

# Prabhu Jagatbandhu College

JHOREHAT, P.O.: ANDUL-MOURI, HOWRAH-711302

BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR

(NAAC ACCREDITED)

Website: [pjc.ac.in](http://pjc.ac.in)

Ref No. PJC/...../20.....

Date .....

## FEEDBACK ACTION TAKEN REPORT

In pursuance of continuous improvement in quality, the IQAC of the college has given serious consideration to the Feedback System. Hard copies of questionnaire were distributed to the outgoing students till 2018-2019 academic session. The college had used Online Feedback System from the academic session 2019-2020 for all Students, Faculty members, Alumni members and Employer. The information generated through this Feedback system has been utilized to generate a roadmap to address the major issues raised at different levels; the following table gives an idea of some of the actions taken.

Feedback from students was regularly collected, initially in the 'hard copy' mode by circulating feedback forms to students. After 2019 online feedback has been collected from employer, teachers and students.

| Issue Raised                                                                                                                                                                                                    | Action Taken                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Feedback 2016-2017</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                      |
| Basic issues were raised<br><br><b>Students:</b><br><br>Students expressed that the overall infrastructure of the college, especially library facilities including reading room facilities need to be improved. | To ensure academic excellence it was decided in the IQAC meeting, dated 26.07.2016 that library facilities will have to be improved and student and teacher reading rooms will have to be properly equipped. Even the matter of library improvement was discussed in the Library Committee meeting dated 12.08.2017. |

Principal  
 Prabhu Jagatbandhu College  
 Jhorehat, Andul-Mouri, Howrah  
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|                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                 | Besides, the matter of infrastructure development was forwarded to the Building Committee of the college where it is discussed for the construction of a new building in its meeting dated 06.03.2017. Further, the matter was forwarded to the Governing Body where a planning has been set up for the construction of a new building in its meeting dated 28.03.2017.                                                                                                                                                                                 |
| <b>Feedback 2017-2018</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Students:</b><br><br>Students expressed that infrastructure facilities including ICT facilities, Canteen, Gymnasium, Common rooms etc., need to be improved. | In view of Student's demand and also relevance to include technology based learning it was resolved in the IQAC meeting, dated 13.05.2017 to include remedial classes for backward learners and ICT classes in the routine. Gymnasium facilities were also decided to be revamped to encourage physical fitness and wellbeing of the students. To make the ICT classes well equipped, the matter was forwarded to the Purchase Committee where it was decided in its meeting dated 17.01.2018 to purchase more computers to meet the needs of students. |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>In view of the student feedback, the Grievance Redressal Cell of the college was reconstituted which was discussed in the IQAC meeting dated 20.03.2018. The format for grievance submission and Redressal was chalked out and it was also resolved that a notice will be served to the students for submission of their grievances.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Feedback 2018-2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>The feedback summary report for the session 2018-2019 was placed in the IQAC meeting on 28<sup>th</sup> August, 2018. The feedback was taken for academics, infrastructural facilities and office. The majority of the students expressed satisfaction with regard to holding of classes, class tests and delegation of regular assignments to students by faculties, guidance and assistance of students by faculties outside class rooms etc. As regards infrastructural facilities the feedback displays that students are not satisfied with Canteen, Gym facilities and Common rooms. With regard to other infrastructural amenities like classrooms, library, drinking water, toilets, security and cleanliness the students have displayed their satisfaction.</p> | <p>Keeping in mind the students' feedback regarding augmentation of infrastructural facilities it was resolved in the IQAC meeting dated 15.12.2018 that the</p> <ul style="list-style-type: none"> <li>(a) Boys Common Room will shift to a new place which is more spacious and has attached toilets.</li> <li>(b) It was also resolved that purified water will be supplied to the students from the cooler installed in the college premises.</li> <li>(c) To initiate further actions the convener of the Grievance Redressal Cell was also intimated.</li> <li>(d) To impact academic excellence to slow and backward learners it was resolved in the IQAC meeting dated 09.04.2019 that remedial classes will be initiated and incorporated in the routine.</li> </ul> |

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## Feedback 2019-2020

Online feedback process initiated Employers' feedback was taken and responses noted.

### Student

BA honours students gave the majority of responses. Majority of the students agreed on the proposition that faculty can create interest in the minds of the students, lucid and easily understandable delivery of lectures, discussion of the topic even beyond the syllabus, counseling by the faculties before examination, regular class assignments etc., regular holding of classes and many of like 13 points. As regards curriculum the students have expressed their satisfaction for the design and development of curriculum by the affiliating university, viz, Calcutta University. As regards infrastructural facilities like toilets, canteen and common room the students' responses show need for improvement. Availability of internet facilities have also earned mixed responses from the students. Availability of sports facilities has been more or less satisfactory but Gym facilities need improvement. The student responses have conveyed 36 aspects regarding infrastructural facilities.

- (a) To enhance academic excellence following feedback and in view of the modalities introduced in the new CBCS curriculum. The departments were requested to organize syllabus in the IQAC meeting dated 14.01.2020
- (b) Following suggestions given by Alumni Secretary the IQAC, in the meeting dated 10.08.2019 requested the Principal to hold regular surveys with senior faculty members and alumni representations to observe whether classes are held as per schedule.

  
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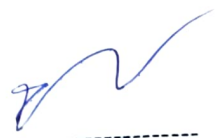
Ref No. PJC/...../20.....

Date .....

## Feedback 2020-2021

Due to Covid-19, college was closed and students were not allowed physically to be present in the college. During this pandemic, students were also anxious regarding the health status of themselves and their family members as well as about their future prospects. At that time, students demanded more programmes to get subject-based knowledge, programmes that help to relieve their mental stress and awareness programmes that help to use online library materials.

Based on the student feedback, academic departments of our college had organized several webinars relating to Covid-19 as well as subject-specific webinars to gain subject-based knowledge. Departments also organized several motivational webinars and online psychological counseling programmes to keep students mentally fit in the pandemic. Besides, centrally library had organized webinars and awareness programmes to motivate students and faculty members to use online resources.

  
Dr. Subrata Kumar Ray  
Principal  
Prabhu Jagatbandhu College  
Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul- Mouri, Howrah  
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Principal  
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Pin Code- 711 302

## Prabhu Jagatbandhu College

Phone: 2669 0221/4086

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Email: [info@prabhu Jagatbandhu college.edu.in](mailto:info@prabhu Jagatbandhu college.edu.in) Website: [www.prabhu Jagatbandhu college.edu.in](http://www.prabhu Jagatbandhu college.edu.in)

Ref. No. PJC/ /2016

Date 16.7.16

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, the 26<sup>th</sup> July, 2016 at 12.00 noon in the Principal's Chamber to discuss about the future plan and programmes.

All members of IQAC are requested to make themselves available as per schedule.

Dated July 16, 2016

Countersigned by Principal  
Principal  
Prabhu Jagatbandhu College  
Horehat, Andul-Mouri, Howrah  
Pin Code-711302

Tapasree Banerjee  
(Dr. Tapasree Banerjee)  
Co-ordinator, IQAC

### Members are

1. Chair Person: Dr. Subrata Kumar Ray
2. a) Bursar  
b) Head Clerk  
c) Accountant  
d) Cashier
3. a) Dr. Manojit Ghosh  
b) Dr. Sandhya Ghosh  
c) Dr. Prasanta Sinha  
d) Prof. Anureema Bhattacharyya  
e) Dr. Arnab Gupta  
f) Dr. Kakoli Banerjee  
g) Dr. Dolan Chandra Saha  
h) Dr. Sutapa Ray
4. Prof. Proloydeb Mukherjee
5. a) General Secretary, Students Union  
b) Secretary, Alumni
6. a) Mr. Rahul Singh  
b) Prof. Swapan Das
7. Dr. Tapasree Banerjee, Co-ordinator

### Members present

26.7.16

1. 26.7.16
2. 26.7.16
3. 26.7.16
4. 26.7.16
5. 26.7.16
6. 26.7.16
7. 26.7.16
8. 26.7.16
9. 26.7.16
10. 26.7.16
11. 26.7.16
12. 26.7.16
13. 26.7.16
14. 26.7.16
15. 26.7.16


Principal  
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PROCEEDINGS OF THE MEETING HELD ON 26.7.16

THIS IS THE FIRST MEETING OF THE IQAC FOR THE TENURE 2016-18. THE MEETING WAS PRESIDED BY DR. SUBRATA RAY, PRINCIPAL OF THE COLLEGE. AT THE BEGINNING THE COORDINATOR BRIEFED ABOUT THE PLAN OF ACTION OF THE IQAC IN CONFORMITY WITH THE OBJECTIVES HIGHLIGHTED IN IQAC GUIDILINES.

THE FOLLOWING INITIATIVES WERE PROPOSED TO BE TAKEN:-

1. F.A.S FOR SECOND AND THIRD YEAR STUDENTS MAY BE TAKEN
  2. A QUESTION BANK COMPRISING OF TRADITIONAL AND NONTRADITIONAL QUESTIONS MAY BE PREPARED BY EACH DEPARTMENT AND THAT MAY BE UPLOADED IN THE WEBSITE.
  3. FOR REMEDIAL CLASSES GENERAL STUDENTS ALONG WITH SC AND ST STUDENTS MAY BE INCLUDED.
  4. TUTORIAL CLASSES MAY BE INCORPORATED IN THE ROUTINE.
  5. SOFT COPY OF STUDENT DATABASE MAY BE KEPT WITH EACH DEPARTMENT
  6. DRIVES MAY BE TAKEN BY THE DEPARTMENTS FOR INITIATION OF COLLABORATION BETWEEN DIFFERENT ORGANISATIONS. ONE SUCH DRIVE HAS BEEN THAT OF NME-ICT PROJECT WITH BOMBAY IIT.
  7. LIBRARY FACILITIES WILL HAVE TO BE IMPROVED. IT HAS BEEN POINTED OUT THAT READING ROOMS ARE NOT PROPERLY EQUIPPED.
  8. HOLDING OF INTER AND INTRADEPARTMENTAL SEMINARS PREFERRABLY ON SATURDAYS.
  9. DEPARTMENTS TO INITIATE FOR ONLINE REGISTRATION OF THEIR OUTGOING STUDENTS IN ALUMNI.
  10. MODERN METHODS OF TEACHING AND LEARNING ALONG WITH ICT TO BE ADOPTED
  11. NSS AND OTHER CLUBS TO TAKE DRIVES FOR MAKING THE CAMPUS ECOFRIENDLY.
  12. PLAN OF ACTION FOR THE INSTITUTION HAS BEEN TO SET UP SOLAR PLANT, TREE PLANTATION, RAINWATER HARVESTING, CLEANLINESS DRIVES ETC.
  13. THE INSTITUTION MUST TAKE DRIVES FOR OUTSOURCING OF SWEEPING ACTIVITIES.
- THE MEETING ENDED WITH THANKING THE CHAIR.

  
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Prabhu Jagatbandhu College



**Prabhu Jagatbandhu College**

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Ref. No. ....

Date : 12/8/17

**NOTICE**

A meeting of the Library sub-committee will be held on 24<sup>th</sup> August 2017 at 1 p.m. in the Principal's Chamber to transact the following agenda. All members are requested to attend the meeting.

**Agenda:**

1. Confirmation of the proceedings of the previous meeting
2. Purchase of books, etc.
3. Miscellaneous.

Countersigned by Principal

(Mr. Rabindranath Ghorai) (Dr. Sutapa Ray) 21/8/17

**Members are:**

|                                    |                          |
|------------------------------------|--------------------------|
| Prof. Aparna Datta                 | Sri Gobindo Ghosh        |
| Prof. Suman Banerjee               | Sri Bechuram Malick      |
| Dr. Sandhya Pal                    | Smt. Gopa Tirki          |
| Dr. Sutapa Ray (Convener)          | Sri Himlal Sharma        |
| Dr. Dolan Champa Saha              | Sri Shewdhari Routh      |
| Prof. Dhruba Shankar Ray           | Sri Bechuram Ghorui      |
| Prof. Madhusudan Pramanick         | Sri Somnath Banerjee     |
| Sri Rabindranath Ghorai (Convener) | Sri Pranab Kumar Samanta |
| Sri Kalyan Sundar Samanta          | Sri Swapan Kumar Nath    |
| G.S., Students' Union              |                          |

Table Agenda. Financial allocation and  
utilization of Library Grant

Meeting held on 24th August 2017 in the Principal's Chamber.

Members Present:

1. ~~Dr~~ 24.8.17
2. Rabindranath Ghosh 24.8.17
3. ~~Dr~~ 24/8/17
4. Kalyan Sundar Samanta 24/8/17
5. Krishnendu Maji
6. ~~Dr~~ 24/8/17
7. Sumon Bandyopadhyay 24.8.17
8. Sandhya Ghosh 24.8.17
9. Aparna Dutta 24.8.17

Agenda 1: Proceedings of the previous meeting are hereby read and confirmed.

- Agenda 2: Purchase of Books
- ① Books of Zoology, Nutrition and Sociology and to be purchased for the UG course. Bengali Ph Course books will be purchased. It is hereby resolved that in keeping with the allocations made in the proposal books will be purchased according to availability of funds.
- ② Motion Papers and Scrapped
- ③ Memorandum for new books.

- Agenda 3. Miscellaneous
- ① Kalyan Sundar Samanta highlighted the spots of issues in the Library New UG and Ph courses have been taken up and resolution to buy new books have been taken. Very urgent to buy new books for the courses. His proposal that the book purchase may be done within a week.

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Study room with cell 7. KSS  
property of the smart room. KSS  
another option to spread the  
backwards. Members have accepted  
the proposals. One washroom is  
constructed for the library. It is  
opined that once the new building  
is constructed then this space  
problem can be satisfactorily met.  
Members have opined that there  
should be at least one person to supervise  
the smart room for the safety  
of the room.

- (ii) Rs 100 taken from students should be  
deposited in a separate library fund.  
KSS proposes that this fund can be used  
for recurring expenditure of the library.  
Members opine that Librarian will place  
their demand and requisitions ~~for~~ to the  
Principal and he together with Library  
Committee will fulfill their demands.  
All has not been repaired. Physical  
verification of books required. Books have  
to be digitised. KSS requires one helping  
hand for automation of library.  
Library Committee requests Principal to  
look into the issues and help in  
reformatting the library.

- A proposal to include students for this work.  
(iii) ~~10~~ ~~stair~~ (stair) for students and one  
cabinet for teachers are required for library  
bags.

- (iv) KSS proposed for repair works in the library  
as work leaves, few more lights are required.  
(v) Journals must be provided. Submitted and  
E-Journals should be made available to the  
library subjects.



In Reading Room and Smart Rooms five computers have to be installed for accessing a resource for both teachers & students.

vi) A library-user orientation programme needs to be organised.

Table Agenda: Financial Allocation and Utilization of Library Grant.

Accountant is requested to give the details in the next meeting.

  
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Sl. No. ....

Date : .....

## NOTICE

An emergent joint meeting of the U.G.C. & DPI building committee will be held on Monday, 6<sup>th</sup> March 2017 at 11a.m. in the Principal's chamber to discuss about the construction of new building.

All members are requested to be present in the meeting.

Principal

Principal

Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

Members:

1. Principal (Dr. S.K.Ray)
2. Prof. Sumon Bondyapadhya
3. Representative of CPWD / CORPORATION : Mr. Partha Sur (Executive Engineer)
4. Dr. Sarada Mondal
5. Prof. S. Chakraborty
6. Dr. Prasanta Sinha
7. Mr. T.K.Ray
8. Mr. B. Malick
9. Mr. Chanchal Kr. Khan
10. Prof. A. Satpati
11. Prof. Swapan Kr. Das
12. Mr. D. Ray (invitee)

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# Joint Meeting of Building Committee on 6.3.17

Members present:

6.3.17

Prabhu Kumar Das

6/3/17

Suman Bandyopadhyay 6.3.17

6/3/17

Partha Sarathi MIT

CHANCHAL KUMAR KHAN  
COUNCIL OF ARCHITECTURE  
Reg No. CA/32/15156

Debasish Roy PWD.

6/3/17

6/3/17

6/3/17

6/3/17

The Principal takes the chair.

Principal initiated the discussion about the construction of new building (by HIT). The following resolutions are taken in the meeting:

- (1) Septic Tank be constructed in the eastern side of the College Campus.
- (2) The doors of the bathrooms will be FRP (Rajyashree)
- (3) 3 (Three) Phase electric meter / Connections will be done
- (4) Water connection of the building will be done by their own.
- (5) The sanctioned plan and rent receipt relating to the new building (by HIT) will be submitted to the HIT for the installation of lift.
- (6) Regarding the colour of the new Building (by HIT) Asian Paints Company will be given the responsibility to finally select the colour between light blue and peacock blue.
- (7) In the ground floor (of the new building) there will be toilets - cum - wash room.




for ladies and gents separately. In the top floor <sup>3rd and 2nd floor</sup> the same will be constructed. For the 1st floor one attached toilet cum washroom is required.

(7) The date of handover of the new building (by HIT) will be within 15th May, 2017.

(8) The name of the new building (by HIT) will be Subarnagayanti Bhavan. Further, principal reported that ~~there~~ the tender process regarding the construction of new building by the grant disbursed by the Ministry of Minority Affairs & Madrasah Education, Govt. of W.B. has been started. Further it was also reported that the construction of the said building will be started in the month of May, 2017.

It is also resolved that for the ~~HIT~~ water supply of the new building (by HIT) will be provided by the existing water connection arrangement of the college.

  
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6.3.17  
Principal, Prabhu Jagatbandhu College  
Shorehat, Anchal Mouzi, Howrah  
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Date : .....

## NOTICE

### Governing Body Meeting

Notice is hereby given that; the meeting of the Governing Body which was scheduled to be held on 18<sup>th</sup> March 2017 has been rescheduled on Tuesday, the 28<sup>th</sup> March, 2017 at 2.30 p.m. in the Principal's Chamber with the same agenda.

All members are requested to be present in the meeting.

Dated the 27<sup>th</sup> March 2017

(Dr. Subrata Kumar Ray)

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Proceedings of the C.B. meeting dated 28th March 2017 in the Principal's Chamber at 2.30 p.m.

Members present:-

1. ~~Prof. Suman~~
2. ~~Prof. Suman~~ 28.3.17
3. ~~Prof. Suman~~ 28/3/17
4. ~~Prof. Suman~~ 28/3/17
5. Suman Bandyopadhyay 28.3.17
6. Swapankumar Das 28/3/17
7. Samit Chakrabarti 28/3/17
8. Sarada Mandal 28/3/17
9. ~~Prof. Suman~~ 28/3/17
10. Nabanita Naskar 28/3/17
11. Swapankumar Das 28/3/2017
12. Krishnendu Maji 28/03/17
13. Suman Sankar 28/03/17

Sri Rajit Banerjee, President takes the chair and presided over the meeting.

Agenda 1: Confirmation of the proceedings of the C.B. meeting dated 10.12.2016.

On the process of confirmation, Prof. Suman Bandyopadhyay mentioned that in Agenda 2 (ii)(b) the word Maths be inserted after the word 'Philosophy' and the word 'M Phil' be inserted before the word 'Ph.D'.

The remaining part of the resolution read and confirmed.

Principal  
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Agenda 2:- Reporting of the Finance committee meeting dated 20.12.2016.

Principal reported the proceedings of the Finance committee meeting dated 20.12.2016 which are as follows:-

Agenda 1: Read and confirmed with corrigendum for Agenda 2 of the previous meeting - Instead of 'construction', 'setting up' of virtual class is to be incorporated. The House extends its heartfelt thanks to Mrs. Rajib Banerjee, Hon'ble MIC and President of Governing Body of Prabhu Jagatbandhu College for extending its cooperation in this regard.

Agenda 2: Fund allocated by the Government is to be used for setting up of 2 virtual classrooms in the college.

Agenda 3: Dr. Kisor Mukhopadhyay reported the estimated cost of providing high-speed networking in the college premises. It is as follows:

- (i) Estimated cost with Fibre Optic cable by Jupiter - Rs. 5 to 6 lakhs.
- (ii) Estimated cost with CAT 6 by Diamond Infotech - Rs. 2.5
- (iii) Estimated cost with modification on existing set-up - Rs. 1.5 to 2 lakhs.

The Finance committee empowers the IT Services Cell to give their recommendations regarding High-speed Networking provisions. Prof. Asok Satpathy pointed out that network provisions for lites.com facilities is also to be reviewed.

Agenda 4: The Principal reported that application of the college for construction of new building is under process in Higher Education department. The Principal also reported that additional funds is to be mobilized as a part of the corporate responsibility of IEC, Ambuja and other sources.

Agenda 5: Payment of Architect Sri Suman Hore is to be made in phases after submission of structural drawing.

Agenda 6: Deferred for next meeting.

Agenda 7: Miscellaneous

(i) The Geography department is to allocate class in the course at the beginning of each semester. The Principal is to intimate about the allotment of classes under 3 categories: A (Faculty of Geography dept) Internal B (Faculty other than the Geography department) and External.

(ii) The Finance committee extends its heartiest thanks to the Ch for effective resource mobilization.

(iii) The Principal reported that a grant of Rs. 50,000/- has been received for online admission.

Agenda 3:- Discussion regarding the construction of new buildings.

Principal reported about the resolution of the joint-meeting of the Building committee dated 06.03.2017. The matter be discussed in details. Principal is requested to take necessary steps for the completion of the construction of the building as early as possible.

Agenda 4:- Leave of the staff of the college.

Principal reported that 5 (five) staff (Teaching & Non-Teaching) have allowed to take Child Care Leave as follows:

| Name of the Staff              | Period of leave          |
|--------------------------------|--------------------------|
| 1. Dr. Tapasree Banerjee       | 06.02.2017 to 30.04.2017 |
| 2. Dr. Sandhya Chosh           | 16.02.2017 to 11.03.2017 |
| 3. Dr. Rakoli Banerjee         | 06.02.2017 to 21.02.2017 |
| 4. Prof. Anureena Bhattacharya | 20.02.2017 to 24.03.2017 |
| 5. Smt. Sangita Sinha          | 27.02.2017 to 25.03.2017 |

Prof. ~~S~~ All the members, unanimously approved the said leave. In this context, Prof. Sammitra Chakraborti opined that the Principal may assess the situation regarding the rational of the CCL before sanction the said leave.

Further, the Principal reported the leave of Prof. Dhruva Shankar Ray, Assistant Prof. in Electronic Sci and Smt. Gope Tiski, Library Clerk. The matter is discussed in details. Resolved unanimously that Prof. Dhruva Ray be granted Earned Leave from 15.02.2017 to 21.03.2017 and Smt. Gope Tiski be granted Earned Leave from 23.01.2017 (03.01.17) (68 days).

Agenda 5:- Discussion regarding the CTS of the Principal

Principal reported that the promotion of Sri Subrata Mondal, Assistant Professor (Assistant Bengali) from Stage 2 to Stage 3 is discussed on ad from 20.08.2016. The matter is discussed in details. Resolved unanimously that the Principal is requested to do the needful for the said promotion of Sri Subrata Mondal.

Agenda 6:- Appointment of Smt. Promita Howli in the Department of Physics and Iftikar Hossain Sardar in the Dept of Mathematics recommended by West Bengal College Service Commission.

(1) Principal reported that recommendation letter No. 816/Physics/CV/Recom/CSC/17 dated 23.03.2017 from CSC has been received by college for appointment of Assistant Professor in Physics of our college.

Principal  
Prabhu Jagatbandhu College  
Cherchat, Andul-Mouri, Howrah  
Pin Code- 711 302



Resolved unanimously that appointment letter should be issued by Principal/Secretary Dr. Subrata Kumar Ray to Promita Hossain in the substantive post of Assistant Professor on the basis of the recommendation of the CSC.

(ii) Principal reported that recommendation No. 576/Matke/CU/Recom/CSC/17 dt 01.03.2017 from CSC has been received by college for appointment of Assistant Professor in Mathematics of our college.

Resolved unanimously that appointment letter should be issued by Principal/Secretary Dr. Subrata Kumar Ray to Iftikar Hossain Sardar in the substantive post of Assistant Professor on the basis of the recommendation of the CSC.

Agenda 7:- Proposal for the construction of Community Hall by the BDO office, Sankrail.

Principal placed the proposal for the construction of Community Hall before the BDO office, Sankrail. The matter is discussed in detail. President suggested to form a committee consisting of 3 Internal members from the college and 3 External members from the said Block. Dr. Suresh Mandal suggested that the consent of staff of the college is required in regard. Finally, the President suggested that it is not wise to take final

decision quickly <sup>in this regard</sup> because the college may face the problem in future if in case of change of power from our hand to another either at the end of the college ~~or~~ or that of the Block. All other members supported the opinion of the President.

Resolved unanimously that the members of the said committee be as follows:-

- i) Dr. Subrata Kumar Ray
  - ii) Prof. Suman Bandyopadhyay
  - iii) Dr. Sreeda Mandal
  - iv) Smt. Sikha Ghosh
  - v) Mr. Brijanohan Majumder
  - vi) Prof. Asok Sengupta
  - vii) Smt. Prabirita Das Kar
  - viii) Sri Tapas Kumar Ray (the C.E.)
  - ix) Sri Krishnendu Maji, A.S., Students Union
- Further, it <sup>is</sup> resolved unanimously that the said committee will take the decision regarding the construction of Community Hall in the college premises. The final decision in this regard will be taken by the Governing Body on the basis of the recommendation of the said committee.

Agenda 2: Miscellaneous:- (a) Resolved that, the appointment of Smt. Tojra Kharga in the post of Assistant Professor in Economics w.e.f. 06.01.2017 forenoon as per recommendation of West Bengal College Service Commission is approved by the Governing Body.

Resolved that, Principal is empowered to send all the required documents and papers to the D.P.I. for the pay fixation of Smt. Tojra Kharga in the post of Assistant Professor.

(b) Principal reported that the process for organising Seminars/conference/workshop in 2017-18 has been initiated and The <sup>Prabhu Jagatbandhu College</sup> <sup>Howrah</sup> <sup>West Bengal</sup> is dis...

in details. All the members supported the initiatives.

(ii) Some members suggested to appoint casual <sup>Non-Teaching</sup> Staff in place of Retired Non-Teaching staff. In this connection, Principal reported ~~that~~ about the pro of Non-Teaching Staff Pattern. President also agreed with the Principal.

(iii) President asked about the result of the C.U. Examination and also the status of NAAC accreditation of the college.

(iv) Principal reported about the publication of books comprising of the papers presented in the UAC sponsored seminar in Economics, Commerce, IT and Philosophy held in 2016.

(v) Regarding the enhancement of Honourarium of Sri Hemanta Mandal, Ram Das Tassini Chandra, it is suggested that the Principal ~~with~~ <sup>after</sup> will take decision in consultation with Prof. Asok Satpathy.

(vi) Principal <sup>proposed</sup> ~~reported~~ about the establishment of Research Centre in the college. All members welcomed the said proposal. Principal is unanimously requested to do the needful in this regard.

Meeting ends with vote of thanks to the chair.

✓  
President

Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul, Mouri, Howrah  
Pin Code- 711 302

Secretary



**Prabhu Jagatbandhu College**

JHOREHAT, ANDUL-MOURI, HOWRAH – 711302  
BLOCK – SANKRAIL, SUB-DIVISION – HOWRAH SADAR  
(NAAC ACCREDITED)

Ref. No. ....

Date : .....

## Notice

A meeting of the Internal Quality Assurance Cell, NAAC, will be held on Saturday, the 13<sup>th</sup> of May 2017 at 11 a.m. at the Principal's Chamber to discuss the following issues. All members are requested to attend the meeting.

## Agenda

1. Confirmation of the proceedings of the previous meeting.
2. Monitoring of Institutional progress and plan of action
3. Miscellaneous

Dated 04.05.2017

*4.5.17*

Countersigned by Principal

*Tapasree Banerjee*  
Dr. Tapasree Banerjee  
IQAC Coordinator

## Members :

1. Chairperson: Dr. Subrata Kumar Ray

7. Dr. Tapasree Banerjee, Coordinator

2. a) Bursar

b) Head clerk

c) Accountant

d) Cashier

3. a) Dr. Manojit Ghosh

b) Dr. Sandhya Ghosh

c) Dr. Prasanta Sinha

d) Prof. Anureema Bhattacharya

e) Dr. Arnab Gupta

f) Dr. Kakoli Banerjee

g) Dr. Dolan Champa Saha

h) Dr. Sutapa Ray

4. Prof. Proloydeb Mukherjee

5. a) G.S. Students' Union

b) Secretary, Alumni

6. a) Mr. Rahul Singh

b) Prof. Swapan Das

*Swapan Das*

13.5.17

Members

Present:

1. ~~13.5.17~~
2. Tapasree Banerjee
3. Manojit Ghosh
4. Sandhya Ghosh 13/5/17
5. Anureena Bhattacharya 13/05/17
6. Lutapa Roy 13/5/17
7. Swapankumar Das 13/5/17
8. Arbab Guptra 13/5/17
9. ~~13/5/17~~
10. Krishnendu Maji 13/05/17
11. ~~13/05/17~~

### Agenda 1

Agenda 1 read and confirmed.

### Agenda 2:

- (a) Dr Swapan Das observed that NSS activities needed to be taken more efficiently. (b) Regarding student attendance it was proposed that the system of rewards to students needed to be introduced. SMS alert may be sent to students having less attendance.
- (c) Students having discrepancy in attendance of theory and practical classes will not be allowed to sit for practical exams.
- (d) Punitive measures may be taken against students having attendance shortfall. 3 notices may be served.
- (e) regarding this.
- (e) Remedial classes and ICT classes to be incorporated in the routine.
- (f) Measures to be taken to ensure

- that students get library books.  
Problem regarding issue of books  
to Blum students has been  
pointed out by Dr Sandhya Ghol.
- (g) Resolved that registration for  
alumni membership may be  
done at the time of distribution  
of third year results.
  - (h) ~~the~~ Initiative is to be taken  
by administration for rainwater  
harvesting.
  - (i) Gymnasium has to be revamped
  - (j) Resolved that emphasis must  
be given for campus cleanliness.

Agenda (2)

No discussion held.

ESTD - 1964

Phone : 2669 0221/4080

# Prabhu Jagatbandhu College

JHOREHAT, ANDUL-MOURI, HOWRAH - 711302

BLOCK - SANKRAIL, SUB-DIVISION - HOWRAH SADAR  
(NAAC ACCREDITED)

Ref. No. ....

Date : .....

## NOTICE

An emergent meeting of the Purchase committee will be held tomorrow, i.e. 18<sup>th</sup> January 2018 at 12 noon in the Principal's Chamber to discuss about the purchase of <sup>chairs, benches, tables, etc.</sup> light and fans for Subarna Jayanti Bhavan.

All members are requested to be present in the meeting.

Dated January 17, 2018

(Dr. Subrata Kumar Ray)

Principal

**Principal**

**Prabhu Jagatbandhu College**  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

Members of the Purchase Sub-committee are:

|                                          |                       |
|------------------------------------------|-----------------------|
| Dr. Manojit Ghosh                        | Sri Bechuram Malick   |
| Dr. Sarada Mandal (Convener)             | Smt. Gopa Tirki       |
| Sri Rabindranath Ghorai, Bursar          | Smt. Rama Das         |
| Dr. Tapasree Banerjee, Finance Secretary | Sri Swapan Kumar Nath |
| Dr. Sanjib Kumar Kar                     |                       |
| Prof. Dhruba Shankar Ray                 |                       |
| Dr. Kisor Mukhopadhyay                   |                       |

Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code- 711 302



# Emergency Meeting of Purchase Committee dt. 18.1.18

## Members Present;

1. ~~Dr~~ ✓ 18.1.18
- 2.
3. Rabindranath Ghoshal 18/01/18
4. Tapasree Banerji 18.1.18
5. ~~Kishor~~ Muralidhar
6. ~~Dr~~ ✓ 18/1/18
7. Shubra Shankar Ray 18/01/18
8. Sanjit Kar. 18/01/18
9. Sweptan K. Maiti 18/1/2018
10. Rama Das 18/01/2018

1. Wall fan - 16"  
(Company Crompton ~~India~~).

1870

Model <sup>0.63</sup> Flyair (High speed)

Selected

1810 (S.G. electric)  
GST included

Wall fan - 16" (C.G.)

2000 + GST  
Bengal Engineering  
machines.

Wall fan - 16"  
Havells.

1584 + GST  
= 1875

Integrated lighting  
solutions

2. 48' Ceiling fan.  
~~Crompton~~ Crompton  
Greaves

Selected

1150 including  
GST.

S.G. Electric.

Model - Neo Breeze

48' Ceiling fan  
(C.G.)

1284 + 12% GST  
Bengal Engineering  
machines

48' Ceiling fan  
Havells.

Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code- 711 302

1483 + 12% GST  
Integrated lighting  
solutions

3. Panel light - 18 W  
Havells.

selected 855 GST included  
S.R. Electric

Panel light - 18 W  
Havells.

832 + 12% GST  
Integrated lighting  
solutions.

Date:

Memb 4. Panel light - 12 W  
Havells

selected 634<sup>and</sup> / -  
640 GST included  
S.R. Electric

Panel light - 12 W  
Havells

567 + 12% GST.  
635 / -  
Integrated lighting  
solutions.

5. Sal wood frame + sal wood top (bench)

30" - height / 12" - wide / 72" long  $\frac{3}{4}$  thickness

8500 / -  
Siddhwanji  
furniture

6. Chair without arm rest

Sal wood frame + sagun wood top

5200 / -  
Siddhwanji  
furniture

7. chair with arm rest

sal wood frame - sagun wood top

6700 / -

Siddhwanji furniture

8. Table - Sal wood frame + sagun wood top

30" height / 48" wide / 72" long

17,500 / -

Siddhwanji furniture

9. Table - Neem wood  
6' x 4'

9500 / -  
Siddhwanji furniture

Principal

Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code- 711 302

3. Panel light - 18 W  
Havells.

selected 855 GST included  
S.R. Electric

Panel light - 18 W  
Havells.

832 + 12% GST  
Integrated lighting  
solutions.

Dated

Memb 4. Panel light - 12 W  
Havells

selected 634/-  
640 GST included  
S.R. Electric

Panel light - 12 W  
Havells

567 + 12% GST.  
= 635/-  
Integrated lighting  
solutions.

5. Sal wood frame + sal wood top (bench)

30" height / 12" wide / 72" long  $\frac{3}{4}$  thickness / 8500/-  
Siddhwanji furniture

6. Chair without arm rest  
Sal wood frame + sugun wood top

5200/-  
Siddhwanji furniture

7. chair with arm rest  
sal wood frame - sugun wood top

6700/-  
Siddhwanji furniture

8. Table - Sal wood frame + sugun wood top  
30" height / 48" wide / 72" long

17500/-  
Siddhwanji furniture

9. Table - Neem wood  
6' x 4'

9500/-  
Siddhwanji furniture



10. ABS enterprise if unable to supply the remaining assembled computers, the next company will be given the work order.

11. For extra work by ABS enterprise ( ) financial estimate is to be given immediately.

12.

  
Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andal-Mouri, Howrah  
Pin Code- 711 302

ESTD-1964



# Prabhu Jagatbandhu College

JHOREHAT, ANDUL-MOURI, HOWRAH - 711302  
BLOCK-SANKRAIL, SUB-DIVISION-HOWRAH SADAR  
(NAAC ACCREDITED)



Date : .....

Ref. No. ....

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, the 20<sup>th</sup> March, 2018 at 1-15 p.m. in the Principal's Chamber to discuss the following agenda.

All members of IQAC are requested to make themselves available as per schedule.

### Agenda

1. Confirmation of the proceedings of the previous meeting.
2. Discussions related to format for Academic and Administrative Audit.
3. Action taken on the basis of previous IQAC meeting.
4. Miscellaneous.

Dated March 7, 2018

Countersigned by Principal  
Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

*Tapasree Banerjee*  
(Dr. Tapasree Banerjee)  
Co-ordinator, IQAC

Members are:

3. Chair Person: Dr. Subrata Kumar Ray
4. a) Bursar  
b) Head Clerk  
c) Accountant  
d) Cashier
3. a) Dr. Manojit Ghosh  
b) Dr. Sandhya Ghosh  
c) Dr. Prasanta Sinha  
d) Prof. Sumit Kumar Bar  
e) Dr. Arnab Gupta  
f) Dr. Kakoli Banerjee  
g) Dr. Dolon Champa Saha  
h) Dr. Sutapa Ray
4. Prof. Proloydeb Mukherjee
5. a) General Secretary, Students Union  
b) Secretary, Alumni
6. a) Mr. Rahul Singh  
b) Prof. Swapan Das
7. Dr. Tapasree Banerjee, Co-ordinator

*Principal*  
Prabhu Jagatbandhu College

Proceedings of the IQAC meeting held on 20.3.18

Agenda 1 : Confirmation of the proceedings of the previous meeting

The coordinator Dr. Tapasree Banerjee reported that the coordinators report regarding the new guidelines of NAAC has been mailed to representatives of all the departments. The proceedings of the previous meeting were then read and confirmed.

Agenda 2 : Discussions related to format for Academic and Administrative Audit

The process of Academic and Administrative Audit was briefed to the members by the coordinator. Resolved that data for the Dec2014 - June17 is to be given in an aggregated form and from July 2017 in an annual form. University results have to be prepared by the departments with help from Office and Principal.

Agenda 3 : Actions taken on the basis of the previous IQAC meeting

1. The coordinator presented the new NAAC Guidelines in the Teachers Council meeting. Guidelines mailed and circulated to different departments after the Teachers Council meeting.
2. The Value Education Cell, the Human Rights Cell and the Health Club jointly conducted a seminar cum counseling session on Women and Child Rights and Need for Counselling in the present day scenario on 12<sup>th</sup> March 2018.
3. The Grievance Redressal Cell which has been reconstituted held its first meeting on 13<sup>th</sup> March 2018. There was a thorough discussion on the procedure of working of the Cell was carried out. The format for Grievance Redressal has been chalked out and a notice to be served to the students accordingly
3. A Womens Cell Meeting was held on 13.3.18 to discuss about future activities . Accordingly a seminar is scheduled to be held on 24.3.18.



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# Prabhu Jagatbandhu College

JHOREHAT, ANDUL-MOURI, HOWRAH - 711 302  
Block - Sankrail, Sub - Division - Howrah Sadar  
(Naac Accredited)

Ref. No. ....

NOTICE

Date 4.12.18

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on ~~Tuesday~~ <sup>Saturday</sup> the 15th December, 2018 at 11.00 p.m. in the Principal's Chamber to discuss the following agenda.

All members of IQAC are requested to make themselves available as per schedule.

Dated December 4, 2018

Countersigned by Principal

Tapasree Banerjee  
(Dr. Tapasree Banerjee)  
Co-ordinator, IQAC

## Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Reporting of AAA Audit 2017-18.
3. Feedback 2019.
4. Action taken report.
5. Miscellaneous.

## Members are:

1. Chair Person: Dr. Subrata Kumar Ray
2. a) Bursar  
b) Head Clerk  
c) Accountant  
d) Cashier
3. a) Dr. Manojit Ghosh  
b) Dr. Sandhya Ghosh  
c) Dr. Prasanta Sinha  
d) Dr. Sumit Kumar Bar  
e) Dr. Arnab Gupta  
f) Dr. Kakoli Banerjee  
g) Dr. Dolan Champa Saha  
h) Dr. Sutapa Ray
4. Prof. Proloydeb Mukherjee
5. a) General Secretary, Students Union  
b) Secretary, Alumni
6. a) Mr. Rahul Singh  
b) Prof. Swapan Das
7. Dr. Tapasree Banerjee, Co-ordinator

Proceedings of the IQAC meeting held on 15.12.18

The Principal took the chair and presided over the meeting.

Agenda 1: Confirmation of the proceedings of the meeting held on 28.8.18

Read and confirmed.

Agenda 2: Reporting of the AAA Audit 2017-18

The Coordinator IQAC reported the AAA Audit. On the basis of the AAA Audit the following resolutions were taken:

- (a) The IT Services Cell is requested to ensure that ICT classes are conducted regularly. Prof. Amitava Sardar and Mr Kalyan Sundar Samanta are requested to take initiatives in this regard. A remuneration of Rs 250/- per one hour class is to be paid in this regard. Similarly Spoken English classes are to be conducted under the supervision of Dr. Manojit Ghosh from January 2019.
- (b) Resolved that infrastructural provisions as required by the departments in the AAA audit will be made when infrastructure expansion is complete. Student Union room and Boys Common Room will shift in old office room and other adjacent rooms.
- (c) Resolved that the departments are to collect respective results from the office.
- (c) Resolved that purified water is to be provided to the students from the cooler.
- (d) Resolved that all plumbing related matters related to college canteen and other places are to be redressed with immediate effect.
- (e) Relating accounts matter the accountant reported that financial audit for 2016-17 is in progress.
- (f) Regarding library matters it is resolved that a fine of Rs 5/- per week is to be imposed for defaulters.

Agenda 3: Feedback 2019

Due to website renovation students feedback for 2019 will be conducted offline during the Part 3 Test Examination.

Agenda 4: Action taken Report:

The convenor of the Grievance Redressal Cell Dr. Manojit Ghosh reported that no grievance has been reported. The Coordinator IQAC Dr. Tapasree Banerjee reported that a notice has been served urging all departments to submit their PPTs


Agenda 5: Miscellaneous

- (a) The coordinator IQAC reported that a seminar on "Quality Enhancement in Higher Education Institutions" will be organized by IQAC in collaboration with the NSS Unit.
- (b) The IQAC strongly recommends that the ED Cell has to hold regular meetings and has to be proactive. Resolved that the ED Cell has to chalk out a plan of action and has to intimate the principal accordingly. Dr. Manojit Ghosh reported that a training cum workshop programme on Human Rights will be conducted in February 2019.

  
Principal

Prabhu Jagatbandhu College

- (c) Resolved **that** the **principal**, Dr. Mukul Saha and Prof. Sumit Kr. Bar will visit the Entrepreneurship Development Cell in Salt Lake for necessary actions. IQAC is to be reported accordingly. Mr Debiprosad Chatterjee, from alumni is requested to take steps in this regard.
- (d) Dr. Dolan champa Saha reported that **certain rules** need to be laid down regarding seating arrangement of **examination** in view of too much cramping of students in certain rooms during examination. The IQAC **also resolves that** matters related to internal administration of the **college need** not be discussed in social media.
- (e) The Principal reported that some errors have been noted in the Mapsheets of Geography and Bengali PG departments. Such errors must be rectified immediately and steps should be taken so that **such errors** donot recur in future. The IQAC is taking this matter very seriously and requests the PG departments to **act more** cautiously in future. The principal is requested to **take necessary** actions in this regard.
- The meeting ends with **vote of thanks to the chair**.

  
Principal  
Prabhu Jagatbandhu College



# Prabhu Jagatbandhu College

JHOREHAT, ANDUL-MOURI, HOWRAH - 711302  
BLOCK - SANKRAIL, SUB-DIVISION - HOWRAH SADAR  
(NAAC ACCREDITED)

Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

## NOTICE

Meeting of the Internal Quality Assurance Cell (IQAC) will be held on Tuesday, the 9<sup>th</sup> April, 2019 at 12:00 noon in the Principal's Chamber to discuss the following agenda.

All members of IQAC are requested to attend the meeting.

Dated April 2, 2019

Witnessed by Principal

*Principal*  
**Prabhu Jagatbandhu College**  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

*Dr. Tapasree Banerjee*  
Co-ordinator, IQAC

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Presentation about
  - (a) Guidance for competitive examinations.
  - (b) Career counseling
  - (c) Soft skill development
  - (d) Conducting Bridge course examination
  - (e) Remedial coaching
  - (f) Yoga & Meditation
  - (g) Personal counseling
  - (h) Initiation of research centre
3. Evaluation of provisions for rainwater harvesting
4. Organising workshop on CBCS syllabus
5. Action taken Report
6. Election of Alumni
7. Miscellaneous.

Members:

1. Chair Person: Dr. Subrata Kumar Ray
2. (a) Bursar
- (b) Head Clerk
- (c) Accountant
- (d) Cashier
3. (a) Dr. Manojit Ghosh
- (b) Dr. Sandhya Ghosh
- (c) Dr. Prasanta Sinha
- (d) Dr. Sumit Kumar Bar
- (e) Dr. Arnab Gupta
- (f) Dr. Rakoli Banerjee
- (g) Dr. Dolan Champa Saha
- (h) Dr. Satapa Ray
4. Prof. Pradyot Ch. Mukherjee
5. (a) General Secretary, Students Union
- (b) Secretary, Alumni
6. (a) Mr. Rahul Singh
- (b) Prof. Swapan Das
7. Dr. Tapasree Banerjee, Co-ordinator

Proceedings of the IQAC meeting dated 9.4.19

Agenda 1 : Confirmation of the proceedings of the previous meeting

Agenda 1 read and confirmed

Agenda 2 : To discuss about

(a) Guidance for competitive Examinations

The IQAC Coordinator has proposed that guidance is to be provided to students to prepare them to sit for competitive examinations. Resolved that training for appearing in the NET/SET and WBCS examinations will be imparted to the students. The Principal is requested to give a report on 16<sup>th</sup> April 2019.

(b) Career Counselling

Training and placement Cell is hereby given responsibility to provide career counseling to the students. Resolved that Dr. Sandhya Ghosh will give a report on career counseling of the students. Report of student placement is to be submitted by Mr. Kalyan Sundar Samanta.

© Soft Skill Development

Resolved that Training and placement Cell with mentors Dr. Sarada Mandal and Sri Kalyan Sundar Samanta will provide reports regarding this.

(c) Bridge Course

IQAC Coordinator has requested Prof. Sumit Bar, academic committee convenor to arrange for Bridge Course examination for the new academic session.

(d) Remedial Coaching

Resolved that remedial classes will be started for backward learners. Dr. Prasanta Sinha suggested that remedial classes should be incorporated in the routine. Resolved that remedial classes will be taken every Saturday.

(e) Yoga and Meditation

Resolved that Yoga and meditation classes will be started under the guidance of Dr. Hira Chatterjee and Dr. Sutapa Ray.

(f) Personal Counselling

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Phone : 2669 0221/4080

# Prabhu Jagatbandhu College

JHOREHAT, ANDUL-MOURI, HOWRAH - 711 302  
Block - Sankrail, Sub - Division - Howrah Sadar  
(Naac Accredited)

Ref. No. ....

Date .....

## NOTICE

This is to notify that a meeting with the Principal and IQAc Coordinator will be held on 14.1.2020, Tuesday, in the Principal's chamber to discuss about some important relevant issues pertaining to the ensuing NAAC visit. The heads of all departments or their representatives are requested to attend the meeting.

Principal  
Prabhu Jagatbandhu College  
Jhorehat, Andul-Mouri, Howrah  
Pin Code-711 302

Principal  
Prabhu Jagatbandhu College



Proceedings of the meeting with Head of the Departments held on 14.01.2020

Resolved that :

- (1) Departmental records as per the guidelines mailed by IQAC Coordinator have to be maintained and updated within February 2020
- (2) The students will have to be intimated about their course outcomes at the beginning of the new semester and departmental meetings will have to be conducted for this purpose with this specific agenda. Similarly after the publication of the 1<sup>st</sup> and 3<sup>rd</sup> semester results, departmental meeting will have to be conducted for identifying students who have failed to attain the course outcome. This also has to be noted in the departmental minute book.
- (3) Remedial classes will have to be conducted for all backward learners after identifying them. This has to be done strictly outside college hours and has to be noted in the attendance register of the students and departmental minute book.
- (4) The departments will have to prepare a list of all 1<sup>st</sup> Sem 3<sup>rd</sup> Sem and Part-3 students for mentoring immediately. The procedure has already been mentioned in the guidelines sent to the HODs.
- (5) The link of the ICT tools (including power point presentation) used by the departments will have to be mailed to [tapasree.banerjee@gmail.com](mailto:tapasree.banerjee@gmail.com) within 15<sup>th</sup> February 2020. The limit for number of power point presentation slides is restricted to 10 for UG departments and 10 for PG departments.
- (6) The departments are requested to ensure that all the students give their online feedback which is available in the college website. The departmental teachers are also requested to give their online feedback. The entire feedback process will have to be completed within February 2020.
- (7) The departments are further requested to collect students grievances as done in the previous year.
- (8) The departments are requested to carry on with their faculty exchange and student exchange programme as done in the previous year.
- (9) The departments are requested to organize syllabus workshops.
- (10) The departments are requested to celebrate different departmental days and also organize seminars.
- (11) The department are requested to encourage the students to visit library regularly and the faculty are requested to access the E-resources of the library as frequently as possible.

  
Principal  
Panchajanya College