

A meeting of the I.Q.A.C was held to-day (4.9.2018) at 2-30 P.M. Principal took the chair.


Members Present

1. ~~Pr~~ 4/9/18
2. ~~Pr~~ 4/9/18
3. Sumonariya Bandyopdy 04/9/18
4. ~~Pr~~ 4/9/18
5. Shephali Vidhyanta.
6. Basumita Tarabdar 4/9/18
7. Kanchi Sen Banerjee 4/9/18
8. Madhuchandra Lahiri 04/09/18.

A meeting of the IQAC will be held on 4th September 2018 at 2-30p.m to transact the following agenda. Members are requested to be present.

1. To read and confirm the proceedings of the last meeting, held on 19th May, 2018.
2. Report on action taken in respect of the proposals of the last meeting.
3. To place the Academic Calendar of the current session.
4. To discuss the plan of actions to be taken in the current session.
5. To discuss the action taken reports submitted by concerned departments in connection with the internal Audit Report.
6. To design the learning outcomes of the various departments for uploading on the college website.
7. Misc, if any.

Chairperson
IQAC


Coordinator, IQAC
Co-ordinator, IQAC
Phone: 743122

Minutes of the proceedings of the meeting of the IQAC of P.N.Das College held on 04.09.2018 at 2.30 p.m in the IQAC room.

The Principal took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting held on 19th May, 2018 were read and confirmed. When the Action Taken Report was presented by the Co-ordinator, the Principal enquired about the number of students who had participated in the entry-in- service coaching. The coordinator informed the house that a total number of one hundred eight students participated in the entry - in -service coaching. The Co-ordinator also pointed out that the Event Calendar would be slightly modified as the CBCS system has been started by the West Bengal State University. A greater number of events should be included for the month of March & April.

Agenda 2. The following Action Taken Report was placed by the Co-ordinator.

As per resolution of the meeting, held on 19.5.2018 the following actions were taken by the IQAC.

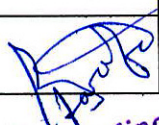
- The coordinator reported that*
- The Principal, Dr Sharmila De, placed the papers of Dr Ajit Das in connection with the promotion under CAS.
 - A workshop on " Electronic Data Management & E-content Development" for the teaching staff was held on 5th July 2018. Dr Manas Kr Baidya, Associate Professor, Malda College, conducted the workshop.
 - Bridging- The -Gap , an orientation programme was organised on 9th & 10th July 2018 for the new students.
 - An orientation programme on uses of library was held on 16th to 19th JULY 2018 for 1st year students.
 - IQAC organized a three day workshop on newly introduced CBCS system on 9th to 11th July, 2018. Every department presented own power point for the same.
 - A counselling session for 1st yr students was held from 10th to 13th July on CBCS system.
 - A one day seminar on Stress Management was held on 27.8.2018. Dr Goutam Banerjee, neuro-psychiatrist , Smt Tatini Dutta, psychologist, Mr Tarun Kr. Dutta, psycho-counsellor met with students, teaching & non-teaching staff separately.

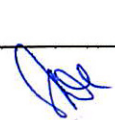
Agenda 3. The coordinator placed a modified Academic Calendar in accordance with the newly introduced CBCS system.

July	02/07/18	New Academic Session begins from 3 rd Yr week. Provisional Admission for 3 rd Yr. B.A/ B.Sc /B.Com
	09/07/18	Orientation programme for 1 st Yr, Sem-1 (Hons & Gen)
	10 -14 / 07/18	Counseling for 1 st Yr , Sem 1
	10 / 07 /18	New Academic Session begins for 2 nd Yr. Provisional Admission for 2 nd Yr. B.A/ B.Sc /B.Com
August	18/8/18	Last date of changing subjects for (Sem 1)
	20/8/18	Last date of online registration (Sem1)
September	18/09/18 - 28/09/18	Internal assessment for B.A./B.Sc./B.Com. 1 st Yr. Sem 1
	18 -22 /9/18	Class Test for 2 nd & 3 rd Yr. B.A/ B.Sc /B.Com
October	14/10/18 -	Puja Vacation.

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

October	14/10/18 - 24/10/18	Puja Vacation.
November	05/11/18- 10/11/18	Puja Vacation.
	16/11/18	Class Test for BA/B.Sc./B.Com. 2 nd Yr. & 3 rd Yr.
	19/11/2018 onwards	Filling of forms for Sem - 1
December	1 st week of Dec	Test of Part-111
	10/12/2018	Admit cards distribution to 1 st yr students
	18/12/2018 onwards	Final Exams for Part-1 Sem 1 begins
	29/12/18 – 28/12/18	Practical Exams for Sem-1
	Last week of Dec	Publication of results of Part-111 Test
	2nd Week	Academic Session begins for 1 st Yr Sem 2
January	2 nd week	Test for Part-11
	18/01/19 onwards	Filling of forms for Part-111 University Exams
	21/01/19	Part-III Remedial Classes to be started
	Last week	Publication of results of Part-11 Test
February	1 st week onwards	Remedial classes of part-11 to be started
	15/2/19 onwards	Filling of forms for part II University Exams
	2 nd week	Entry in service coaching to be started
	4th week	Admit cards to be distributed to part 111 students
March	7/3/19 onwards	Final Exams of Part-111
	11/3/19 onwards	Filling of forms for Sem-2
April	4/4/2019 onwards	Admit cards distribution to part-11 students
	16/4/18 onwards	Internal assessments for 1 st yr Sem-2
	18/4/2018	Final Exams of part-11


 Co-ordinator, IQAC
 P. N. D.
 Palta


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

	29/4/19 onwards	Admit cards distribution to Sem-2 students
May	10/5/2019	Final Exam for 1 st Yr. Sem 2
June		Admission for new 1 st Yr. students (Session 2019-20)

Agenda 4. After the discussion it was resolved that the following actions will be taken in the session 2018-19.

- A language lab to be developed and the process to be initiated.
- To introduce the Post Graduate Course in Bengali & English.
- To promote the practice of e-module development.
- To encourage the students to prepare wall magazine in accordance with their new syllabus.

Agenda 5. The co-ordinator informed the house that the compliance report of the academic audit has not been submitted by any of the departments except department of Bengali. The Principal asked for a report from the Co-ordinator on the same.

Agenda 6. It was resolved that the learning outcomes of the various departments will be submitted by all of the departments as soon as possible. It was further resolved that in this regard actions will be initiated by Prof. Suman Ranjan Bandyopaddhay and Prof. Bablu Biswas.

Miscellaneous. A) The Co-ordinator suggested that the lesson plans will be submitted by the respective departments at the earliest.

B) The Principal stated that the AQAR for the session 2017-18 should be completed by 15th September 2018 and placed thereafter.

C) It was resolved that a seminar on "Aaddhar and Privacy" would be held on the 1st week of October, 2018.

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

SDe
4/15/19

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

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