

### Minutes of the IQAC Meeting held on 05.04.2022

A Meeting of the IQAC comprising of both internal and external members was held on 5th April, 2022 from 12.30 p.m. to discuss the following:

**Agenda 1# To read and confirm the proceedings of the last Meeting**

The Coordinator IQAC, Dr M. Lahiri read out the minutes of the last meeting held on 04/08/2021 which was unanimously confirmed by the House.

Agenda No.	Agenda of 04/08/2021 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 10.10.2020	Read and confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To present the Action Taken Report on Plan of Action for 2020-21 and discuss Action Plan for the session 2021-22	Presented by Coordinator
Agenda IV:	To discuss the status of Self Study Report for submission of IIPA.	Unanimously decided that preparation of SSR and IIPA to be done by Nov 2021;
Agenda V:	To frame the schedule for Internal AAA for the session 2020-21.	AAA for the session 2020-21 conducted on 18/11/2021 by a 3-member team comprising of the Principals of three colleges; the routine internal audit was conducted by the IQAC for office, library and departments from 22/11/2022 to 28/11/2021 and the feedback intimated
Agenda VI:	To consider the applications of following Teaching Staff for promotion under CAS a) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4	Considered and verified that Dr M. Lahiri, Dr B. Biswas, Prof A. Chaudhary And Dr C. Sarkar fulfill the required eligibility

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	<p>b) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3</p> <p>c) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3</p> <p>d) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2</p>	criteria; process initiated for Screening Committee Meeting with the names of the DPI nominee and subject experts of all four incumbents received
Agenda VII:	To discuss about the Certificate Course on Employability Skills for the forthcoming Session	A total of 257 students registered and 77 completed the course in 2020-21
Agenda VIII:	To report on the various Certificate Courses initiated by the college during the year.	Online certificate courses on Baking of Cakes and Chocolates, Employability Skills, Yoga and GST completed successfully
Agenda IX:	To prepare the Academic Calendar for 2021-22	Prepared and adhered to
Agenda X:	<p>Miscellaneous, if any.</p> <p>i. Student member, Meghla Biswas stressed on the need to conduct sex awareness programme in the college</p>	<p>Sex Awareness programmes on World AIDS Day in successive years 2020 and 2021 conducted by renowned gynaecologists; Programmes by Women Cell held on International Women's Day;</p> <p>Programmes by ICC also being planned</p>

**Agenda 2# 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 04.08.2021:

	PROPOSAL	ACTION TAKEN
1.	To conduct a workshop for Teachers on Student Induction Programme	<p>◇ Conducted on 29.09.2021 by Prof Suman Ranjan Bandyopadhyay for Teachers and the presentation shared with all for ready reference;</p> <p>◇ Orientation Programme for Sem 1 Honours and Sem 1 General students conducted online on 04.10.2021;</p> <p>◇ Department-wise Orientation Programme conducted on 05.10.2021 by all Honours departments and on 07.10.2021 by all General departments</p> <p>◇ Week - long Induction Programme</p>

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		conducted by the respective departments internally
2.	To strengthen the Mentor-Mentee Activities	Mentoring conducted by all groups for Sem III - IV and Sem V -VI students during the session in both online and offline modes; Mentor-mentee list of Sem I - II students shared with all teachers for the session 2021-22
3.	To improve the computer- student ratio	Computer are being purchased with quotation being invited
4.	To introduce more Certificate and Value-added Courses	Courses on Baking of Cakes and Chocolates and Direct Taxes to be started for the current session
5.	To plan for subject-wise online tests after the completion of each module	Class tests in either online and offline mode conducted by the teachers from 29.11.2021 to 04.12.2021 for the Sem I, Sem III and Sem V to identify the Slow and advanced learners
6.	To extend Library reading services to local community	Ex-students are availing of the reading services
7.	To draft a proposal for solid-waste management	Not done
8.	To draft year-long academic activities in celebration of sixty years of College Foundation	Done
9.	To ensure that the Academic Publication of the college is done annually	The next volume of "Academic Quest" - the college academic journal published comprising of original research papers/ articles of the faculties
10.	To continue with the internal Academic and Administrative Audit and Green Audit	Internal Academic and Administrative Audit conducted by the IQAC for every year - 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 - while external Peer Teams conducted audits for 2016-17, 2017-18, 2018-19 in 2019 and for 2020-21 in 2021 Green Audits conducted for the years 2016-17, 2018-19, 2019-20, 2020-21 Gender Audits also done
11.	To improve upon the Annual Gender Sensitization Plan	To be done Gender Audit done

**Agenda 3# To discuss the status of Self Study Report for submission of IIQA**

The Principal called upon all to participate in the process of preparation SSR so that the it can be submitted within the due date.

**Agenda 4# To report on the Internal Academic and Administrative Audit conducted for the session 2020-21**

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The Coordinator placed the report of Academic and Administrative Audit conducted for the session 2020-21. Dr Lahiri informed the House that the Report was communicated to the departments and follow-up action on the suggestions given are to be provided by the departments.

**Agenda 4# To report on the feedback analysis done for the session 2020-21**

The Coordinator placed the feedback analysis 2020-21 on Syllabus, teaching-learning, guardians, teachers on efficiency, library. A gradual increase in the no. of types of feedback collected over the years was noted

	2020-21	2019-20	2018-17	2017-16
No. of Types of Feedback collected	6	5	5	3

An overall improvement over the feedback given by the students in 2020-21 with about 90% positive responses noted. All suggestions have been intimated to the concerned stakeholders for necessary actions. The Feedback reports were unanimously accepted by the House.

**Agenda 5# To discuss about the Certificate Course on Employability Skills for the forthcoming Session**

Dr Lahiri informed that 220 students have registered for the course out of which 20 are ex-students. Dr Bablu Biswas informed that Classes will begin from 23<sup>rd</sup> April 2022 in both online and offline mode. Books have also been arranged in the college library for the course.

**Agenda 6# To discuss on continuing with the various Add-on Courses initiated by the college during 2020-21 and introduction of new courses**

All the add-on and certificate courses on Baking of Cakes and Chocolates, Yoga, Self-Defence (Karate), GST and Art introduced in 2020-21 are being continued in the current academic session; Courses on Direct Tax and Karate to be introduced soon. The members opined that Certificate Courses on Tourism and Beautician may also be started.

**Agenda 7# To report on the publication of college journal Academic Quest for the Session 2020-21**

Dr Basumita Tarafdar informed the House that the Academic Journal of the College with ISBN no. 978-81-953260-2-0 was published for the session with 2020-21, consisting of 25 research articles by the faculties.

**Agenda 8# To discuss about the forthcoming seminar on use of ICT for qualitative upgradation of faculty**

The Principal informed the members that a MoU will be signed very shortly among a group of like-minded colleges to encourage the use of ICT for qualitative upgradation of teaching as well as non-teaching faculty. It was decided unanimously by the members that such seminars be organised in turns by the different colleges.

**Agenda 9# To consider the application of Prof Bonny Samanta, Assistant Professor, Department**

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### of Education for promotion under CAS from Stage I to II

The application of Prof Bonny Samanta, Assistant Professor, Department of Education for promotion under CAS from Stage I to Stage II was considered and verified by the members and it was found that all conditions are fulfilled by her.

### Agenda 10# To discuss on the status of adherence to the suggestions put forth by the NAAC Peer Team in 2016

Presenting the status of adherence to the suggestion of NAAC Peer team the coordinator reported the following:

■ **More permanent faculty members should be appointed on a priority basis**

There is no provision for introducing new permanent teaching post as all the posts are fulfilled. Though applied by the college before the introduction of CBCS in 2018-19 but the management -appointees taken in as the State Aided College Teachers (SACT)

■ **Motivate teachers to apply for major research projects from the UGC and other funding agencies**  
Could not be done

■ **Encourage teachers to publish books and research articles in professionals peer reviewed journals**  
Research Committee and the IQAC encouraged teachers to publish books and research articles. Consequently, 78 articles were published in ISBN books, 7 research papers in UGC Care journals and 25 in peer-reviewed journals in the last 5 years

■ **Introduce more subjects/ combinations at the UG level and start skill-oriented add-on courses to suit local needs**

A gradual increase in the combinations at the UG level was ensured

	2021-22	2020-21	2019-20
Hons Combinations	36	36	36
General Combinations	31	27	27
Total Combinations	67	63	63

- ❖ Add-on courses started in 2016-17 with the introduction of Course on Computer Hardware Technician, Modern Office Management, CCTV Technician, Mobile Phone Repairing, Set Top Box Repairing to suit local needs - 26 students completed
- ❖ Software Course on FOSS through Spoken Tutorials which was an initiative of Bombay IIT introduced in 2016-17 had 106 registrations
- ❖ A week-long Art Course in online mode was conducted in 2020-21
- ❖ A 30-hour Free online Course on Baking of Cake and Chocolate conducted in 2020-21 was immensely successful with 232 registrations and 59 students completing the course successfully
- ❖ A 30 -hour Online Course on GST was also conducted with 198 registrations from the college and 69 paid registrations from other colleges; 28 participants completed the course successfully
- ❖ A 48- hour Certificate Course on Employability Skill was completed successfully in 2020-21 and started in 2021-22 with 220 registrations done till date.
- ❖ A 36- hour Certificate Course on Yoga completed successfully in 2020-21 and has been started in 2021-22.

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- ◇ A 36-hour Certificate Course on Self-Defence (Karate) started from International Women's Day on 08.03.2022
- **To start language laboratory to improve the spoken English capabilities of students and also start business lab for commerce students**  
Proposal put forth to the government through the MLA Fund but was not granted
- **Initiate measures for the starting of PG courses in subjects having demand**  
Could not be done as the number of teachers in the departments are grossly inadequate
- **Take measures for the complete automation of the library with better reading room facilities**  
College library fully automated using Integrated Library Management System (ILMS) software KOHA from 2015; Users can search catalogue through WEBOPAC online from 2017; Digital library card issued for lending; Users can also access different sites like WBSU, National Library, National Digital Library, NMEICT, Virtual Lab, N-LIST through link from WEBOPAC  
Reading room for both Students and teachers exist; Reading room facility for students increased to 40 with the purchase of more chairs and tables
- **Library should subscribe to more professional journals**  
The no. of journal subscribed by the college library is 6 but under the N-LIST programme conducted by INFLIBNET, the user can access 6000+ e-journals, e-newspapers and others
- **Make efforts for the upgradation of the physical infrastructure of the College**
  - Ladies hostel completed from college fund
  - Science building extension from the Government of West Bengal fund and further extension is to occur
  - Sports ground in the front as well as backside maintained regularly
- **IT infrastructure be augmented to enable ICT based teaching and research**
  - 10 high speed Wifi connections made available
  - More than 50% of the rooms have LCD projectors
  - E-module recording facility purchased
- **Initiate efforts for starting a proper health centre**  
An easily accessible room with bed and comfortable sitting arrangement in the ground floor earmarked as Medical Unit; Doctor visits on Mondays and is available on call
- **Efforts be made for the starting of anti-sexual harassment and anti-ragging cell**  
Anti-Ragging Cell, Students' Grievance Committee present; ICC also functional since 2019 immediately following UGC notification
- **Provide coaching to students to face competitive examinations successfully**  
Coaching provided to students every year through Entry-in Service scheme to face competitive exams; even provided in online mode during the pandemic

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**Agenda 11# Miscellaneous, if any**

**i. Computation of Attainment of Programme Outcome and Course Outcome**

The Coordinator informed the house that the PO and CO of the departments have been uploaded on the college website in the last session 2020-21. It was unanimously resolved to compute the attainment of PO and CO by each department in the current session so that necessary actions can be taken to address the gaps in attainment and goals set.

As there were no further agenda to be discussed, the meeting ended with a vote of thanks to the chair.

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