

Minutes of the proceedings of the meeting of the IQAC, P. N. Das College was held on 04.09.2018.

Members present:-

1. Dr. Sharmila De
2. Dr. Basumita Tarafdar
3. Prof. Sanjib Dhar
4. Prof. Kakoli Sen Banerjee
5. Prof. Dipa Chakraborty
6. Prof. Suman Ranjan Bandopaddhayay
7. Dr. Madhuchhanda Lahiri
8. Dr. Shephali Vidyanta

Minutes of the meeting:-

Chairperson: Dr. Sharmila De

Coordinator: Dr. Basumita Tarafdar

Sl.No.	Put forward by	Outcome of Discussion	Action to be taken
1.	Coordinator	Proceedings of the last meeting were read.	Confirmed by the house.
2.	Coordinator	Action taken report placed- 1. 108 students participated in the Entry in Services coaching of 2017-18. 2. Workshop on "Electronic Data Management & E-content development" for the teaching staff was held on 5 th July 2018. Resource Person: Dr. M.K. Baidya, Associate Professor, Malda College. 3. Bridging the Gap held on 9 th and 10 th July 2018. 4. An interactive session on CBCS on 9 th 10 th & 11 th July, 2018 was organised by IQAC. 5. Academic Counselling of students of 1 st year was held on 10 th , 11 th and 13 th July, 2018. 6. A one day seminar on Stress Management held on 27/08/18. A counselling for interested students and staff members was also arranged.	To be placed in the Academic Committee. All H.O.D. to be notified.
3.	Coordinator	Modified Event Calendar placed.	Accepted unanimously.

4.	Prof. K. S. Banerjee	A language laboratory to be developed To encourage students to prepare wall magazine according to syllabus.	Necessary action to be taken.
	Coordinator	Introduction of Post Graduate Courses in Bengali and English.	
	Principal	E-module development to be promoted.	
5.	Coordinator	Compliance Report on Academic Audit not submitted by many departments.	All HODs to be notified.
6.	Principal	To upload the Learning Outcome on the college website.	Prof. S. R. Bandyopadhyay and Dr. B. Biswas requested to do the needful.
7.	Principal	AQAR for 2017-18 to be completed and uploaded by 15 th September, 2018.	Prof Bardhan was requested to communicate the same to the speaker.
8.	Dr. Kamal Bardhan	A seminar on Aadhaar and Privacy should be arranged for awareness.	Prof. Bardhan was requested to do the needful for arranging the same.