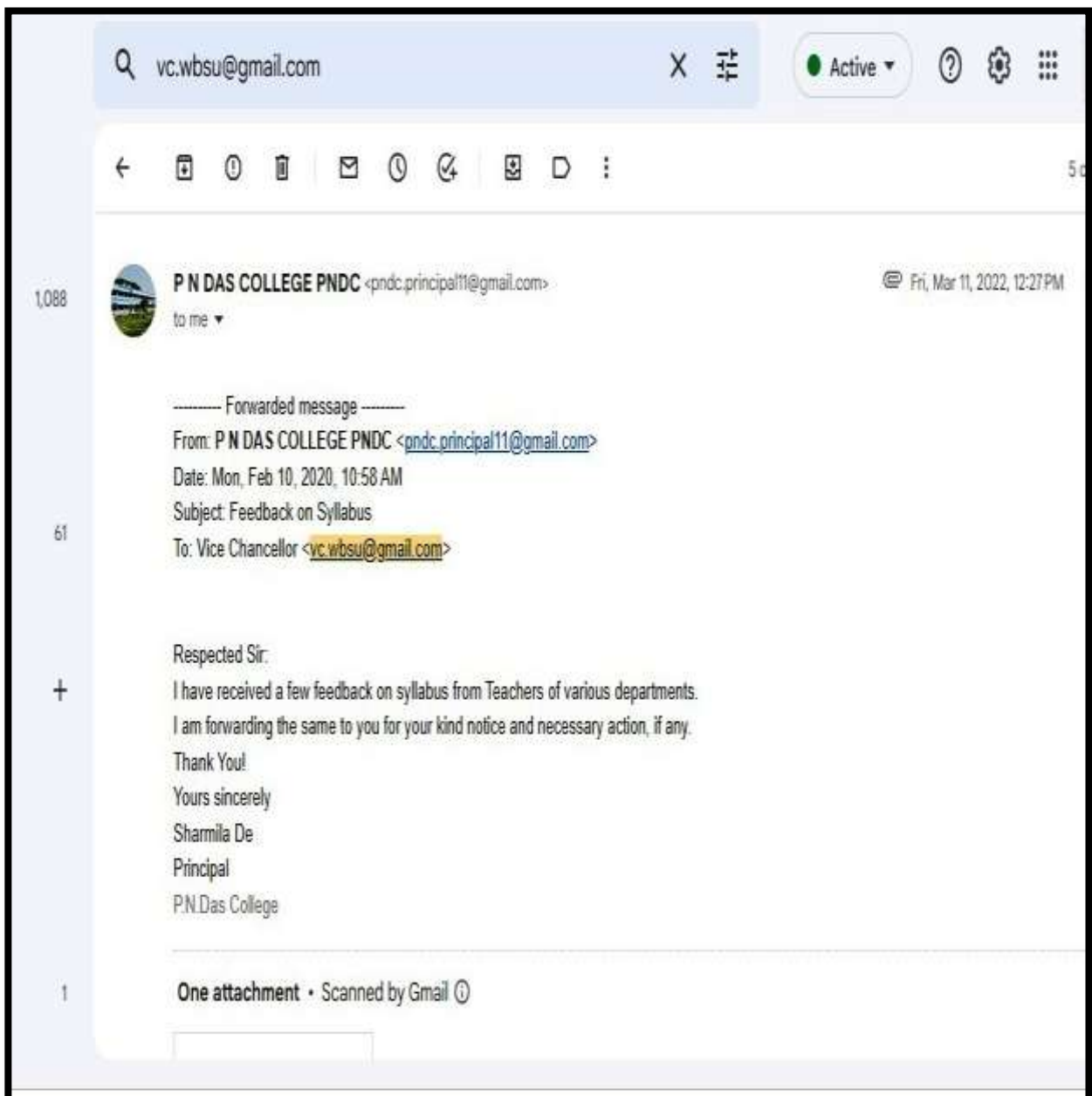


## 1.4.1 FEEDBACK PROCESS

### 1) FEEDBACK ANALYSIS REPORT SUBMITTED

a) FEEDBACK ON CURRICULUM SUBMITTED TO THE AFFILIATING UNIVERSITY  
10/02/2020





# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com  
Website : www.pndacollege.in

NAAC ACCREDITED - 2016

Ref: .....

Date .....

## FEEDBACK ON SYLLABUS BY TEACHERS HONOURS DEPARTMENTS

### DEPARTMENT OF ENGLISH

#### SEM I:

- 1) Insufficient contact hours for CC1

### DEPARTMENT OF COMMERCE

#### SEM I

- 1) Learning Objectives not clearly stated.
- 2) Suggested topics that may be included: Farm Economics and Rural Development.

#### SEM III

- 1) Learning objective not clearly stated.
- 2) Contact hours against modules not justified.

WBSU site still mentions "Draft Syllabus"

### DEPARTMENT OF EDUCATION

#### SEM I

- 1) Concept of memorization process, forgetting, transfer of learning, IQ may be Introduced

#### SEM II

- 1) Gender and Sex Education may be included

### B.Sc GENERAL

### DEPARTMENT OF MATHEMATICS

#### SEM I

- 1) Concept of Real valued functions should be introduced.

#### SEM II

- 1) Method of undetermined coefficients may be included

#### SEM III

- 1) Primary concept of open and closed sets may be included.

  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs

07/12/2022



## P. N. DAS COLLEGE

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Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: PNDCL/3695/VC/WBSU/2022

Date 07/11/2022

To  
The Hon'ble Vice Chancellor  
West Bengal State University  
Barasat.

**Sub: Feedback on Syllabus**

Respected Madam,

I have received feedback on syllabus from Teachers of various departments.

I am forwarding the same to you for your kind notice and necessary action, if any.

Thank You

Yours sincerely

Sharmila De *Principal*  
**P.N. Das College**  
Principal Palta, Bengal Enamel, N. 24 Pgs  
P.N.Das College



## P. N. DAS COLLEGE

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Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com  
Website : www.pndacollege.in

NAAC ACCREDITED - 2016

Ref: .....

Date .....

### MATHEMATICS

#### SEM 1

- Concept of neighbourhood should be introduced before the introduction of limit

#### SEM 2

- Method of undetermined coefficients for solving second order linear differential equations may be introduced and to some topics from partial differential equation may be removed to decrease the load

#### SEM 3

- Concept of neighbourhood, open sets and closed sets should be introduced in the beginning

#### SEM 4

- Topics should be covered explicitly to what extent one should cover for that certain topic. For example if you mention the topic 'function', this has a huge area. One may be confused how much of a function should we study

#### SEM 5

- Concept of Game Theory may be added in the syllabus

#### SEM 6

- Books are not available in market regarding this topic so it is difficult to send notes to students. From the Website it is given but not sufficient. If the books will be available in the market then it will be very effective for students

  
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### EDUCATION (H)

#### SEM 1

- Measurement of Intelligence, memorization process and transfer of learning may be introduced
- Based on psychological tests, Practical can be introduced to further increase students' interest.

#### SEM 2

- Problem behaviour of child, the basic concepts of some psychological therapies, and basic concept of psychosis neurosis can be introduced in the guideline counselling syllabus.

#### SEM 5

- Since Teacher Education has been included instead of the basic area of Education as subject, explaining the subject to the students is quite time consuming and often reduces the interest. Interesting topics can be included instead. Reference Books need to be provided in the syllabus for students.

  
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Date .....

### Economics (General)

#### Semester 1

- Stress on Field based topics needed to make the topics interesting
- Environmental economics, gender economics needs to be included to make the syllabus more relevant to the contemporary issues
- Suggested Reading lists at the end of the topics should include books or references in vernacular language or Bengali especially for General students

#### Semester 6

- Field Studies to be included; Project and data collection to be included to make the students get a hands-on experience;

#### Semester 5

- Practical classes for Statistics should be included with scope of external data collection and analysis of central tendency and dispersion measures

  
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Date .....

### POLITICAL SCIENCE(H)

#### SEM 3

- Indian Administration should be included

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Date .....

### PHYSICAL EDUCATION (G)

#### SEM 4

- Sports skill Test should be omitted

#### SEM 6

- Instinct should be included

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Date .....

HINDI

GENERAL




- Hindi Gadya Sahitya should be Included, relevant topic

  
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## b) FEEDBACK SUBMITTED TO THE BOARD OF STUDIES

11/09/2022

←FEEDBACK ENGLI...

**From:**  
Suman Ranjan Bandyopadhyay,  
Department of English,  
P.N. Das College.  
Dated: 15 September 2022

**To**  
Prof. Sipra Mukherjee,  
Hon'ble Chairperson,  
UG Board of Studies (English)  
West Bengal State University.

**Sub: Feedback on the new UG English Honours and General Post-Pandemic Syllabus (August 2022)**

Dear Madam,

With reference to the UG English Honours and General Post-Pandemic Syllabus (August 2022), and the revised question pattern therein, I would like to draw your attention towards the following:

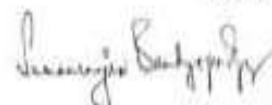
1. Over the last few years, NAAC has repeatedly emphasized the need of the development of 'global competencies' aiming at a convergence of competent learning and skilled work. Accordingly, it has focused on the adoption of 'significant technological innovations' in educational transactions by the HEIs, as well as the optimal use of ICT in the entire teaching-learning-evaluation.
2. Metric No. 5.1.2 of the RAF SSR format further necessitates capacity building and skill enhancement initiatives in 'Language & Communication Skills' and 'ICT/ Computing Skills'.
3. The HEIs are also required to adopt interactive and instructional techniques that engage students in 'higher order thinking' and 'investigation' through the use of "interviews, focused group discussion, debates, projects, presentation, ... and application of ICT resources."
4. The revised Institutional Manual for Self Study Report (Affiliated/Constituent Colleges), 2022, also focuses on 'learner-centered education through appropriate methodologies such as participative learning, experiential learning and collaborative learning modes.' (Metric No. 2.3.1)
5. In Metric No. 1.3.2 colleges are required to furnish data on the percentage of students undertaking project work/field work/internships, and the SOP mandates certification against each completed project
6. The NEP 2020, and consequent changes in the RAF, especially on Institutional Preparedness for NEP, has initiated a gradual shift towards an Outcome Based Education (OBE) system, and also a transformation of curricula towards OBE. Accordingly, the UGC has been in the process of development of indicative LOCFs (and requisite changes in the existing LOCFs), that can be modified by the affiliating universities.
7. In Metric No. 2.6.1 of the RAF SSR format, HEIs are required to state all Programme Outcomes and Course Outcomes and evaluate their attainment from time to time. Department of English, P.N. Das College, has, in this case, followed the LOCFs published by UGC in the absence of any such framework at the university level.

In view of the above, Madam, I would request you to consider the following proposals:

- a) Publication of LOCFs for English Honours, General, and other relevant courses in accordance with the UGC guidelines (copies attached).
- b) Introduction of "Project: Handwritten/ With the Use of ICT" for all students taking up English courses in each semester, and thereby ensure that each student has the opportunity to undertake at least one project work in each course and semester.
- c) Introduction of "Project: Handwritten/ With the Use of ICT" for all students taking up ENGLCOR01T and ENGLCOR02T courses, in order to accommodate a greater number of students in the process of experiential learning through the use of ICT.
- d) Changing the nomenclature of "Handwritten Project/ Power Point Presentation" to "Project: Handwritten/ With the Use of ICT."

Thank you.

Yours truly,



(SUMAN RANJAN BANDYOPADHYAY)

Department of English

P.N. Das College

Enclo:

1. Learning Outcomes based Curriculum Framework (LOCF) for English Literature (B.A. Hons.) Undergraduate Programme, 2019
2. Learning Outcomes based Curriculum Framework (LOCF) for English as Generic Elective Undergraduate Programme, 2019

C) PLACED IN GOVERNING BODY MEETING

18/09/2021

**মিটিং রেজল্যুশন বহি**  
**MEETING RESOLUTION BOOK**


নিটিং নং / Meeting No.	তারিখ / Date	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	সময় / Time
1	18/9/2021			
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.	


**Notice**

The first meeting of the newly constituted Governing Body of P.N.Das College will be held on 18.09.2021 at 1.30 P.M. in the Principal's Office to transact the following :

1. To nominate Signatory for operation of accounts
2. To place the resolutions of the last Finance Committee Meeting.
3. To discuss the formation of
  - a) Finance Committee
  - b) Academic Committee.
4. To consider the recommendations of the Building Committee.
5. To consider submission of a proposal for Playground development
6. To approve the issue of appointment letters issued to Sri Biswajit Dey and Sri Tufan Ali.
7. To approve the joining of Sri Biswajit Dey .
8. To consider the letter from Sri Tufan Ali stating unwillingness to join.
9. To place the Students' Feedback Report.
10. To approve the MOU signed by the Principal for e waste management.
11. To approve the superannuation of Non-teaching Staff Members
  - a) Smt. Babli Dey on 31.01.2022
  - b) Sri Goutam Chowdhury on 28.02.2022
  - c) Sri Manik Chandra Das on 31.07.2022
12. To approve the recommendations of the IQAC towards Career Advancement of
  - a) Dr. Bablu Biswas
  - b) Dr. Madhuchhanda Lahiri
  - c) Dr. Chandan Sarkar
  - d) Sri Ajay Kr. Choudhary
13. To approve the names of Non-teaching Staff and student members in the IQAC.
14. To report on the implementation of 30 days Certificate courses on:
  - a) Baking and Chocolate Making
  - b) GST
15. Miscellaneous.

Your presence is highly solicited.

  
**Principal**  
**P.N. Das College**  
 Palta, Bengal Enamel, M. 24 Pgs.

  
**President,**  
**GOVERNING BODY**  
**P.N. Das College Palta**

**Item No.8.** Principal informed the House that Sri Tufan Ali sent an email along with a scanned copy of letter stating his unwillingness to join.

The Governing Body unanimously decided to send letter of appointment to the second in the panel- Sri Gopal Chandra Das . Further resolved that the next candidate in the panel will be contacted if Sri Gopal Chandra Das rejects the appointment for the post.

**Item No.9.** Principal placed the Student Feedback (Student) report. The analysis was presented and it was resolved that the same be published on the website and communicated to the Departments like previous years, for necessary action.

**Item No.10.** Principal informed that a MOU with Hulladek Recycling Pvt. Ltd. has been signed on behalf of the college for e-waste management. The House approved the action taken by the Principal.

**Item No.11.** Principal informed the House that the following members of the staff were due to retire on the dates mentioned below.

Smt. Babli Dey on 31.01.2022.

Sri Goutam Chowdhury on 28.02.2022

Sri Manik Chandra Das on 31.07.2022.

She also informed that the relevant papers of Smt. Babli Dey had been forwarded by the college.

**Item No.12.** Principal informed that the Career Advancement of the following Teachers has been recommended by the IQAC

- a) Dr. Bablu Biswas, Stage II- Stage III
- b) Dr. Madhuchhanda Lahiri, Stage III-Stage IV
- c) Sri Ajay Kumar Choudhary, Stage II-Stage III
- d) Dr. Chandan Sarkar, Stage I-Stage II

Resolved that names of University Expert and Government nominee for the Screening/Selection Committee be sought by the College/

**Item No.13.** The G.B. approved the inclusion of the following members in the IQAC.

Students: Mriganka Biswas and Meghla Biswas

Non Teaching Staff member: Sri Ashim Sarkar.

**Item No.14.** Principal informed that a 30 hours certificate course on Baking and Chocolate Making has been successfully conducted by the college, free of cost for the students. Another Certificate course on GST is in progress.

**Item No.15.** It is unanimously resolved that Sm Prativa Acharyya, who retired as Head Clerk of the college on 31/01/2021, be recommended for Leave Encashment of 300 days standing to her credit, as per leave Register of the College.

**Miscellaneous:-**

- i) Principal informed that Green Audit has been completed for the year 2020-2021
- ii) A gardener has been appointed by the college (salary Rs. 5000/- per month).
- iii) Draft Self Study Report is ready and the supporting documents are being collected.
- iv) Principal informed that a roster is being prepared by the administration for smooth conduct of admission verification, registration and SSR Documentation

As no other matter came up, the meeting ended with thanks to the chair.

*Read & Confirmed*

*P. N. Das*  
President,  
GOVERNING BODY  
P. N. Das College, Palta

d) PLACED IN IQAC MEETING

06/05/2017

IQAC meeting was held to-day <sup>on 6.5.2017</sup> at 1-30 P.M.  
Principal took the chair.

Members present

1. Jee 6/5/17
2. ~~Pratik~~ 6/5/17
3. Sanjib Kumar Shari
4. Sumanarajan Bandyopadhyay 06/5/17
5. Shephali Vidyanta 6/5/17
6. Bablu Biswas 6/5/17
7. Bipan Chakravarty 06/5/17
8. Madhuchandra Lahiri 06/05/17
9. Karol Sen Banerjee 6/05/2017
10. Manal K. Banerjee 6/5/17
11. Prosenjit Pramanick 06.5.17

A meeting of IQAC will be held on 6<sup>th</sup> May, 2017 at 1.30 p.m. to transact the following agenda. Members are requested to be present.

Agenda:-

1. To read and confirm the proceedings of the last meeting.
2. Report on action taken of the proposals of the last meeting.
3. Discussion regarding preparation and uploading of e-content.
4. Proposal for a workshop of the Teaching Faculty in handling of Virtual Class Room
5. To Consider the Recommendations of the Research Committee.
6. To Design Learning outcomes of various programmes for uploading on the Website.
7. Presentation and Approval of Event Calendar for the session 2017-18 by the Co-ordinator.
8. Prepare the AQAR & Submission.
9. Feedback Analysis Report by the Principal.
10. Miscellaneous, if any.

  
CO-ORDINATOR  
P. C. C.  
COLLEGE  
ALTA, W.B.

**Minutes of the proceedings of the meeting of the IQAC, P.N. Das College, held on 6.5.2017.**

The Principal took the chair and declared the meeting open.

1. The proceedings of the previous meeting of the IQAC held on 3<sup>rd</sup> January, 2017, were read and confirmed.
2. The following report on action taken was placed by the coordinator before the house for consideration.
  - a) Remedial Classes were taken in all departments for students of all the years.
  - b) Entry-in-Service classes had also started from 24.3.2017. Classes were being taken twice a week (Monday and Thursday).
  - c) A workshop on Entry-in-Service was conducted by the local Employment Exchange.
  - d) Feedback from teachers were taken and Assessment Reports prepared. Feedback from guardians had also been taken. The Assessment of the same was also being prepared.
  - e) The Co-ordinator reported that the Commerce Department had recommended the introduction of Certificate Course in Entrepreneurship Development and Diploma Course in Tax Practices.
  - f) Proposals for UGC Sponsored seminars had been submitted to concerned authorities by the Departments of History, Economics and Mathematics.
  - g) The Co-ordinator reported further that teachers were being encouraged to prepare proposals for Major and Minor Research Projects.
  - h) Correspondences with the DT & T, regarding the introduction of certificate course in Tourism, Food Processing and Management and Sports Management, were under process.
  - i) Space for Language Lab had also been earmarked and the construction and commission of the work shall commence as soon as funds from RUSA are available. In addition to English, Hindi courses in some other languages were also being mullied.
  - j) Consultations regarding the project of Library automation were being made. List of books and journals were also being prepared by the Librarian for enrichment of library resources.
  - k) The playground had been developed to some extent. Further development of the ground and enhancement of the infrastructure of games and sports had been planned and the work shall be taken up subject to the availability of RUSA grants.
  - l) A workshop on preparation of Curriculum Vitae had been planned but could not be conducted till date. However, it shall be conducted at the earliest under the Entry-in-Services Scheme.
  - m) The Principal informed the house that the Hon'ble Vice Chancellor, WBSU, had been contacted in connection with the Academic and Administrative Audit.

*Principal*  
**P.N. Das College**  
Palta, Bengal P. 24 Pgs.

- b) The Co-ordinator opined that feedback on the management be obtained from employees, students and alumni. The house accepted the same.
- c) The Principal proposed that feedback forms be made available for students and guardians on the college website. She also proposed that system should be developed to facilitate online submission of feedback forms.
- d) The Principal suggested that notice should be served to faculty members to submit copies of publications immediately.
- e) The Principal suggested that the Alumni Association should be registered at the earliest.
- f) It was unanimously resolved that students shall be lent books for the entire year against an advance of 20% of the cost of the books.
- g) The Principal advised that the final results of the colleges in proximity should be obtained.
- h) The Principal opined that notification be made on the website inviting willing agencies to conduct campus recruitment programmes in the college.
- i) It was decided that Action Taken Report and minutes of the IQAC should be uploaded on the college website from time to time.
- j) Prof. Suman Ranjan Bandyopadhyay proposed that courses may be introduced on voice modulation, recitation, news presentation.

The meeting ended with a vote of thanks to the chair.

*See*  
*11/8/17*  
Principal  
**P.N. Das College**  
Patta, Bengal Enamel, N. 24 Pgs.

10/02/2018

A meeting of IQAC was held to-day at 12 noon. Principal took the chair.

Members present -

- 1) Pde 10/2/18
- 2) P. Das, 10.02.18.
- 3) L. L. Bandhan 10/02/18
- 4) Pratiba Acharyya 10/02/18
- 5) Sanjeeb Kumar Khan
- 6) Shephali Vidyanta 10/2/18
- 7) Siba Chakraborty 10/2/18
- 8) Dr. Bablu Biswas.
- 9) Dr. Madhuchandra Lahiri. 10/02/18.
- 10) Umresh Datta 10/02/18
- 11) Basumita Taranjitu 10/02/18

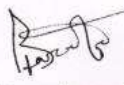
### NOTICE

A meeting of IQAC will be held on 10<sup>th</sup> February 2018 at 12 noon, in the IQAC room. Members are requested to be present.

Agenda:

1. Confirmation of the proceedings of the last meeting held on 11.08.2017
2. To place the ATR.
3. Consideration of the proposals of promotion under CAS submitted by Dr. M Mallick, and Dr. T.Tudu.
4. To place the Internal Academic Audit report.
5. To place the Feedback Analysis report.
6. To consider steps to be taken in view of the CBCS system to be introduced from the ensuing session.
7. To consider a workshop on revised CAS guideline.
8. To consider a workshop on new guideline of NAAC.
9. To arrange a workshop on module preparation.
10. Miscellaneous

Sharmila S.  
(President, IQAC)

  
CO-ORDINATOR  
IQAC  
DAS COLLEGE  
(Coordinator, IQAC) LTA, W.B.



**Minutes of the proceedings of the meeting of the IQAC, P.N. Das College,  
held at the Principal's Chamber on 10.02.2018 at 12 noon.**

The Principal, Dr. Sharmila De, took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting , held on 3<sup>rd</sup> August 2017 were read and confirmed.

Agenda 2. The co-ordinator presented and discussed the action taken report of the last meeting.

She also mentioned that the following actions were taken within the period from September 2017 to January 2018.

A) The AQAR for the session 2016-2017 had been submitted to the NAAC committee and uploaded on the college website.

B) A college level seminar on FOSS was held on 19.8.2017, conducted by Dr Bablu Biswas, Sri Prasenjit Pramanick and Smt Bani Samanta.

C) Youth Parliament contest at the WBSU was participated in by our students on 6.9.2017 two students were awarded "Best Parliamentarian(lady)" and best leader of the house.

D) Inter-college debate competition was organized by West Bengal State University on 7.9.2017 and our college stood 3<sup>rd</sup>.

E) Inter college Handball competition was held at the college premises on 30.12.2017. Our college students participated in this tournament.

F) A workshop on "Revised NAAC Guidelines "was held on 2.11.2017. It was conducted by the Principal, Dr Sharmila De, P.N.Das College.

G) A University Level workshop on 'Evolving Methodology for electronic data management in academics and administration in HEIs' was held on 11.11.2017. It was conducted by Dr Manas Kr Baidya, Malda College. This seminar was opened by the V.C, WBSU.

H) The publication of a compilation of articles by the college had been completed on August 2017 and the book was ceremoniously published by the Vice- Chancellor, WBSU on 11.11.2017.

I) A certificate course on FOSS conducted by IIT, Bombay have begun for our students from November ,2017.Ninety six students have enrolled for it.

J) A career fair was held on the college premise on 16.12.2017.Five organizations participated in it. And more than 100 students registered in it.

K) Our college emerged Runners Up at the Inter College cricket tournament organised by the WBSU.

L) Internal academic audit by IQAC was completed on 7.2.2018.

M) Various programmes were organized by NSS and NCC unit.

1) A Quiz for the students of our college on "Quit India Movement" was held on 25.8.2017.

*Dr. Sharmila De*  
Principal  
P.N. Das College  
Palta, Bengal. Enrol. N. 24 Pgs.

2) A film show on "Shubhas Chandra Bose" was organised on 25.8.2017 to commemorate 75 years of Quit India Movement.

3) A programme on Thalassaemia awareness and Blood-group detection and also Haemoglobin Level test camp was organized by NSS unit on 20.12.2017.

4) A special camp by NSS was held from 13.1.2018 to 19.1.2018.

Various programmes were held there -- Health awareness for the students of Shishu Bhaban, survey on rural health regarding Hand-washing, Sanitary facilities etc, Drawing competition for local students. The Students of our college served food to the local children, Yoga training was giving to the students of Shishu Bhaban.

Agenda 3—The papers submitted by DR Mahasin Mallick and Dr Thakur Das Tudu in connection with promotion under CAS were checked. They were found to be eligible for promotion under CAS. As such the recommendations were put forward to the Principal for further action.

Agenda 4—The internal audit report was placed by the Principal. After discussion it was decided that the specific suggestion made to each of the departments should be acted upon with urgency and sincerity.

Agenda 5—The Principal stated that analysis of the feedbacks received from the students have been done for each of the department. The reports will be handed over to the respective HODs.

Agenda 6 – The IQAC co-ordinator and the Principal both stated that in view of the infrastructural constraints, it is really worrying regarding the planning, implementation and execution of CBCS. Modern English language and Environmental Studies are the two skill based subjects that have been thought upon credit to be given on attendance. It was proposed to hold a workshop on the CBCS tentatively by the end of March 2018.

Agenda 7 – It was proposed that a seminar on revised CAS guidelines should be organized in the month of April 2018.

Agenda 8 – The Principal proposed that a seminar cum interactive session to be organized in the current academic session on the NAAC guideline where papers will be presented by the different IQAC co-ordinators.

Agenda 9 – It was proposed that college will invite Dr T. K. Ghara, JDPI, Higher Education Department, West Bengal to deliver a lecture on Module Preparation in the month of April or May 2018.

Miscellaneous –a) It was resolved that administrative audit should be done soon.

b) Feedback analysis to be made 360° and bilingual.

c) It was stated that internet connections under NMEICT are 2 Mbps speed. It was resolved that the college will apply for 10 Mbps speed connections. It was further resolved that no subsidy is available under NMEICT.

  
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d) The co-ordinator put forth that as the Department of Sanskrit has no fulltime faculty so some senior teacher be handed over the responsibility of guiding them. The Principal proposed that DR C. R. Das, Assistant Professor, Bongaon College be called upon occasionally to guide them.

e) It was resolved that valid email IDs and Aadhaar nos. of the students should be included in the admission form of the coming session and any change of contact number should be intimated to the office by the students positively.

As there were no other matter was brought for discussion, the meeting ended with a vote of thanks to the chair.

*Read & confirmed*

*DR*

*19/15/16*


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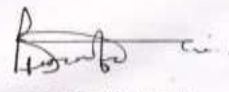
15/03/2019

A meeting of IQAC of P. N. Das College was held to-day at 12-30 A.M. The Principal took the chair of the meeting.

- Members present:
1. Kamal K. Barchan
  2. Shephali Vidyawata
  3. Dipa Chatterjee
  4. Sanjay Kumar Shukla
  5. Prosenjit Pramanick
  6. ~~Prasenjit~~ 15/3/19
  7. Bablu Biswas 15/3/19
  8. Madhuschandra Sahoo 15/3/19
  9. ~~Prasenjit~~ 15/3/19
  10. Chitra 15/3/19
  11. SV 15/3/19
  12. Sumanya Banerjee
  13. ~~Prasenjit~~ 15/03/19
14. Mita Datta

1. To read and confirm the proceedings of the last meeting held on 28-08-2018.
2. Report on action taken of the proposals of the last meeting.
3. To discuss about organizing a seminar on NAAC.
4. To analysis the feedback report taken from the students.
5. To invite the applications from the various departments for organizing U.G.C sponsored seminar.
6. To consider the date of academic and administrative audit for the year 2018-2019.
7. Miscellaneous if any.

  
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CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
PALTA, W. B.

**Minutes of the proceedings of the meeting of the IQAC of P.N.Das College held on 15.3.2019 at 12 noon in the IQAC room.**

The Principal took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting, held on 4<sup>th</sup> September 2018 were read and confirmed.

Agenda 2. The following 'Action Taken' report was placed by the convenor.

1. A workshop on "Fostering Scientific Temper" was organised on 7.9.2018. The Workshop was conducted by Sri Sourav Chakraborty, Dr. Ashok Sarkar, Dr Sukumar Chandra Ghosh, members of Pashchim Banga Vigyan Mancha.
2. AQAR of the session 2018-19 had been submitted to the NAAC.
3. One Day Seminar on "The Indian Constitution, Privacy and Property : A Case of Biometric and Aadhaar" was organised on 9.10.2018. Dr Agnidipta Tarafdar, Assistant Professor, The West Bengal National University of Juridical Sciences was present as resource person.
4. A Four Day Workshop on "To promote E-Classroom Teaching" was organised by IQAC on 10.12.2018 to 13.12.2018.
5. Learning Outcomes of all the departments had been collected. These would be uploaded on the college website.
6. Remedial classes were taken by most of the departments.
7. All the process regarding the promotion under CAS of Dr Ajit Das has been completed.
8. Smt Mita Dutta, a student of Bengali Honours had been inducted into the IQAC as students' representative.
9. A Career Fair was held on 25.1.2019. Five organisations participated in the fair. One hundred & four students had registered in the fair.

When the convenor placed the report the principal asked whether the Learning Outcomes of the CBCS system was uploaded. The convenor reported that Learning Outcomes of the earlier system had been uploaded and further changes if required of the CBCS system are being asked for from the respective departments.

Agenda 3. The Principal proposed to organise a seminar sponsored by NAAC. She also informed the house that a proposal should be sent early as the meeting of NAAC is to be held in the month of June, 2019. It was resolved that a state level seminar or workshop will be held. The Principal discussed some topics on which such seminar or conference can be held.

- A) Challenges of the New Accreditation Framework.
- B) Role of the Students in Overall Quality Improvement.
- C) Striking a Balance between Traditional and Digital Learning Accountabilities of the Teachers.

After discussion the house opined that the topic, Role of the Students in Overall Quality Improvement will be more acceptable.

*12/6/19*  
Principal  
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Agenda 4. The Principal reported that instead of a students' feedback report on each teacher, a students' satisfactory report for each department was done. It was noted that the students' satisfactory survey centred only around the academic facilities. So it was proposed that the earlier format where students' feedback related to office, canteen, library etc was there to be also included. It was resolved that both the modes be accepted.

Agenda 5. The convenor pointed out that the Departments of P.N.Das college had organised UGC sponsored seminars in 2016 lastly. She invited the applications from various departments for organising UGC sponsored seminars. The house unanimously decided to produce their proposals for UGC sponsored seminars.

Agenda 6. The principal proposed that the Academic and Administrative Audit for the session 2018-19 be fixed on and from 2nd April, 2019. It was resolved that the Academic and Administrative Audit will be done from 2<sup>nd</sup> April to 6<sup>th</sup> April 2019.

Agenda 7,

Miscellaneous. The Principal and the convenor and some other teachers informed that the result of CBCS 1<sup>st</sup> semester has been extremely good. The students of the Department of English and Bengali have secured positions at the university level.

b) The Principal proposed that the documentation for the list of activities for the session 2018-19 to be prepared by Professor K. Sen Banerjee and Prof M. Lahiri.

c) The Librarian, Sri Prasenjit Pramanik reported that a Book Talk Programme was held in the college where the students were asked to say something on one of the books already read by them. Two of the students were given joint first prize so as to inspire them further to inculcate the Reading Habit.

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d) the Principal also mentioned that the College Library has developed into one of the best library among the neighbour colleges. Consequently, the Librarian has been extending suggestions to the nearby colleges by giving lectures and providing in-college demonstration to the nearby colleges.

E) Dr B. Biswas also mentioned that the purpose of Green Audit has been amply spread amongst the students and teachers of the college. It was proposed by the Principal that a seminar on Environmental Audit be held by the IQAC, P.N. Das College.

As there was no further agenda brought for discussion, the meeting ended with a vote of thanks to the chair.

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17/6/19  
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10/10/2020

**Minutes of the Full Meeting of the IQAC held on 10<sup>th</sup> October, 2020 from 12.30 p.m.**

**Members Present:**

1. Dr Sharmila De, Principal, P.N. Das College
2. Dr Madhuchanda kahiri, Coordinator, IQAC
3. Dr BasumitaTaraIdar, Member
4. Prof Sanjib Dhar, Member
5. Prof Suman Ranjan Bandyopadhyay, Member
6. Prof Dipa Chakraborty, Member
7. Prof Kakali Sen Banerjee, Member
8. Dr Bablu Biswas, Member
9. Sri Prasenjit Pramanick, Member
10. SmtPrativa Acharya, Member
11. Dr Kamal Bardhan, External Member
12. Dr ShephaliVidyanto, External Member

An Online Meeting of the IQAC was held on 10/10/2020 to discuss the following agenda:

❖ **Agenda I: To read and confirm the proceedings of the last meeting held on 26/11/19**

The Coordinator IQAC, Dr M.Lahiri read out the minutes of the last meeting held on 26/11/19 which was unanimously accepted by the House.

Agenda No.	Agenda of 26/11/19 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 17.06.2019	Read and Confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To report about the completion of the Academic and Administrative Audit conducted by the WBSU on 9th Nov, 2019	Coordinator informed the House about the successful completion of AAA
Agenda IV:	To discuss about the preparations for the submission of the AQAR for the session 2018-19	Topic-wise criterion had been allocated to the members for data collection and compilation.
Agenda V:	To Report about the WBSU Results of the Semester II students	Results of some students have been received as RW
Agenda VI:	To discuss the scope and feasibility of providing Seed Money for the Session 2019-20 to the Faculty members to promote Research Activities	To be continued as earlier
Agenda VII:	To discuss about the forthcoming activities as per the Event Calendar 2019-20	Coordinator informed that activities undertaken by college, IQAC, Departments, NCC, NSS proceeding as per their schedule in Event Calendar
Agenda VIII:	To discuss the plan of action for the remainder of the	Done. Stress to be given more on

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	current session	conduct of extension activities
Agenda IX:	Miscellaneous, if any	Discussed

❖ **Agenda II: To report on Action Taken measures of the Proposals of the last meeting**

The Coordinator placed the following Action Taken Report of Proposals of the last Full Meeting of IQAC held on 26.11.2019:

S.No.	PROPOSAL	ACTION TAKEN
1.	To invite applications for providing Seed Money for the remainder of the Session 2019-20 to the Faculty members to promote Research Activities	Under process. Will be disbursed once the normal college starts
2.	To discuss about the process of filling the Google Form by the Faculty for the sharing of research and publication information	Shared on the college group WA; To be mailed again individually today.
3.	to avail Major Research Project from other Universities/ Institutions.	Not Done
4.	the urgent need for arranging a Reunion	Not Done, to be finalized today.
5.	To contact the Reliance group for imparting training to a batch of 50 college students and at the conclusion of a successful training, job can be obtained by two students	Could not be held because of the subsequent closure of college due to Govt. directives.
6.	To start programmes on Skill Development such as a course on Karate and Yoga	Workshop on Self defence held on 6 <sup>th</sup> March, 2020; Workshop on Yoga for beginners held on 21.06.2020; Weekly Online yoga Programmes started for Students and teaching and Non-teaching Staff.
7.	A workshop on the Corona Virus pandemic decided to be held	Successfully conducted an Online Webinar on the College Foundation Day on 20 <sup>th</sup> Aug, 2020 on Science and Pandemic by Paschimbango Bigyan Mancho
8.	A programme on Career Fair to be held	Programme "Career Fair 2020" held on 15.02.2020
9.	A Seminar on Revised Accreditation Framework to be held by NAAC	One-day University level workshop on Strategic approaches to the Revised Accreditation Framework, conducted by Dr B.S. Madhukar, Advisor, NAAC

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❖ **Agenda III: To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20**

The Coordinator Dr M Lahiri presented the following Compliance Report of the last Meeting:

**Compliance Report of the Action Plan for 2019-20**

S.No.	Action Planned for 2019-20	Compliance Status thereof
1.	To increase the number of in-house trainings conducted for e-module preparation by teachers so as to maximise the participation of teachers in the process	<p>Done</p> <ul style="list-style-type: none"> <li>i. A series of Department-wise Workshops conducted by Prof Suman Ranjan Bandyopadhyay in Nov, 2019 on E-module Development</li> <li>ii. 3 -day Online Workshop conducted by Prof Suman Ranjan Bandyopadhyay, Dr Bablu Biswas and Sri Prasenjit Pramanick on 06.06.2020, 08.06.2020, and 09.06.2020 on "The Innovative Use of Information and Communication Technology in Teaching – Learning and Research"</li> <li>iii. Workshop on Development of e-LRMS and e-Modules conducted by Prof Suman Ranjan Bandyopadhyay on 26.11.2019 at Prasanta Chandra Mahalanobis College</li> <li>iv. Workshop on e-Module Development conducted by S. R. Bandyopadhyay in DBRASM on</li> </ul>
2.	To introduce internship programmes for students	Not Done Dr. Bardhan had suggested that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography: Not Done
3.	Introduction of Induction programme and structured mentoring	A fresh list of students with their contact numbers have been provided. The groups have been reconstructed so as to include one male and one female mentor. Online mentoring to be done.
4.	Increase in the number of extension activities	Physical conduct of Extension Activities could not be pursued for a part of 2019-20 because of corona virus pandemic. <ul style="list-style-type: none"> <li>i. Cancer Awareness Programme on 26.11.2019</li> <li>ii. Thalassemia Awareness and Screening Programme held on 04.12.2019</li> <li>iii. Christmas Day Celebration with orphan children of Shishu Bhavan with distribution of Cakes, Confectionaries inside Socks etc on 24.12.2019</li> <li>iv. Distribution of Blankets to the children of Shishu Bhavan on 27.12.2019</li> <li>v. Dengue &amp; Chikungunya Awareness Programme on 29.02.2020</li> <li>vi. Workshop on Self- defence on 06.03.2020</li> <li>vii. Cleanliness drive and Awareness Programme on Dengue &amp; Chikungunya conducted on 08.03.2020</li> </ul>

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5.	Academic and Administrative Audit by Peer Team	Academic and Administrative Audit for the post- NAAC period of three years from 2016-17, 2017-18, 2018-19 was held on 9 <sup>th</sup> November, 2019 by a three-member panel constituted by the West Bengal State University, comprising of Dr Samantak Das (Jadavpur University), Dr Subir Biswas (WBSU) and Dr. D. Biswas (Calcutta University). For this, an Annual Report for each of the three years had been prepared and presented to them. They have lauded the efforts and activities of the college, the IQAC, the teaching as well as the non-teaching staff and called upon all to document and showcase all the good works properly.
6.	Continuation of Earn-While-You-Learn scheme by the College	The Scheme was successfully continued in Library for the current session also
7.	MOU with neighbouring college/s to enable the teachers to teach their subject of expertise to students of other institutions.	MoU signed with Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya, Helencha; Virtual Classes of DBRASM started by the Department of Physical Education on 21.09.2020 and by the Department of English from 06.10.2020
8.	To arrange a Reunion program for ex-students	An Online Reunion Programme arranged on 19.09.2020. comprising of cultural programmes, sharing of experiences and memories by both faculties and ex-students. Registration done by 83 ex-students and attended by over 63.
9.	Analysis of results to evaluate the effect of CBCS Curriculum	Not yet done
10.	Scanned copy of the IQAC resolutions to be stored	Uploaded on the college website
11.	Office should initiate the storage of scanned copies of Marksheet	Done
12.	Rainwater harvesting project to be taken up	Could not be pursued because of the lack of fund
13.	All faculty records to be documented through Google Doc files for collective documentation and editing prior to upload as well as to facilitate better storage of data.	Google Form shared with the faculty for record-keeping of RC /OP/ Seminar/ Conference/Webinar/ STC attended by them

The Coordinator also presented the following Plan of Action for the session 2020-21:

**Action Plan for the Session 2020-21**

1. Timely submission of AQAR 2019-20
2. To continue organizing qualitative enrichment programmes for Teachers regarding e-module preparation, LMS, online conduct of Teaching- Learning and use of E-Resources.
3. To organize extension and outreach programmes with NSS
4. To introduce internship programmes for students.
5. Introduction of Online Structured mentoring
6. Online Induction programme

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8. Continuation of Earn-While-You-Learn scheme by the College
9. To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents
10. To register the Alumni Association.
11. Rainwater harvesting project to be taken up.
12. To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC
13. Introduction of Digital Literacy programme for the elderly

❖ **Agenda 4: To present the Academic and Event Calendar for 2020-21**

The Convenor, Academic Committee Prof. Dipa Chakraborty placed the Academic Calendar for the session 2020-21. In view of the unprecedented situation arising out the world-wise COVID-19 pandemic and the associated closure of off-line teaching-learning process in educational institutions and suspension of all University Examinations, only a tentative schedule was presented and was unanimously decided to be modified as per the future Government Orders and notifications.

The Coordinator presented the following Event Calendar for the Session 2020-21:

**Event Calendar for 2020-21**

Month/Year	Events
July 2020	Orientation of Hons Students
	Orientation of General Students
	Online Coaching for Competitive Exams (Online Entry-in-Service Scheme)
August 2020	Extension Programme on Science and Pandemic
	Online Celebration of College Foundation Day
	Weekly Online Classes on Yoga for Students
	Weekly Online Classes on Yoga for Staff
	Webinar on Portal based Data Management
September 2020	Online Celebration of Teacher's Day
	Webinar on Online Evaluation System
	Online Alumni Meeting/ Online Reunion
	International Webinar by Department of Commerce (collaboration with IQAC)
October 2020	Departmental Webinar by Physical Education (collaboration with IQAC)
	Inter-departmental Webinar on Research Methodology by Economics and Education (collaboration with IQAC)
	Initiation of Digital Literacy Programme for the Elderly
November 2020	Orientation Programme of 1 <sup>st</sup> Sem Students
	Sensitizing Students to maintain Cleanliness and Hygiene in association with NSS
	To organize a National level webinar on Qualitative Issues/ Submission of AQAR according to RAF in collaboration with NAAC
December 2020	Gender Sensitization Programmes
	Departmental Webinar by History (collaboration with IQAC)
	Webinar/ web-workshop on Entrepreneurship
January 2021	Programme on Moral Values/ Ethics on the National Youth Day
	Extension/ Outreach Programme on Popular Mathematics with local educational institutions

  
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	<b>In-house annual training programme series on e-content development</b>
February 2021	Academic and Administrative Audit for 2019-20
	Programme on Environmental Issues
	Programme on Cancer Awareness on World Cancer Day
	Programme on International Mother Language Day
March 2021	Programme on Sustainability of the CBCS Curriculum
	Extension and outreach Programme to be conducted with industry/ community
	Programme on Girl Child on International Women's Day
April 2021	Programme on Earth Day by Department of Geography
	Web-Workshop on Intellectual Property Rights/ Copyrights/ Patents (April 26)
May 2021	Awareness Programme on Thalassemia and AIDS
	Webinar on Teaching-Learning and Research
June 2021	Extension/ Outreach Programme on World Environment Day involving local school students
	Programme on Yoga for the Elderly

❖ **Agenda 5: To present the SWOC analysis**

The Coordinator presented the SWOC analysis of the college which was further discussed by the members.

**SWOC Analysis P.N. Das College**

**Strength:**

1. The College has a well-qualified and dedicated faculty.
2. Fully automated central library on KOHA cloud having Nearly 15,000 books, periodicals as well as CDs. Doing Photocopy, Scanning and Printing facilities are available to both students and faculty. N-list membership, conducted by INFLIBNET, which ensures access to over 35 lakhs of books and thousands of e-journals. Departmental Academic and Event Calendars, Syllabus and Test as well as University Question Papers are maintained in both soft copy and hard copy format. 5 computers specifically earmarked in the central library for use by students and the faculty Separate wifi connectivity for the central library
3. A separate departmental library and computer/ laptops allotted to each department.
4. Cent percent of the teachers use ICT tools to qualitatively improve upon the learning experience of the students through the use of Google classroom, providing 4 -quadrant e-modules to the students, uploading videos of Tutorials on youtube and providing the students with the links, taking live online classes using zoom/ teamlink/ Google Meet platform during the closure of college as a result of the COVID 19 pandemic and upload of study materials, tutorials and assignments both MCQ and broad answer type on the Learning Management System in college website.
5. Mechanism is available for direct mentoring and counselling of students by faculty, interacting with students, and directing them to upgrade their skills.
6. A friendly and fully automated college office with nearly the entire data maintained in soft copy form.

**Weakness:**

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1. Number of volumes and journals in the department library need to be increased. Number of journals in the Central Library also needs to be increased. Also, the footfall of staff and students needs to be increased in the central library so that there is maximum utilization of the available library resources. Also, there should be an increase in the use of enlist membership that has been obtained by the college at a considerable fee.
2. There should be an Industry Academia Interaction Cell to consider all possible ways to initiate a continual and sustainable interaction with the industry. This can be in the field of preliminary trainings provided by the industries, conducting on-campus as well as off-campus recruitment drives for general degree holders so as to improve upon their job market opportunities.
3. More effort is needed to increase the number of state/central government funded projects to improve upon the inflow of financial resources to the institution.
4. a) Soft skills and communication skills of students need to be improved.  
b) Programmes and courses on soft skills, life skills, ethics need to be introduced.
5. Student and staff are to be encouraged for paper presentation at various National/ International conferences, workshops and seminars as well as publication of quality papers in SCI/ SCIE/SSCI/AHCI/SCOPUS/ Google Scholar/UGC- listed or UGC Care listed journals.
6. Programmes on Gender Sensitization at the community as well as institutional level needs to be initiated and pursued.

#### Opportunities:

1. The location of the college in a semi- rural area with a mixed population comprising of middle class semi-rural families, small traders, on one hand and agricultural labourers, daily wage earners, a substantial number of SC population and tribal people in the vicinity of the college provide ample scope for the college to engage in community-based awareness activities and extension programmes.
2. As the college is situated in a rural and backward locality, so programmes on development of soft skills like tailoring, handworks etc by the poor, illiterate and semi-literate rural people can be initiated.

#### Challenges/ Threats:

1. The presence of a number of Degree Colleges in the vicinity pose serious challenges to the enrolment of sufficient students in our college during the admission procedure.
2. The dreams of the local people to get admitted to the colleges in the heart of the city, also provides a serious challenge to the admission to the first-year degree course of a rural college like ours.
3. The college is facing severe challenge with the drying up of different sources of grants and govt funding. This has led to an ever-widening gap between the revenue and expenditure which has consequently led to a continual erosion of the asset base of the college.
4. Country-wide labour market trend has been posing serious challenges to the employment potential of degree college graduates. This has resulted in fewer industry- academia interaction at the level of general degree colleges, and even fewer campus recruitments. This produces a further dampening effect on the enthusiasm and inclination of higher secondary pass outs with good marks to get admitted in a rural degree college like ours.

❖ Agenda 6: To present the analysis on Feedback Reports of SSS, Staff Feedback, Alumni Feedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.

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The Feedback Reports of the Student Satisfaction Survey, Alumni, Feedback on Library and Activities Undertaken were presented by the Coordinator. The

S. No.	Feedback Analyzed	Percentage of Respondents satisfied with the services/ Activities	Suggestions for further improvement, if any.
1.	Student Satisfaction Survey	70-80%	<ol style="list-style-type: none"> <li>1. Ease and increase in no. of provision of Reference Books</li> <li>2. Improvements in canteen, girls' toilet and drinking water facilities</li> </ol>
2.	Alumni	Over 90%	<ol style="list-style-type: none"> <li>1. Registering the Alumni Association</li> <li>2. Organising a Reunion Programme annually, if not more frequently</li> <li>3. Having an you tube channel</li> </ol>
4.	Library	Over 80%	<ol style="list-style-type: none"> <li>1. Scope of improvement in the use of WEBOPAC and e-resources like NDJ, NLIST, NMEICT and others;</li> <li>2. Increase in the reference books of certain subjects like English, Bengali, History, Computer and Chemistry</li> <li>3. Improvement in wifi facilities in library and increase in the number of computers for students</li> </ol>
5.	Activities	Over 90%	<ol style="list-style-type: none"> <li>1. A few suggestions regarding improvements in technical aspects of online programmes conducted.</li> </ol>
6.	Syllabus	60-70%	<ol style="list-style-type: none"> <li>1. Scope for improvement in stating the Learning objectives</li> <li>2. Suggestions for including certain topics in some subjects</li> <li>3. Suggestions for reducing the syllabus to suit the semester system</li> </ol>

It was decided further that Feedbacks from Parents/ Guardians and Staff needs to be taken.

❖ **Agenda 7: To discuss the preparation for submission of AQAR for the session 2019-20**

The AQAR was divided criterion-wise and each criterion was allotted to one of the members for collection of data and other information. It was decided that a few teachers will assist each of the member teachers in the process.

❖ **Agenda 8: To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay**

The Proposal for Promotion of Prof Suman Ranjan Bandyopadhyay from Stage 2 to Stage 3 under Career Advancement Scheme was presented by the Principal. After a thorough checking of all sections of the CAS proposal, it was unanimously accepted that Prof S.R.

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Bandyopadhyay satisfies all the requirements and hence the coordinator requested the Principal to do the needful.

❖ **Agenda 9: To consider the application of Jhumpa Ghosh and Debaroti Das for Grant of Seed Money**

The coordinator placed the applications of both Prof. J. Ghosh and Prof D. Das along with the documents submitted by them. The Principal put forth the proposal that may it be discussed in the next Finance Committee Meeting.

❖ **Agenda 10: Miscellaneous, if any**

As there was no further agenda to be discussed, the Meeting ended with a vote of thanks to the Chair.

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