



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		P. N. DAS COLLEGE
Name of the head of the Institution		DR.SHARMILA DE
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03325921327
Mobile no.		9748329535
Registered Email		pndc.principal11@gmail.com
Alternate Email		pndascollege@gmail.com
Address		SANTINAGAR, PALTA 24 PARGANAS(N)
City/Town		KOLKATA
State/UT		West Bengal
Pincode		743122
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. MADHUCHHANDA LAHIRI
Phone no/Alternate Phone no.	03325921327
Mobile no.	9433264133
Registered Email	iqac2017pndc@gmail.com
Alternate Email	macharyya20@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://pndacollege.in/pdf/academic-calendar-1819.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://pndacollege.in/pdf/academic-calendar-1920.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.05	2016	02-Dec-2016	01-Dec-2021

6. Date of Establishment of IQAC

23-Nov-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Electronic Data Management and E content Development	05-Jul-2018 1	39
Workshop on Learning	10-Dec-2018	22

Resource Management System using Google Platform	4	
Library User Orientation Programme	16-Jul-2018 4	109
Internal Academic and Administrative Audit	02-Apr-2019 3	49
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Bablu Biswas	MRP	UGC	2017 730	230000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1)Extensive sessions on CBCS for students and staff members 2)Regular training and monitoring use of ICT 3)Continuation of Earn while you Learn (College Fund) 4)Continuation of Remedial classes by teachers (Voluntary) 5)Book Talk program to promote reading habits of students

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes				
Name of Action	Outcome achieved, if any				
View File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>13-Nov-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	13-Nov-2019
Name of Statutory Body	Meeting Date				
Governing Body	13-Nov-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	08-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	1) Online admission data and Complete Students data on Cloud 2)Finance integrated with students fee on Cloud Students fee management(all components including concession or waivers) 3) Report generation on bank reconciliation, ledger statement, voucher statement,cash accounts statement,receipts and payments,income expenditure accounts, employee master details creation 4)Library data on KOHA Cloud 5)Staff salary on HRMS				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Choice Based Credit System has been implemented by the affiliating West Bengal State University w.e.f. 2018-19. The detailed curriculum was circulated to the affiliated colleges. Following the same, workshops had been arranged by the University. Prior to the commencement of the academic session the Academic Committee (representation from all departments) proposes the Academic Calendar which is approved by the IQAC, following which the various departments form

their academic and event calendars. The Academic Calendars are stored in the college library(hard and soft copies) and uploaded on the college website . Immediately after admission a One Day Orientation Programme had been conducted by the Principal, followed by a week long Orientation by the faculty members. The Course Objectives, Credits and Learning Outcome are discussed in detail.

The Learning Outcome is also uploaded on the college website. In the Departmental meetings, the syllabus is discussed in detail and distributed. The syllabi and relevant texts are also posted on the learning Management System (Google classroom) and in the various social media groups. Academic Committee meeting is held to record the progress of syllabus. Some departments also maintain a regular diary for recording the implementation of the Academic Calendar. In addition to this feedback on Teaching, Learning, both formal and informal is collected, analysed and reported to the teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	02/07/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA		02/07/2018
BCom		02/07/2018
BSc		02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	02/07/2018	0
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

In the Orientation Program the importance and the process of feedback is explained to the students. The feedback form (5 point) is uploaded on the college website. At regular intervals students are directed to submit the feedback. Analysis of the feedback is done by the IQAC, teacher wise report is handed over, the departmental feedback has been uploaded on the college website till 201819. A compliance report on the feedback is later collected from the teachers. In the next round of feedback a comparative analysis is also done. The issues raised in the feedback are addressed to the best extent. A feedback from the teachers on the Head of the Institution has also been collected in 201819.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BNGA(Bengali)	111	41	17
BA	ENGA(English)	91	80	46
BA	HISA(History)	58	43	25
BA	PLSA(Political Science)	58	14	8
BA	EDCA(Education)	46	28	13
BSc	GEOA(Geography)	33	50	26
BA	BA(General)	1000	480	289
BSc	BSC(General)	100	31	8
BCom	BCom(Honours)	81	21	12
BCom	BCom(General)	150	21	12

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018	728	0	17	0	0
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2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	35	12	8	2	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A structured student mentoring system has been introduced from the academic session 201920. In the session 201819, the students of various Honours courses were mentored by the teachers of respective departments. The students of General courses were mentored by subject teachers. In the Orientation programme students were informed about the mentoring and Career Counselling facilities offered. The mentors met with the students a few times to discuss their problems, in some cases guardians are called. The Career options are also discussed with the students. In order to make the students comfortable with the mentors, a few tours are arranged. The Principal meets the students from time to time and convinces them to share their problems. The problems are addressed in the best possible way.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
728	18	40:1

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	18	1	0	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Bablu Biswas	Assistant Professor	Ambedkar Social Service Award by Indian Academic Researchers Association, Tiurchirapally, Tamilnadu
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	Gen and Hons	3	26/12/2018	07/05/2019
BA	Gen and Hons	2	20/06/2019	05/08/2019
BA	CBCS	1	26/12/2018	06/02/2019
BA	CBCS	2	19/07/2019	07/09/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the CBCS curriculum introduced by the University from 201819. Accordingly out of the 75 marks examination per 6 credit paper, there is internal assessment of 25 marks which includes 5 mark for attendance. According to the decision of the respective board of studies, internal assessments are in the form of assignments, projects or tests. In the beginning of the academic session , students are introduced to the detailed CBCS framework. Many teachers who use Google classroom, conduct a quiz or test at the end of each module to gauge the level of understanding. In addition to that class tests are conducted before the Internal Assessments. After the internal assessments, remedial classes are conducted for the slow learners. The students who donot fare well in the Tests are given compulsory assignments for improving in the EndSemester examinations.The guardians of the slow learners are informed as well. In case of poor performance by majority of students, a re examination is arranged.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared by the IQAC in consultation with the Principal well before the commencement of the Academic Session and the departments prepare their event and academic calendars accordingly. The Academic Calendar is adhered to in the best possible way. However if there is a change of schedule of the University Examination dates or something unforeseen comes up, the relevant information is uploaded on the website. There is a mechanism to ensure syllabus completion and conduct of the Internal Assessments on time. There is a scope for conduct of remedial classes . The IQAC, Academic Committee and the Examination Committee work together to ensure that the Academic Calendar is best adhered to.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://pndacollege.in/index.php?option=com_content&view=article&id=98&Itemid=113

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ENGA	BA	English	2	2	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drive.google.com/file/d/1LzEEOpBayOvnswC2bjW9LzD7l5_w_6jg/view

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	2.3	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	02/07/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	02/07/2018	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	2.0
National	Mathematics	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Physical Education	2
Geography	1
History	1
Bengali	1
English	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	13	0	19
Presented papers	4	7	0	0
Resource persons	0	1	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Handwashing Programme for School Children at the adopted Orphanage in Babanpur	NSS	14	31
Cleaning and Spread of disinfectant in Babanpur village	NSS	14	31

Awareness Programme on Vector Borne Diseases, Cleanliness and Plastic Free Environment	NSS	9	33
Dengue Awareness Programme	NSS	11	16
Awareness Programme on Cleanliness for the locality around the College Campus.	NSS	9	21
Awareness Programme on Vector Borne Disease	Indian Association of Preventive and Social Medicine, West Bengal Chapter	9	15
Tree plantation Programme	NCC and NSS	3	112
Dress distribution to the children of orphanage	NSS with financial assistance from all staff members Teachers of the college	1	25
Childrens Day Celebration	NSS with financial assistance from all staff members	1	27
International Youth Day	West Bengal State University	1	4
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Active participation	Affiliating University	2
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachha Bharat Internship	Government of India	Cleaning, rally, distribution of leaflets, spread of disinfectant	1	31
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	02/07/2018	30/06/2019	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	02/07/2018	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.7	1.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	16.05.07.000	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14289	1177753	448	117026	14737	1294779
e-Books	3135000	5900	0	5900	3135000	11800

CD & Video	1	1000	0	0	1	1000
Journals	6	16970	0	3458	6	20428
Library Automation	1	20060	0	16992	1	37052

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Amrita Sarkar	Elements of Greek Theatre	Youtube	16/06/2019

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	67	1	8	3	0	1	16	10	0
Added	0	0	0	0	0	0	0	0	0
Total	67	1	8	3	0	1	16	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.69	0.89	4.8	3.12

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A) Campus maintenance Campus development Committee and Purchase and Repair Committee are in place. 2. The Electrician cum Caretaker is responsible for maintenance of all Electrical connections and installations. Laboratory Assistant takes care of the laboratory facilities. 3. A gardener has been appointed to maintain the campus garden.. 4. Housekeeping staff is appointed to maintain the campus cleanliness. 5. The college engages contractors and workers

through proper tender procedure when it needs major maintenance, renovation and repairing of buildings. 6. The institution organizes different awareness programme to keep the campus healthy through strong NSS team. 7. Green audit is conducted annually. 8. Annual Maintenance of important services is purchased.

9. Feedback from students is collected online and action is taken. B)

Laboratories: Laboratories are well equipped and are run maintaining proper guidelines. 1. Laboratory equipments are checked before each academic session by the Head of the Departments. 2. List of requirement of new equipments, books, maintenance etc. is prepared by the Departments along with 3. The requisition is sent to the Purchase Committee. 4. The items approved by committee are processed for tender. 5. Fire extinguishers are maintained in the laboratory and college buildings. C) **Computers:** The computer hardware, software and networking are taken care of by computer technician. D) **Sports facilities:**

1. Sports Committee is there for planning and execution of sports related activities. The committee organizes and conduct both institution level and university level competitions. 2. Well equipped gym is maintained and supervised by college appointed staff. 3. Maintenance of college ground is taken care of by the Sports Committee. E) **Class Room:** 1. Housekeeping staff maintain the cleanliness of the class rooms . 2. ICT facilities of the class rooms are supervised by technical staff. 3. Requirement and repairing of class room furniture is monitored by Purchase Committee. **Library:** The Library Committee formulates policies and procedures for efficient use of library. 1. In addition to the Central Library, there are departmental libraries. 2. Requisition for books is collected from the departments heads and forwarded to the Purchase Committee. 3. Library software (KOHA) is maintained through AMC. 4. Maintenance of existing books, question papers etc. are taken care of by the library staff. 5. Pest control is conducted every year.

<http://pndacollege.in/pdf/committees/proceppoliciesmaint.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Concession	3	750
Financial Support from Other Sources			
a) National	National Scholarship	18	68400
b) International	None	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Drama Workshop	06/02/2019	25	Ms. Sonali Jha, Theatre Trainer and Fellow, Teach for India
Yoga Day	21/06/2019	32	Dr. A. Das, Department of Physical Education

Stress Management Workshop	27/08/2018	79	Manav Samed
Personal Counselling and Mentoring	09/07/2018	31	Departments
Career Fair	25/01/2019	99	5 local agencies
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Entry in Services Coaching	13	98	1	3
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1	20	0	None	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	1	B.A.	General	Record not available	LLB
2018	4	B.A.	General	Rabindra Bharati University, West Bengal State University	MA
2018	2	B.A.	Honours	RBU, Kalyani University, West Bengal State	MA

				University	
2019	1	B.A.	General	Burdwan University	LLB
2019	2	B.A.	General	RBU	MA
2019	2	B.Com	General	RBU	MA
2019	11	B.A.	Honours	RBU, WBSU, KU	MA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	39
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
College Foundation Day	Institution	100
College Social	Institution	300
International Mother Language Day	Institution	50
Basanta Utsav	Institution	40
Rabindra Jayanti	Institution	60
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	0	NIL
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students Union is elected following the college constitution and Government notifications. The programmes organized by the Students Union are Freshers Welcome, College Social, College Sports and Saraswati Puja. The council also publishes the Annual College Magazine. In addition to the above programmes the students representatives are actively involved in all the events of the institution. There is student representation in the Governing Body of the institution. The IQAC has a student member, the student member is selected by the members of the IQAC based on academic performance and involvement in college activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

53

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

None

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Governing Body of the college is composed of members from the Teaching and NonTeaching members, student representative, University and Government nominees. The Principal is the Secretary of the Governing Body. The examples of decentralization and participative management during the last year: 1) The Academic in Charge appointed by the Governing Body is responsible for looking into the academic affairs of the college, along with the Academic Committee. The Academic Committee draws the Academic Calendar for the session and the departments prepare their calendars accordingly. 2) The annual budget was prepared by the Finance Committee, all members of the committee actively participated in the process. 3) The IQAC holds regular meetings to propose the plan of action for quality enhancement and sustenance. IQAC is composed according to the NAAC guidelines and in this process the students also have a role in management. 4) College RUSA committee has been formed to prepare the Detailed Project Report. 5) The Building Committee has representation from the Public Works Department, University in addition to members from the college. Any proposal is discussed thoroughly before submission. 6) The Purchase and Repair Committee, in accordance with the General Purchase Rules, conducts the Purchase of goods. The college authorities aim at involving all staff members in the development process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum is designed by the affiliating University
Teaching and Learning	1) Workshops arranged by IQAC for efficient use of ICT and LMS. 2) Project work, educational tours are arranged for curricular development. 3) Books and equipments purchased 4) Remedial classes arranged for students (voluntary service by teachers)
Examination and Evaluation	1) Semester end examination conducted by the University 2) The college has introduced various assignments, projects, student presentations to supplement the Internal assessments.

Research and Development	1) Subscription to NLIST to promote research 2) Teachers are encouraged to register for Ph. D 3) On duty leave is proposed for preparing the proposal for MRP. 4) A contingency of upto Rs. 20,000/ for promoting research has been proposed by the college
Library, ICT and Physical Infrastructure / Instrumentation	1) Procurement of new books from college fund 2) User Orientation program on e resources 3) Library data on KOHA Cloud and library webpage for online access 4) Subscription to NLIST continued. 5) Procurement of instruments from college fund. 6) 4 air conditioners purchased in the academic session 201819
Human Resource Management	1) Teachers attended Refresher Courses and Orientation Programmes. 2) CBCS Workshops organised by the IQAC, departments. Teachers attended workshops arranged by the University. 3) Training arranged for Office staff (AIMES cloud) 4) Workshop for use of e resources, preparation of e modules and Career Advancement Scheme for teachers arranged. 5) Self appraisal report maintained by teachers. 6) Internal Complaints Committee, Womens Cell, Grievance Redressal Cell in place
Admission of Students	1) Complete online admission introduced. 2) Admission on the basis of merit and following the rules of reservation.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	1) All information uploaded on the college website. 2) All notices served on social media groups 3) All event records saved on institutional facebook page. 4) Tender and quotation notices uploaded on college website. 5) Online feedback and students satisfaction survey done. 6) Online access to library holdings introduced. 7) Complete automation of Library
Finance and Accounts	1) Finance on Accounts was earlier on LAN but has been shifted to AIMES Cloud. Report generation on bank reconciliation, ledger statement, voucher statement, cash accounts statement, receipts and payments, income expenditure accounts, employee master details creation are taken care of. 2) Student fees, concession and all fee

	related data on the cloud. 3) Staff salary through HRMS.
Student Admission and Support	1) Complete online admission 2) SMS notification fro staff and students 3) Online submission of feedback and satisfaction report. 4) University examination forms are filled up online. 5) All stipends and scholarships(Government) are available online. 6) Whatsapp groups created by teachers for fast information dissemination. 7) Students added in Google classroom for sharing of classnotes and reference
Examination	1) Forms are filled up online after college approves the list of candidates 2) Some class assignments were given and analysed online. 3) The database of University and College examination results maintained . 4) Online mock tests for Entry in Services encouraged

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	SEE FILE	SEE FILE	02/07/2018	30/06/2019	34	8
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course on Library and Information Scienc	1	04/09/2018	25/09/2018	21

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Cooperative Society introduced in 2019	Staff Cooperative Society introduced in 2019	Students Aid Fund, Book Bank facility, Earn while you learn from college fund, Entry in Services Coaching (college initiative), Medical unit, Health and social awareness programmes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts internal and external financial audits regularly. However owing to delay in receiving the names of Statutory Auditors audit had been withheld for some time due to which the audit of two financial years was pending. The audit of 201718 has been completed and 201819 is in process.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Peer Team recommended by the University	Yes	IQAC, P.N. Das College
Administrative	Yes	Peer Team recommended by the University	Yes	IQAC, P.N. Das College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Meeting of Parents with Teachers and the Head of the Institution A tour of the facilities offered at the college. Feedback on the college

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Structured feedback and analysis 2) Staff Cooperative fund established 3) Annual Internal Academic and Administrative Audit 4) Office Management on Cloud 5) Library data on Cloud 6) Use of Learning Management using Google classroom 7) E modules by teachers 8) Book Talk for students 9) Felicitation program for students to acknowledge academic and extra curricular achievements 10) Increase in the number of computers and seating arrangement in the Library 11) Orientation on the importance of Internal Complaints Committee 12) Learning outcome uploaded on the website

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Interactive session on CBCS	09/07/2018	09/07/2018	11/07/2018	36
2018	Technical session on e module	19/05/2018	19/05/2018	19/05/2018	16
2018	Academic counselling of students	10/07/2018	10/07/2018	13/07/2019	380
2019	Proposal to organise a NAAC sponsored seminar on SSS	15/03/2019	15/03/2019	15/03/2019	13
2019	Internal Academic and Administrative Audit	15/03/2019	02/04/2019	06/04/2019	49

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Gender	08/03/2019	08/03/2019	33	28

Sensitivity				
Quiz Contest on Gender related issues	08/03/2019	08/03/2019	33	28
Drama on Gender Discrimination	08/03/2019	08/03/2019	33	28

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college organises a number of environment consciousness programmes. During 2018/19 1) Earth Day was observed on 22nd April 2018 where a seminar was organised for the students. 2) Environment Day was observed, tree plantation drive was taken up by NCC and NSS units. One of the students participated in University Level poster competition on Environment consciousness. 3) Carbon footprint survey was taken up by the students of the department of Education. 4) Cleanliness campaigns, cleaning the campus and surrounding areas is taken up by the NSS at regular intervals. 5) The use of plastic is discouraged, the use of paper and leaf plates is promoted in the Canteen. 6) About 10 percent of the power requirement is met by the use of LED lamps. 7) Application to West Bengal Renewable Energy Development Authority has been made for installation of LED lamps</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	0	1	16/02/2019	1	Door to door awareness campaign on cleanliness	Cleanliness	30
2019	0	1	05/04/2019	1	Awareness programme on vector borne diseases with spreading of disinfectants in adjacent markets,	Health and Hygiene	24

					rally and leaflet distribution		
2019	0	1	22/04/2019	1	Observation of Earth Day with awareness rally, cleaning and watering of plants	Environmental Consciousness	24
2018	0	1	04/08/2018	1	Awareness rally on Swachh Bharat Abhiyan and Cleaning Programme at Babanpur Village	Cleanliness and Hygiene	45
2018	0	1	11/08/2018	1	Handwashing Awareness and Distribution of handwashing kit and soaps among school students of Babanpur Village	Cleanliness and Hygiene	45
2018	0	1	11/08/2018	1	Cleaning of orphanage at Babanpur Village with the spreading of disinfectants	Cleanliness	45
2018	0	1	15/08/2018	1	Tree Plantation Programme in the campus and surrounding	Green Campus, Green Village	112

					areas		
2018	0	1	22/09/2018	1	Dengue Awareness Programme in college and surrounding locality	Awareness on Vector borne diseases	27
2018	0	1	24/09/2018	1	Awareness Rally on Clean and Plastic free environment and Vector borne diseases Cleanliness drive in the local market	Health and Hygiene	42
2018	0	1	24/09/2018	1	Sharing some hours with boys of Shishu Bhavan orphanage and sharing food with them	Sharing and Caring	42
2018	0	1	14/11/2018	1	Childrens Day Celebration at babanpur Village Distribution of pens, papers, pencils and food packets among children (55 children)	Childrens issues	53
2019	0	1	18/01/2019	1	Thalassaemia Awareness and Screening	Thalassaemia	47

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus containing Rules and Regulations on conduct and discipline	05/06/2018	Followed up by orientation of students during the first orientation programme for new entrants.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebration	15/08/2018	15/08/2018	112
Hindi Diwas	14/09/2018	14/09/2018	28
Childrens Day Celebration	14/11/2018	14/11/2018	53
Republic Day Celebration	26/01/2019	26/01/2019	83
Observation of International Mother Language Day	21/02/2019	21/02/2019	60
Observation of International Womens Day	08/03/2019	08/03/2019	82
Observation of Earth Day	22/04/2019	22/04/2019	24
Observation of International Day of Yoga	21/06/2019	21/06/2019	52
Seminar on Right to Property and Privacy in the Indian Constitution	09/10/2018	09/10/2018	80
Celebration of World Environment Day with tree plantation	04/06/2019	04/06/2019	44
Celebration of Sanskrit Day	31/08/2018	31/08/2018	43
Netaji Jayanti Celebration	23/01/2019	23/01/2019	76

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- cutting down on the use of paper in the administrative and academic system through the use of ELearning Management Systems like Google Classrooms (for supply of enotes and soft copies of other materials) and cloud storage of data. Electronic messaging and communication, including feedbacks and notices, promoted to reduce the use of papers. Reverse sides of used papers are used for

administrative and academic purposes

2. Switches installed outside classrooms at lower heights so that students, teachers and nonteaching staff can easily switch of power connections to the rooms whenever the classes are over. Awareness regarding the same is generated through verbal instructions and notice boards.

3. Initiatives are being taken regarding the installation of Solar Plant in the campus. Applications have been forwarded to the CEO, West Bengal Renewable Energy Development Authority, for free/subsidized implementation of the solar power project. proposals are also ready for submission to the RUSA authorities.

4. Tree Plantation programmes have been taken up by the NCC cadets and NSS Volunteers

5. College campus has been declared a Plastic Free Zone and instructions are given to stakeholders to avoid using plastic cups, foils, carrybags, etc. inside the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) TITLE OF THE PRACTICE: USE OF INFORMATION AND COMMUNICATION TECHNOLOGY IN EDUCATION OBJECTIVE: 1) To help the learners to effectively use ICT 2) To educate the students the future trends of technology 3) To promote collaborative learning 4) To orient the educators and help them to adapt to the future technology 5) To encourage self learning and self paced learning 6) Effective use of ICT in office management THE CONTEXT: With the increasing use of smart phones by students as well as teachers, the classroom model can look a bit different with the use of smartboards, virtual classrooms, use of e resources, learning management platform and e modules. This makes learning interactive and interesting for the students. This demands that the teachers be technologically upgraded regularly to make them adaptable to the future technology this is achieved through conduct of workshops and seminars at regular intervals. The automation of office led to proper creation and storage of students data, as well as all financial records, stock, preparation of reports etc. THE PRACTICE: The college authority ensures effective use of ICT. Fifty percent of the rooms are ICT enabled, there is a smart classroom and a virtual classroom. The IQAC monitors the effective use of ICT through student feedback and internal academic audit. The use of Learning Resource Management System on Google platform, namely Google Classroom is promoted many workshops (by internal members as well as by external Resource Persons) have been arranged. There are students groups on Whatsapp where teachers share materials and necessary information with students. Students also share their response, assignments and information making it an effective medium of collaborative learning.. Number of Workshops on development of e module has been arranged by the IQAC. One of the faculty members has conducted workshop in other institutions on E module development and use of E resources. There have also been efforts to conduct formative assessments through digital platforms and tools like Google forms. Feedback of various activities of the college is also received through the use of Google forms. Several other administrative and academic documentation works are done through collaborative tools like Google docs. Library orientation programmes for effective use of e resources have been arranged from time to time. The efforts and monitoring by the IQAC has led to nearly hundred percent use of ICT by the teachers. The library is completely automated. In addition the office is automated with all students data on the cloud. The day to day record keeping is on the network and the admission is purely online. The website is dynamic with all relevant information uploaded as well as notifications sent through SMS EVIDENCE OF SUCCESS: All the departments make use of Power point presentations, smart boards and e resources. Most of the teachers make use of Google classroom for a 4 quadrant approach. Efficient

use of Cloud for data storage. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: Funds for infrastructural development Since the college has wi fi connection over its campus and is shifting to optical fibre connections for better speed and connectivity, financial aid or subsidy for connections would be of great help. A well equipped studio for development of videos for e module preparation . Installation of Learning Management Software for management of human resources. Shortage of Permanent Teaching Staff Locational Disadvantage 2) TITLE OF THE PRACTICE: Extension Activities OBJECTIVE: To educate the socially and economically underprivileged rural people in a village as well children in an Orphanage in the vicinity of the college, in areas of health, hygiene and nutrition. CONTEXT: The aim of extension activities in the community is to bring about small differences in the life of people, spreading awareness on general issues and involving the local people with the growth of the educational institution. The main objective of NSS is to understand the community where they work, identifying the needs and problems of the local community. With this in mind the college has taken up through various activities, most of which are carried out by NSS volunteers . PRACTICE: In the beginning of the academic year, all events are planned in the IQAC and the activities of NSS are identified. The extension activities are planned by the NSS Advisory Committee . The college makes a small financial contribution to a local orphanage the staff members are actively involved with the children and it is a practice to distribute clothes, books, stationery to the children during festivals. The children are invited to the college on special days and various programmes are arranged for them. The staff members also provide academic support to the children after office hours. A list of various extension activities organised by the college is mentioned below: Organising and conducting doortodoor awareness drive on Dengue, Malaria and the Vector borne diseases in the neighbourhood areas. Organising and conducting Awareness programme on hand washing, sanitization and cleanliness. Delivering motivational speech on social awareness in the locality. Cleaning of some places in the village including the orphanage and market area and making it plastic free. Spraying of bleaching powder in the orphanage, college areas along the drains. Conducting doortodoor survey on Rural Health in the village. Arranging Drawing Competition amongst the village children. Conducting Health/ Eye Immunization Camps Organising gifts for the children of the orphanage on the occasion of Durga puja, Children's day. RESOURCES: Dedicated team of teachers, NSS Programme Officer, motivated NSS students, liaisoning with the Departments of Community Medicines of State Hospitals and NSS Cell of WBSU. Financial aid from the Government for NSS activities is acknowledged. In addition the expense is borne out of college fund and from the donation received from the staff members

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://pndacollege.in/pdf/ssr/best-prac.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that equips and enlightens. More than thirty percent of the students of the college are first generation learners and almost fifty percent are from socioeconomically backward families. To offer these students from weaker background the updated knowledge and exposure to technology enabled learning the college has enhanced the use of ICT in teaching learning and evaluation. The college presently has 8 classrooms with LCD projectors, 1 smart

board and 1 virtual classroom. The entire campus is wifi enabled and all students and staff are offered free wifi facility. Teachers and students are regularly trained extensively to make powerpoint presentations. The library is fully automated. E module preparation training programmes have been initiated and teachers of almost all departments have started preparing and uploading e modules. Modern electronic Learning Management systems like Google Classrooms are being used extensively, where the students are given e books, study materials, syllabii, question papers, announcements related to departmental activities, etc. In some cases formative assessments are conducted in the e formats like google forms. All these are aimed at the development of global competence by exposing them to the processes of internet based learning. An active Career Counselling Cell is in place to provide students with knowledge of the employment prospects. Career Fair is organised for these students. Entry in Service coaching programmes are conducted by the college to prepare these students for competitive examinations as well as to train them to face interviews and personality tests. Remedial classes are organized by the college especially for the assistance of students from weaker backgrounds. These students are encouraged to get involved in various awareness programmes and extension activities, surveys and campaigns to develop their leadership instincts and capacities and empower them with involvement in activities of social amelioration. These students are encouraged, assisted and trained to participate in various cultural activities and days of importance. They are also encouraged to participate in theatre workshops for overall personality development. In a nutshell the institution is committed to the holistic development of the students and ensures the best possible support and guidance in every field.

Provide the weblink of the institution

<http://pndascollege.in/pdf/ssr/Insti-Dist2.pdf>

8.Future Plans of Actions for Next Academic Year

NOTE ON AQAR: There is no data for 1.1.2, 1.2.1, 1.2.3, 1.3.1, 1.3.2, 3.2.1, 3.2.2, 3.2.3, 3.3.1, 3.3.2, 3.3.5, 3.3.6, 3.5.1, 3.5.2, 3.5.3, 5.3.1 The plans of action for the next academic year are as under: 1) Structured mentoring for the students 2) Increase in ICT enabled classrooms 3) Development of e module facility 4) Increase in the number of extension and outreach programmes 5) Approach Industry for campus placement 6) Introduction of a life skill course 7) Compulsory basic computer classes for all