

IQAC meeting was held to-day ^{on 6.5.2017} at 1-30 P.M.
Principal took the chair.

Members present

1. [Signature] 6/5/17
2. [Signature] 6/5/17
3. Sanjib Kumar Shari
4. Sumanarjan Bandyopadhyay 06/5/17
5. Shephali Vidyanta - 6/5/17
6. Bablu Biswas 6/5/17
7. Bipra Chakraborty 06/5/17
8. Madhuchhanda Lahiri 06/05/17
9. Karoli Sen Banerjee 6/5/2017
10. Nareal K. Borthan 6/5/17
11. Prosenjit Pramanick 06.5.17

A meeting of IQAC will be held on 6th 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.

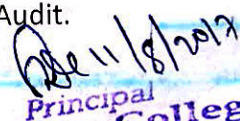
[Signature]
CO-ORDINATOR
IQAC
P. [Signature] COLLEGE
ALTA, W.B.

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 3rd 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 mulled.
 - 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.


Co-ordinator, IQAC
P. N. Das College
Palta, 24 Pgs. (N), Pin-743122


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

- n) Authorities and teachers of local schools had been informed about the present status of the college as well as the introduction of new courses and facilities. Leaflets were also planned, focussing on the facilities and subjects offered at the college, and should be distributed among successful candidates of HS, ISC and CBSE boards of the local schools on the day of distribution of marksheets.
3. It was unanimously decided that a workshop on e-content development shall be held tentatively on 5th/6th June 2017 for generation of awareness on the development, handling and designing of e-module as well as their uploading on the college website.
4. The co-ordinator informed the house that technical experts from the commissioning agency of the Virtual Classroom set up shall conduct a workshop on 30th May, 2017, to enable the teachers to handle the system effectively.
5. The following recommendations of the Research Committee were placed:
- a) The mother university be approached for enlistment of the college journal as per UGC guidelines.
 - b) The Librarian was requested to conduct a one week workshop on National Digital Library.
 - c) It was unanimously decided to recommend incentive to faculty members for publication of research papers in reputed journals.
 - d) Leave of total number of 07 days, with or without breaks, shall be granted to teachers for submission of Minor and Major Research Projects to funding agencies.
6. The co-ordinator apprised the house that all departments have been requested to submit the Learning Outcome of their subjects by 13th May, 2017. The same shall thereafter be uploaded on the college website.
7. The Co-ordinator placed the Event Calendar of the IQAC for the forthcoming session. The house unanimously resolved to accept it with the following observations:
- a) Prof. Sefali Vidyanta proposed that periodic door-to-door survey in the adjacent locality should be conducted by the NSS team prior to the onset of the monsoon season. This would work as effective steps as regards to the prevention of Dengue and Malaria.
 - b) Dr. Bablu Biswas suggested that Children's Day may also be celebrated in the adopted village.
8. The Co-ordinator placed a list enumerating groups of teachers to be entrusted with the work of preparation of documents for each Criterion to facilitate the timely submission of the AQAR. The house approved the same.
9. Miscellaneous
- a) The Co-ordinator proposed that a Students' Representative should be inducted into the IQAC. She proposed the name of Sri Unmesh Dutta, of English Honours, 3rd Year. The house unanimously accepted the proposal.


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- 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.

Pd
11/8/17
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

[Signature]
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