chakraborty will write the SSR and prepare the Data Template with the aid of Mr. Falguni Naskar, Mr. S. Hasanur Jaman and Mr. Balaram Sardar.

**Agenda 08:** Preparing the students for SSS and NAAC visit.

**Resolution:** It is hereby resolved that the IQAC Coordinator, Dr. Nilanjan Chakraborty, along with Dr. Sanghamitra Das, Dr. Arghadip Paul and Dr. Sanjay Dhali, will supervise in preparing the students for submitting the SSS and to face the NAAC Peer Team during the NAAC visit. The concerned HOD's will oversee the same in their respective departments.

**Agenda 09:** Reporting about the receiving of PhD by Ms. Samprity Biswas, Assistant Professor in Political Science.

**Resolution:** It is hereby reported that Ms. Samprity Biswas, Professor in Political Science has received her PhD degree on 27.11.2023.

Miscellaneous:

- The minutes and the Action Taken Report of the VISAKHA Cell and the Internal and Grievance Cell must be made ready and uploaded to the website during the submission of the IIQA
- The minutes of the other sub-committees must be made ready at the same time

*Arpita Mandal (Nandi)*  
21/11/23

Principal  
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