

IQAC MEETING

11/08/2017

1. Q. A. C. meeting was held to-day on 11.8.2017. Principal took the chair.

Members Present —

1. De Ula 11/8/17
2. Bipan Chakraborty 11/8/17
3. Sanjeeb Kumar Shari 11.08.17
4. Shephali Vidyanta 11.8.17.
5. Bablu Biswas 11.8.17
6. Prosenjit Prodonanick 11.08.17
7. Kamal K Bardhan 11/08/17
8. Unmesh Datta 11/08/17
9. Madhuchhanda Lahiri 11/08/17
10. Besumita Tarafdar 11/8/17



## P. N. DAS COLLEGE

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Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....


Date 3.08.2017

### Notice

A meeting of the IQAC will be held on 11<sup>th</sup> August 2017 at 11 a.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. To place the AQAR of the session 2016-17.
4. Miscellaneous, if any.

  
Co-ordinator, IQAC  
CO-ORDINATOR, IQAC  
P. N. DAS COLLEGE



## Minutes of the proceedings of the meeting of the IQAC, P.N. Das College, held at the Principal's Chamber on 11.08.2017 at 11.00 a.m.

The Principal, Dr. Sharmila De, took the chair and declared the meeting open.

Agenda 1. The minutes of the proceedings of the last meeting, held on 6.5.2017, were read and confirmed with the following observations:

- 10 f) The following sentence be included: "Only text books shall be issued to the students who have satisfactory attendance."
- g) Regarding the University results the Principal informed the house that the office was directed to update all records and upload the same on the college website and the work was expected to be done in a short period of time.
- i) It was decided that the notices of the IQAC meetings, minutes & action taken reports should be uploaded at the earliest.

Agenda 2. The following report on action taken was placed before the house for consideration. The members present expressed satisfaction at the extent of work done:

- a) A Demonstration –cum-Workshop on the handling of virtual classroom conducted was by Digitech Infotech on 30<sup>th</sup> June, 2017.
- b) A Workshop on e-content Development was conducted by Dr. Sukhamoy Bhattacharya, Assistant Professor, Department of Physics, Acharya Prafulla Chandra College, on 5<sup>th</sup> July 2017.
- c) A Workshop on National Digital Library was conducted by Sri Prasenjit Pramanic, Librarian, P.N. Das College from 29<sup>th</sup> May, 2017 to 2<sup>nd</sup> June 2017.
- d) The proposal of leave of a total number of seven days, with or without breaks, for submission of Minor or Major Research Projects was implemented.
- e) Proposal of incentive to faculty members for publication of papers in reputed journals to be presented in the G.B. for necessary action.
- f) Learning Outcomes of all the departments had been collected. These would be uploaded on the college website shortly.
- g) Sri Umesh Dutta, a student of English Honours, 3<sup>rd</sup> Year, had been inducted into the IQAC as students' representative.
- h) The AQAR had been prepared and to be presented for a final discussion in the IQAC meeting on 11.7.2017 before being forwarded for the approval of the Governing Body..
- i) According to the Event Calendar for the session 2017-18, various programmes had been started.

- BRIDGING THE GAP- an orientation programme for newly admitted students was conducted on 10.7.2017.
- USES OF LIBRARY- an orientation programme for newly admitted students was held on 11.7.2017 & 12.7.2017.
- IQAC and NSS jointly organized a seminar on Prevention of Dengue, Malaria –borne diseases on 4.7.2017.
- Technology Upgradation programmes for the teachers were going on.

Agenda 3. The Co-ordinator placed the AQAR for the current year for approval of the house. The members present unanimously resolved to accept and approve the same.

*Dr. Sharmila De*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

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



4. a) The Principal informed that the letter regarding Academic & Administrative audit shall be sent to the WBSU authorities. It was further resolved that the Inter-departmental academic audits for the session 2016-17 should be started.
- b) The students' representative, Sri Unmesh Datta, opined that subject oriented or subject related magazines like "Physics For You" etc. be procured by the college library to develop the interest of book reading among the students.
- c) He also informed that the internet speed in the college library is very slow which is causing problems for the students.
- d) He further opined that adequate number of books which have a high demand, be procured by the library.
- e) Prof D. Chakroborty informed the members that all official procedure regarding publication of college journal had been completed.
- f) Prof. Bardhan enquired about the status of the college sports. The Principal informed that the college conducts a Bachelor degree programme in Physical Education. She informed that during the rainy season the open space in front of the college is to be temporarily developed. Prof Bardhan proposed that women sports such as Karate or Kick-boxing may be introduced.
- g) Prof Bardhan also proposed that financial help may be sought from corporate houses like ONGC, NTPC as part of their corporate social responsibility.
- h) Prof B. Biswas gave a brief presentation of the new Building Plan to be submitted for procuring the RUSA fund.
- i) The Principal informed that regarding the introduction of new courses Prof Bardhan has taken initiatives for his end. The principal requested him to guide the college further on the matter.
- j) Prof Bardhan proposed that the sky watching programme can be conducted in the winter season. For this programme an eminent physicists can be invited.
- k) The Principal informed that three members of our teaching staff underwent training in the Sreerampur college, conducted by IIT, Bombay on FOSS (Free and Open Source Softwares).
- l) On the proposal of the Principal, the name of Dr B. Biswas as Nodal officer of the above certificate course which was unanimously accepted.
- m) The convener proposed that Dr B. Biswas will present a lecture on FOSS on 19<sup>th</sup> July 2017 for enhancing the knowledge of the faculty members.

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

*Confirmed*

*P.N.*  
10/2/18  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

*P.N.*  
Co-ordinator, IQAC  
P. N. F  
Palta  
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IQAC MEETING

10/02/2018



A meeting of IQAC was held to-day at 12 noon.  
Principal took the chair.

Members present —

- 1) Date 10/2/18
- 2) Prof. Dr. 10.02.18.
- 3) U. C. Bandhan 10/02/18
- 4) Ratna Acharya 10/02/18
- 5) Sanjay Kumar Shaw
- 6) Shephali Vidyanta 10/2/18
- 7) Bipin Chakraborty 10/2/18
- 8) Dr. Bablu Biswas
- 9) Dr. Madhuchandra Lahiri 10/02/18
- 10) Unmesh Datta 10/02/18
- 11) Prasmita Tarafder 10/02/18

### NOTICE


A meeting of IQAC will be held on 10<sup>th</sup> February 2018 at 12 noon, in the IQAC room. Members are requested to be present.

Agenda:

1. Confirmation of the proceedings of the last meeting held on 11.08.2017
2. To place the ATR.
3. Consideration of the proposals of promotion under CAS submitted by Dr. M Mallick, and Dr. T. Tudu.
4. To place the Internal Academic Audit report.
5. To place the Feedback Analysis report.
6. To consider steps to be taken in view of the CBCS system to be introduced from the ensuing session.
7. To consider a workshop on revised CAS guideline.
8. To consider a workshop on new guideline of NAAC.
9. To arrange a workshop on module preparation.
10. Miscellaneous

Sharmila A.

(President, IQAC)

  
CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
LTA, W.B.

(Coordinator, IQAC)



**Minutes of the proceedings of the meeting of the IQAC, P.N. Das College, held at the Principal's Chamber on 10.02.2018 at 12 noon.**

The Principal, Dr. Sharmila De, took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting, held on 3<sup>rd</sup> August 2017 were read and confirmed.

Agenda 2. The co-ordinator presented and discussed the action taken report of the last meeting.

She also mentioned that the following actions were taken within the period from September 2017 to January 2018.

- A) The AQAR for the session 2016-2017 had been submitted to the NAAC committee and uploaded on the college website.
- B) A college level seminar on FOSS was held on 19.8.2017, conducted by Dr Bablu Biswas, Sri Prasenjit Pramanick and Smt Bani Samanta.
- C) Youth Parliament contest at the WBSU was participated in by our students on 6.9.2017 two students were awarded "Best Parliamentarian(lady)" and best leader of the house.
- D) Inter-college debate competition was organized by West Bengal State University on 7.9.2017 and our college stood 3<sup>rd</sup>.
- E) Inter college Handball competition was held at the college premises on 30.12.2017. Our college students participated in this tournament.
- F) A workshop on "Revised NAAC Guidelines" was held on 2.11.2017. It was conducted by the Principal, Dr Sharmila De, P.N.Das College.
- G) A University Level workshop on 'Evolving Methodology for electronic data management in academics and administration in HEIs' was held on 11.11.2017. It was conducted by Dr Manas Kr Baidya, Malda College. This seminar was opened by the V.C, WBSU.
- H) The publication of a compilation of articles by the college had been completed on August 2017 and the book was ceremoniously published by the Vice- Chancellor, WBSU on 11.11.2017.
- I) A certificate course on FOSS conducted by IIT, Bombay have begun for our students from November, 2017. Ninety six students have enrolled for it.
- J) A career fair was held on the college premise on 16.12.2017. Five organizations participated in it. And more than 100 students registered in it.
- K) Our college emerged Runners Up at the Inter College cricket tournament organised by the WBSU.
- L) Internal academic audit by IQAC was completed on 7.2.2018.
- M) Various programmes were organized by NSS and NCC unit.
- 1) A Quiz for the students of our college on "Quit India Movement" was held on 25.8.2017.

*Dr Sharmila De*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

*[Signature]*  
Co-ordinator, IQAC  
P. N. Das College  
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2) A film show on "Shubhas Chandra Bose" was organised on 25.8.2017 to commemorate 75 years of Quit India Movement.

3) A programme on Thalassaemia awareness and Blood-group detection and also Haemoglobin Level test camp was organized by NSS unit on 20.12.2017.

4) A special camp by NSS was held from 13.1.2018 to 19.1.2018.

Various programmes were held there -- Health awareness for the students of Shishu Bhaban, survey on rural health regarding Hand-washing, Sanitary facilities etc, Drawing competition for local students. The Students of our college served food to the local children, Yoga training was giving to the students of Shishu Bhaban.

Agenda 3—The papers submitted by DR Mahasin Mallick and Dr Thakur Das Tudu in connection with promotion under CAS were checked. They were found to be eligible for promotion under CAS. As such the recommendations were put forward to the Principal for further action.

Agenda 4—The internal audit report was placed by the Principal. After discussion it was decided that the specific suggestion made to each of the departments should be acted upon with urgency and sincerity.

Agenda 5—The Principal stated that analysis of the feedbacks received from the students have been done for each of the department. The reports will be handed over to the respective HODs.

Agenda 6 – The IQAC co-ordinator and the Principal both stated that in view of the infrastructural constraints, it is really worrying regarding the planning, implementation and execution of CBCS. Modern English language and Environmental Studies are the two skill based subjects that have been thought upon credit to be given on attendance. It was proposed to hold a workshop on the CBCS tentatively by the end of March 2018.

Agenda 7 – It was proposed that a seminar on revised CAS guidelines should be organized in the month of April 2018.

Agenda 8 – The Principal proposed that a seminar cum interactive session to be organized in the current academic session on the NAAC guideline where papers will be presented by the different IQAC co-ordinators.

Agenda 9 – It was proposed that college will ~~the~~ invite Dr T. K. Ghara, JDPI, Higher Education Department, West Bengal to deliver a lecture on Module Preparation in the month of April or May 2018.

Miscellaneous –a) It was resolved that administrative audit should be done soon.

b) Feedback analysis to be made 360° and bilingual.

c) It was stated that internet connections under NMEICT are 2 Mbps speed. It was resolved that the college will apply for 10 Mbps speed connections. It was further resolved that no subsidy is available under NMEICT.

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

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

d) The co-ordinator put forth that as the Department of Sanskrit has no fulltime faculty so some senior teacher be handed over the responsibility of guiding them. The Principal proposed that DR C. R. Das, Assistant Professor, Bongaon College be called upon occasionally to guide them.

e) It was resolved that valid email IDs and Aadhaar nos. of the students should be included in the admission form of the coming session and any change of contact number should be intimated to the office by the students positively.

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

*Read & confirmed*  
*DR*  
*19/5/18*

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



IQAE MEETING

19/05/18

A meeting of the I.O.A.C was held to-day on 19.5.18 at 11-30 A.M. Principal took the chair.

Members present -

1. ~~Prasanna~~
2. ~~De~~ 19/5/18
3. L.L. Bandhan 19/5/18
4. Prosenjit Pramanick 19.05.18
5. Kanti Sen Banerjee 19.05.18
6. Dipa Chakraborty 19/5/18
7. Jyotiraj Kumar Shari 19/5/18
8. Sumantiraj Banerjee 19/5/18
9. Bablu Biswas 19/5/18
10. Prativa Acharya 19/5/18
11. Bablu Biswas

A meeting of IQAC will be held on 19<sup>th</sup> May, 2018<sup>8De</sup> at 11.30 a. M. to transact the following agenda. Members are requested to be present.

1. To read and confirm the last meeting.
2. Report on action taken of the proposals of the last meeting.
3. Consideration of the proposal of the under CAS submitted by Dr. A Das.
4. To consider steps to be taken in view of the CBCS system to be introduced from the ensuing session.
5. Presentation and approval of event calendar for the session 2018-19 by the co-ordinator.
6. To consider about preparing the AQAR for the session 2017-18.
7. Miscellaneous.

President, IQAC

Principal  
P. N. DAS COLLEGE  
Santinagar, Palta, 24 Pgs. (N)

Coordinator, IQAC

CO-ORDINATOR  
P. N. DAS COLLEGE  
PALTA, W.B.



**Minutes of the proceedings of the meeting of the IQAC , P. N. Das college was held at IQAC room on 19. 05 .2018 at 12 noon.**

The principal , Dr Sarmila De took the chair and declared the meeting open.

Agenda 1 : The minutes of the last meeting of the IQAC held on 10. 02.2018 was read and confirmed. The coordinator reported that ENVS and MIL are compulsory and not optional as referred to in the previous meeting. The Principal complained that academic audit reports distributed to all the departments. But no responses have yet been received from the concerned departments.

Agenda 2 : Action taken report was placed by the coordinator. As per resolution of the meeting , held on 10.2.2018 the following actions were taken.

- a) The Principal placed the papers of Dr M. Mallick and Dr T. Tudu in connection with the promotion under CAS before the G.B. These were approved by the G.B. Next steps were taken by the college.
- b) A workshop on CBCS was held 10.04.2018. It was conducted by Dr B. Biswas.
- c) A seminar on revised CAS guideline, conducted by the Principal Dr Sarmila De and Prof Dipa Chakraborty, Assistant Professor , dept of Philosophy was held on 4.5.2018.
- d) Entry -in-service coaching have been started from the month of May.
- e) Remedial classes were taken by all departments of all years.
- f) Study material were given to the students by the teachers of the most of the departments.
- g) Dr C.R. Das, Assistant Professor , Dinobandhu Mahavidyalaya, Bongaon and also a member, G.B, P. N. Das College guided the department of Sanskrit.
- h) A technical session on preparation of e-module conducted by the principal, Dr Sarmila De was held on the month of May.

Agenda 3 : The papers produced by Dr Ajit Das was checked. He was found to be eligible for promotion under CAS. The recommendation would be placed in the next G.B meeting by the principal.

Agenda 4: The coordinator reported that all departments except department of Bengali have conducted university level workshop on CBCS. The concerned teachers of the department of Mathematics and Philosophy reported that syllabus of their subject not yet drafted. The coordinator also reported that the subject combinations of the new session as per CBCS system were finalised. She also reported that the fee structure was modified in connection with the new system.

It was resolved that a counselling session to be conducted after admission. It was further resolved that class hours should be of one hour duration as per CBCS system. The convener of the admission committee reported that various steps on admission process are continuing.

Agenda 5: The coordinator placed an event calendar for the session 2018-19.

July 2018 : BRIDGING THE GAP : Orientation programme for students.

  
Co-ordinator, IQAC  
P. N. Das College  
Pala

  
4/9/18  
Principal  
P.N. Das College  
Pala, Bengal Zameer, N. 24 Pgs.



Orientation programme on uses of library for students.

Workshop on e- module preparation for the teachers.

Workshop on new syllabus under CBCS.

August 2018 : Workshop on technology up gradation for teachers.

To develop the scientific temper : A Seminar for the students.

Seminar on stress management for student and staff both.

September 18: Efficiency at work place : An orientation programme for non-teaching staff.

November 18 Workshop on technology up gradation for teaching & non-teaching staff.

Technology update ion programme for local people.

Workshop on personality development for students.

Departmental seminars by the faculty.

December 18: Sky watching programme for students.

Exhibition cum workshop by nature club.

Workshop on career guidance for students.

Educational tour by the departments

Remedial classes will be started for 3<sup>rd</sup> year.

Programmes on career guidance

January 19: Seminar : values in life

Remedial classes will be started for 2<sup>nd</sup> year.

Exhibition/Fair by students - alumni- parents.

February 19 : Entry-in service coaching will be started.

Professor Kamal Bardhan ,Ex professor, Saha Institute of Nuclear Physics suggested to conduct a workshop on privacy and relation to AADHAAR as a social accountability.

Agenda 6 : The coordinator stated that work on AQAR should be started immediately and should be uploaded by 14<sup>th</sup> August 2018.

Miscellaneous : Prof Kakoli Sen Banerjee opined that a framework of the CBCS system should be made by all departments for counselling of the students.

The meeting was ended with a vote of thanks to the chair.

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

*Read & confirmed*

  
04/09/18  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



IQAC MEETING

04/09/2018

A meeting of the T. & 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. Sumanjan Bandyopadhyay 04/9/18
4. ~~Pr~~ 4/9/18
5. Shephali Vidhyanta.
6. Basumita Tarabdar 4/9/18
7. Karsh Sen Danyee 4/9/18
8. Madhuchandra Lahiri 04/09/18.

A meeting of the IQAC will be held on 4<sup>th</sup> 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  
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**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 19<sup>th</sup> 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. *At the B.B meeting for headful consideration*
  - A workshop on "Electronic Data Management & E-content Development" for the teaching staff was held on 5<sup>th</sup> July 2018. Dr Manas Kr Baidya, Associate Professor, Malda College, conducted the workshop.
  - Bridging- The -Gap , an orientation programme was organised on 9<sup>th</sup> & 10<sup>th</sup> July 2018 for the new students.
  - An orientation programme on uses of library was held on 16<sup>th</sup> to 19<sup>th</sup> JULY 2018 for 1<sup>st</sup> year students.
  - IQAC organized a three day workshop on newly introduced CBCS system on 9<sup>th</sup> to 11<sup>th</sup> July, 2018. Every department presented own power point for the same.
  - A counselling session for 1<sup>st</sup> yr students was held from 10<sup>th</sup> to 13<sup>th</sup> 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.

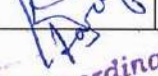
Agenda 3. The coordinator placed a modified Academic Calendar in accordance with the newly introduced CBCS system.

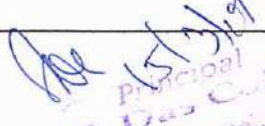
July	02/07/18	New Academic Session begins from 3 <sup>rd</sup> Yr week. Provisional Admission for 3 <sup>rd</sup> Yr. B.A/ B.Sc /B.Com
	09/07/18	Orientation programme for 1 <sup>st</sup> Yr, Sem-1 ( Hons & Gen)
	10 -14 / 07/18	Counseling for 1 <sup>st</sup> Yr , Sem 1
	10 / 07 /18	New Academic Session begins for 2 <sup>nd</sup> Yr. Provisional Admission for 2 <sup>nd</sup> 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 <sup>st</sup> Yr. Sem 1
	18 -22 /9/18	Class Test for 2 <sup>nd</sup> & 3 <sup>rd</sup> Yr. B.A/ B.Sc /B.Com
October	14/10/18 -	Puja Vacation.

*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- 10/11/8	Puja Vacation.
	16/11/18	Class Test for BA/B.Sc./B.Com. 2 <sup>nd</sup> Yr. & 3 <sup>rd</sup> Yr.
	19/11/2018 onwards	Filling of forms for Sem - 1
December	1 <sup>st</sup> week of Dec	Test of Part-111
	10/12/2018	Admit cards distribution to 1 <sup>st</sup> 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 <sup>st</sup> Yr Sem 2
January	2 <sup>nd</sup> 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 <sup>st</sup> week onwards	Remedial classes of part-11 to be started
	15/2/19 onwards	Filling of forms for part II University Exams
	2 <sup>nd</sup> 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 <sup>st</sup> yr Sem-2
	18/4/2018	Final Exams of part-11

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

  
 Principal  
 P.N. Das College  
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	29/4/19 onwards	Admit cards distribution to Sem-2 students
May	10/5/2019	Final Exam for 1 <sup>st</sup> Yr. Sem 2
June		Admission for new 1 <sup>st</sup> 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 15<sup>th</sup> September 2018 and placed thereafter.

C) It was resolved that a seminar on "Aadhar and Privacy" would be held on the 1<sup>st</sup> 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.

*Signature*  
4/15/19  
Principal  
P.N. Das College  
Pakta, Bengal Enamel, N. 24 Pgs.

*Signature*  
Co-ordinator, IQAC  
P. N. Das College  
Pakta, 34 Pgs. (N). Pin-743122

IQAC MEETING  
15/3/2019



A meeting of IQAC of P. N. Das College was held to-day at 12-30 A.M. The Principal took the chair of the meeting.

Members present.

1. Kamal K. Barchan
2. Shephali Vidyamata
3. Sipra Chakraborty
4. Sanjeeb Kumar Shaw
5. Prosenjit Pramanick
6. ~~Prasenjit~~ Co. 15/3/19
7. Bablu Biswas 15/3/19
8. Madhuschandra Sahni 15/3/19.
9. ~~Bats~~
10. Chandra 15/3/19
11. SV 15/3/19
12. Sumanya Bandyopadhyay
13. ~~Prasenjit~~ 15/03/19.
14. Mita Datta

1. To read and confirm the proceedings of the last meeting held on 28-08-2018.
2. Report on action taken of the proposals of the last meeting.
3. To discuss about organizing a seminar on NAAC.
4. To analysis the feedback report taken from the students.
5. To invite the applications from the various departments for organizing U.G.C sponsored seminar.
6. To consider the date of academic and administrative audit for the year 2018-2019.
7. Miscellaneous if any.

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

Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs.

CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
PALTA, W.B.



**Minutes of the proceedings of the meeting of the IQAC of P.N.Das College held on 15.3.2019 at 12 noon in the IQAC room.**

The Principal took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting, held on 4<sup>th</sup> September 2018 were read and confirmed.

Agenda 2. The following 'Action Taken' report was placed by the convenor.


1. A workshop on "Fostering Scientific Temper" was organised on 7.9.2018. The Workshop was conducted by Sri Sourav Chakraborty, Dr. Ashok Sarkar, Dr Sukumar Chandra Ghosh, members of Pashchim Bang Bigyan Mancha.
2. AQAR of the session 2018-19 had been submitted to the NAAC.
3. One Day Seminar on "The Indian Constitution, Privacy and Property : A Case of Biometric and Aadhaar" was organised on 9.10.2018. Dr Agnidipta Tarafdar, Assistant Professor, The West Bengal National University of Juridical Sciences was present as resource person.
4. A Four Day Workshop on "To promote E-Classroom Teaching" was organised by IQAC on 10.12.2018 to 13.12.2018.
5. Learning Outcomes of all the departments had been collected. These would be uploaded on the college website.
6. Remedial classes were taken by most of the departments.
7. All the process regarding the promotion under CAS of Dr Ajit Das has been completed.
8. Smt Mita Dutta, a student of Bengali Honours had been inducted into the IQAC as students' representative.
9. A Career Fair was held on 25.1.2019. Five organisations participated in the fair. One hundred & four students had registered in the fair.

When the convenor placed the report the principal asked whether the Learning Outcomes of the CBCS system was uploaded. The convenor reported that Learning Outcomes of the earlier system had been uploaded and further changes if required of the CBCS system are being asked for from the respective departments.

Agenda 3. The Principal proposed to organise a seminar sponsored by NAAC. She also informed the house that a proposal should be sent early as the meeting of NAAC is to be held on the month of June, 2019. It was resolved that a state level seminar or workshop will be held. The Principal discussed some topics on which such seminar or conference can be held.

- A) Challenges of the New Accreditation Framework.
- B) Role of the Students in Overall Quality Improvement.
- C) Striking a Balance between Traditional and Digital Learning Accountabilities of the Teachers.

After discussion the house opined that the topic, Role of the Students in Overall Quality Improvement will be more acceptable.

  
Co-ordinator, IQAC  
P. N. Das College  
Pala, 2<sup>nd</sup> Pgs. (N Pin-7 222

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



Agenda 4. The Principal reported that instead of a students' feedback report on each teacher, a students' satisfactory report for each department was done. It was noted that the students' satisfactory survey centred only around the academic facilities. So it was proposed that the earlier format where students' feedback related to office, canteen, library etc was there, to be also included. It was resolved that both the modes be accepted.

Agenda 5. The convenor pointed out that the Departments of P.N.Das college had organised UGC sponsored seminars in 2016 lastly. She invited the applications from various departments for organising UGC sponsored seminars. The house unanimously decided to produce their proposals for UGC sponsored seminars.

Agenda 6. The principal proposed that the Academic and Administrative Audit for the session 2018-19 be fixed on and from 2nd April, 2019. It was resolved that the Academic and Administrative Audit will be done from 2<sup>nd</sup> April to 6<sup>th</sup> April 2019.

Agenda 7. Miscellaneous. The Principal and the convenor and some other teachers informed that the result of CBCS 1<sup>st</sup> semester has been extremely good. The students of the Department of English and Bengali have secured positions at the university level.

b) The Principal proposed that the documentation for the list of activities for the session 2018-19 to be prepared by Professor K. Sen Banerjee and Prof M. Lahiri.

c) The Librarian, Sri Prasenjit Pramanik reported that a Book Talk Programme was held in the college where the students were asked to say something on one of the books already read by them. Two of the students were given joint first prize so as to inspire them further to inculcate the Reading Habit.

ingh  
d) the Principal also mentioned that the College Library has developed into one of the best library among the neighbour colleges. Consequently, the Librarian has been extending suggestions to the nearby colleges by giving lectures and providing in-college demonstration to the nearby colleges.

E) Dr B. Biswas also mentioned that the purpose of Green Audit has been amply spread amongst the students and teachers of the college. It was proposed by the Principal that a seminar on Environmental Audit be held by the IQAC, P.N. Das College.

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

17/6/19  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

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

IQAC MEETING

17/6/2019



A meeting of I.D.A.C P.V. Das College was held to-day on 17.6.2019 at 12 noon. The Principal took the chair.

Members present.

1. Kamal K Bardhan
2. ~~De~~ 17/6/19
3. ~~De~~ a. 17/6/19
4. Chakraborty 17/6/19
5. Prosenjit Pramanick 17.6.19
6. Madhuchandra Lahiri 17/6/19.
7. Karthi, Sen Banerjee 17/6/19
8. Sumanya Banerjee
9. Manjiv Baser. 17.06.19.
10. Bishu Bismar 17-06-19



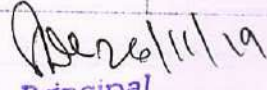
Minutes of the Meeting

Chairperson: Dr. S.De.

Coordinator: Dr. B. Tarafdar.

S. No.	Put forward by	Outcome of the discussion	Action to be taken
1.	Dr. B.Tarafdar	Read out the proceedings of the last meeting held on 15/03/19.	Confirmed by the House.
2.	Dr. B. Tarafdar	<p><b>The Coordinator informed the House that:-</b></p> <p>a) A Proposal, sent to NAAC for organizing a Seminar on "Student Satisfaction Survey: Role of Students in Quality Assurance and Assessment under the Revised Accreditation Framework", has been approved.</p> <p>b) The Academic &amp; Administrative Audit for the Departments, Office and Library for the session 2017-18 was done on &amp; from 2<sup>nd</sup> April to 6<sup>th</sup> April, 2019.</p> <p>c) As per our earlier proposal to organise a seminar on "Intellectual Property Rights" Dr Satyajit Dhar, Professor, Department of Business Administration, University of Kalyani was contacted and requested to deliver a lecture and he has kindly given his consent for the same. Two more Resource persons on the same topic are being contacted Dr. B.R. Ambedkar Shatabarshiki Mahavidyalaya has also given their consent to collaborate with us for the said seminar.</p> <p>d) The World Earth Day was celebrated on 22.04.2019. A large number of teachers and students participated in the seminar.</p> <p>e) A seminar on Drone was conducted by Chandan Sarkar, Department of Geography, on 23.4.19.</p>	

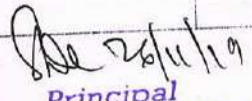
  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

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



3.	Dr. B. Tarafadar	The Coordinator informed the members that as the Proposal sent to NAAC for organizing a Seminar on <b>"Student Satisfaction Survey: Role of Students in Quality Assurance and Assessment under the Revised Accreditation Framework"</b> has been approved and a panel of three members has been sent for the one-day State level Seminar on 15.09.2019.	The House decided that the following be contacted from the three - member panel sent by the NAAC.  Dr. A. P. Padhi, Former Vice-Chancellor & Member EC, NAAC & Member, EC, Central University, Sambalpur Dr. Shorosi Mohan Dan, Former Vice-Chancellor, University of Burdwan & Member EC, NAAC.
4.	Dr. S. De	The Principal, Dr. S. De informed the House that the Report of the Internal Audit has been handed over to the H.O.Ds of the respective departments with necessary suggestions. She also informed that the departments have been asked to place the Compliance Report of the follow-up actions taken.	Accepted
5.	Dr. B. Tarafadar	The Co-ordinator placed the Academic Calendar for the session 2019-20.	Unanimously accepted by the House.
6.	Dr. B. Tarafadar	Dr. B. Tarafdar placed the Event Calendar for the session 2019-20.	Accepted with a few modifications
7.	Dr. B. Tarafdar	<b>Plan of Action for 2019-20 was placed :</b>  1. To increase the number of in-house trainings conducted for e-module preparation by teachers so as to maximize the participation of teachers in the process.  2. All e-modules to be uploaded on the college website.	Accepted

  
Co-ordinator, IQAC  
P. N. Das College  
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Principal  
P.N. Das College  
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3. To introduce internship programmes for students.
4. Introduction of Induction programme and structured mentoring.
5. Increase in the number of extension activities.
6. Academic and Administrative Audit by Peer Team.
7. Continuation of Earn-While-You-Learn scheme by the College.
8. MOU with neighboring college/s to enable the teachers to teach their subject of expertise to students of other institutions.
9. To arrange a Reunion program for ex-students.
10. Analysis of results to evaluate the effect of CBCS Curriculum.
11. Scanned copy of the IQAC resolutions to be stored.
12. Office should initiate the storage of scanned copies of Marksheets.
13. Rainwater harvesting project to be taken up.
14. All faculty records to be documented through Google Doc files for collective documentation and editing prior to upload as well as to facilitate better storage of data.

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

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



IQAC MEETING  
26/11/2019



# P. N. DAS COLLEGE

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Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date ..... 14.11.2019

## NOTICE

A Meeting of the IQAC will be held on 26<sup>th</sup> November, 2019 (Tuesday) from 2.00 p.m. to discuss the following agenda. Members are kindly requested to be present.

### Agenda:

1. To read and confirm the proceedings of the last Meeting.
2. To report on Action Taken measures of the Proposals of the last meeting.
3. To report about the completion of the Academic and Administrative Audit conducted by the WBSU on 9th Nov, 2019.
4. To discuss about the preparations for the submission of the AQAR for the session 2018-19.
5. To Report about the WBSU Results of the Semester II students.
6. To discuss the scope and feasibility of providing Seed Money for the Session 2019-20 to the Faculty members to promote Research Activities.
7. To discuss about the forthcoming activities as per the Event Calendar 2019-20
8. To discuss the plan of action for the remainder of the current session.
9. Miscellaneous, if any

*M. Sahin*  
14/11/19  
Co ordinator, IQAC  
P.N.Das College

CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
PALTA, W.B.

*[Signature]*  
14.11.19

*[Signature]*  
14.11.19

*[Signature]*  
14.11.19

*[Signature]*  
16.11.19

*[Signature]*  
16/11/2019



A Meeting of the IQAC, P.N. Das College was held today on 26<sup>th</sup> Nov 2019 at 2.00 pm. The Principal took the chair & declared the meeting open.

Members present:-

1. ~~Prasen~~ . 26/11/19.
2. ~~Prasen~~ 26/11/19
3. L. L. Luthra 26/11/19
4. Molalini 26/11/19.
5. Shephali Vidyaanta. 26/11/19
6. Dipan Chakraborty 26/11/19
7. Karthi Sen & Sanjee 26/11/19
8. Sanjee Kumar Datta 26/11/19
9. Bablu Biswas 26/11/19
10. Prosenjit Pramanick 26.11.19
11. Mita Dutta - 26/11/19
- 12.



**Minutes of the proceedings of the meeting of the IQAC, P. N. Das College, held on 26.11.19**

**Members present:-**

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

**Chairperson:** Dr. Sharmila De

**Coordinator:** Dr. Madhuchhanda Lahiri

Sl. No.	Put forward by	Outcome of Discussion	Action to be taken
1.	Coordinator	Proceedings of the last meeting were read	Confirmed
2.	Coordinator	<p>Action taken report put forward</p> <ol style="list-style-type: none"> <li>1. NAAC sponsored One-day State level<sup>th</sup> Seminar was held successfully on 14 Sept, 2019</li> <li>2. Following the intimation of the Internal Academic and Administrative Audit Report to the HoDs of the respective Departments, the follow-up actions taken up by the Departments were asked for.</li> <li>3. A One day University level Seminar on Intellectual Property Rights was held on<sup>th</sup> 20 July, 2019 in collaboration with the IQAC, West Bengal State University; IQAC, Mahadevananda Mahavidyalaya; IQAC, Dinabandhu Mahavidyalaya, and IQAC, Dr. B.R. Ambedkar Shatabarshiki Mahavidyalaya.</li> </ol>	
3.	Coordinator	<p><u>To report about the completion of the Academic and Administrative Audit</u></p> <p>The Coordinator informed the members that the Academic and Administrative Audit for the post-NAAC period of three years from 2016-17, 2017-18, 2018-19 was held on 9<sup>th</sup> November, 2019 by a three member panel constituted by the West Bengal State University</p>	AAA Team have lauded the efforts and activities of the college, the IQAC, the teaching as well as the non-teaching staff

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

*Sanjib Dhar*  
10/10/2020  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



4.	Coordinator	<p><b><u>To discuss about the preparations for the submission of the AQAR for the session 2018-19</u></b></p> <p>The Coordinator informed that as the AQAR for the Session 2017-18 was submitted on 3<sup>rd</sup> Dec, 2018; consequently, the link for submitting the AQAR for 2018-19 will be available from 2nd Dec, 2019 onwards. Dr. M. Lahiri also informed that for preparing the Report the Criterion-wise division of AQAR amongst the IQAC members has been done in consultation with NAAC Convener, Prof. K.S. Banerjee.</p>	To be completed and uploaded on time
5.	Coordinator	<p><b><u>To discuss about the forthcoming activities as per the Event Calendar 2019-20</u></b></p>	Elaborate discussion and a few changes included
6.	Coordinator	<p><b><u>To discuss the plan of action for the remainder of the current to introduce internship programmes for students</u></b></p> <ol style="list-style-type: none"> <li>1. Internshala-India's largest internship platform and internship partner of AICTE Internshala Student Partner (ISP) program for the students --- Internshala Student Partner (ISP) is a work-from-college program where we hire students from different colleges across India and teach them essential skills like Public Speaking, Networking, Time Management &amp; Customer Service in just 70 days.</li> <li>2. The Principal informed that Shyam Steel has offered internship for students.</li> <li>3. Dr. Bardhan opined that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography.</li> </ol> <p><b><u>Increase in the number of extension activities</u></b></p> <ol style="list-style-type: none"> <li>1. Programme on Cancer Awareness to be conducted on 28.11.2019 in association with Sanjeevani: Life Beyond Cancer</li> </ol>	Feedback on mentoring is awaited.

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

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

		<p>2. Programme on Thalassemia Awareness and Screening to be conducted by State Thalassemia Control Unit under State Thalassemia Control Programme on 04.12.2019 at the initiative of NSS Unit, P.N.Das College</p> <p>3. Seminars on "Cyber Crime", "Stress Management", "Values in Life" to follow in the initial months of 2020.</p> <p><b>Introduction of Induction programme and structured mentoring</b></p> <p>Induction Programme has been introduced according to MHRD Guidelines. A list of heterogeneous group of students (Mentee) has been prepared and assigned to 1- 2 teachers (Mentor) which was handed over to the teachers in August 2019</p> <p><b>MOU with neighbouring college/s to enable the teachers to teach their subject of expertise to students of other institutions.</b> MoU signed with Mahadevananda Mahavidyalaya, Barrackpore regarding Teacher – Student exchange Programme.</p> <p><b>Continuation of Earn-While-You- Learn scheme by the College</b> the Scheme was successfully continued in Library for the current session also. A Programme on Gandhi Global Solar Yatra , initiated by IIT Bombay was held on 2<sup>nd</sup> October, 2019 where students from the college along with some students from Dinabandhu Mahavidyalaya, Bongaon prepared solar bulbs.</p>	
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*M. Mahini*  
 Co-ordinator, IQAC  
 P. N. Das College  
 Palta, 24 Pgs. 001, P.n-743122

*P. N. Das*  
 16/10/2020  
 Principal  
 P.N. Das College  
 Palta, Bengal Enamel, N. 24 Pgs.



7.	Coordinator	The Coordinator placed the application of Sri P. Pramanick for Career Advancement from Stage I to Stage II w.e.f. 25/11.2019. The House found that as all the requirements are met, the Coordinator requested the Principal to do the needful.	Placed and discussed.
6.	Principal	<ul style="list-style-type: none"> <li>Principal proposed that the following needs to be done with utmost urgency:               <ol style="list-style-type: none"> <li>To arrange for the re-union of ex-students: The Principal said that ex-students are interested in the college now. So, an advertisement for Reunion could be given for motivating students and community.</li> <li>Scanned Copies of IQAC Resolutions be uploaded on the college website.</li> <li>Scanned Copies of mark sheets be preserved</li> <li>Google Doc File be initiated for collective Documentation</li> <li>She also opined that Feedback from Guardians, Teachers, Students and on syllabus has to be taken before the commencement of the 2020-21 session.</li> </ol> </li> <li>Dr. Bardhan also suggested that the ex-students can be requested to provide some financial help. He also suggested that Dr. Amartya Dutta from ISI to conduct a seminar on Ancient Mathematics. The Principal Dr. S. De suggested that the local schools and colleges may be involved.</li> <li>The Librarian Sri. P. Pramanick reported that the current book talk was very encouraging and motivating for the students.</li> </ul>	

  
 28/11  
 Co-ordinator, IQAC  
 P. N. Das College  
 Palta, 24 Pgs. (N), Pin-743122

  
 10/10/2020  
 Principal  
 P.N. Das College  
 Palta, Bengal Enamel, N. 24 Pgs.

IQAC MEETING  
10/10/2020





# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
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Website : www.pndascollege.in

Ref: .....

Date 01/10/2020

A Meeting of the IQAC will be held on 10<sup>th</sup> October (Saturday) from 12.30 p.m. to discuss the following agenda. Members are kindly requested to be present.

Google Meet Link for the Meeting:

<https://meet.google.com/xpy-vsuc-szq>

## Agenda:

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20
4. To present the Academic and Event Calendar for 2020-21
5. To present the SWOC analysis
6. To present the analysis on Feedback Reports of SSS, Staff Feedback, Alumni Feedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.
7. To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay
8. To consider the application of Jhumpa Ghosh and Debaroti Das for Grant of Seed Money
9. Miscellaneous, if any.

Bablu Ray  
01/10/20

1/10/20

1/10/20

K. S. Das

M. K. Das  
CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
PALTA, W.B.



Our Online Meeting of the IQAC, P.N. Das College is being held today on 10.10.2020 from

Member Present (Online & Offline Mode):

1. Dr. 10/10/2020
2. Madhuchandra Lahiri. 10/10/2020.
3. Dipa Chakraborty 10/10/2020
4. Karoli Sen Dey 10/10/20
5. Sumonjoy B. 10/10/20
6. Sanjay Kumar Shukla 10/10/20
7. Bablu Biswas 10/10/22



**Minutes of the Full Meeting of the IQAC held on 10<sup>th</sup> October, 2020 from 12.30 p.m.**

**Members Present:**

1. Dr Sharmila De, Principal, P.N. Das College
2. Dr Madhuchhanda Lahiri, Coordinator, IQAC
3. Dr Basumita Tarafdar, Member
4. Prof Sanjib Dhar, Member
5. Prof Suman Ranjan Bandyopadhyay, Member
6. Prof Dipa Chakraborty, Member
7. Prof Kakali Sen Banerjee, Member
8. Dr Bablu Biswas, Member
9. Sri Prasenjit Pramanick, Member
10. Smt Prativa Acharya, Member
11. Dr Kamal Bardhan, External Member
12. Dr Shephali Vidyanto, External Member

An Online Meeting of the IQAC was held on 10/10/2020 to discuss the following agenda:

❖ **Agenda I: To read and confirm the proceedings of the last meeting held on 26/11/19**

The Coordinator IQAC, Dr M. Lahiri read out the minutes of the last meeting held on 26/11/19 which was unanimously accepted by the House.

Agenda No.	Agenda of 26/11/19 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 17.06.2019	Read and Confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To report about the completion of the Academic and Administrative Audit conducted by the WBSU on 9th Nov, 2019	Coordinator informed the House about the successful completion of AAA
Agenda IV:	To discuss about the preparations for the submission of the AQAR for the session 2018-19	Topic-wise criterion had been allocated to the members for data collection and compilation.
Agenda V:	To Report about the WBSU Results of the Semester II students	Results of some students have been received as RW
Agenda VI:	To discuss the scope and feasibility of providing Seed Money for the Session 2019-20 to the Faculty members to promote Research Activities	To be continued as earlier
Agenda VII:	To discuss about the forthcoming activities as per the Event Calendar 2019-20	Coordinator informed that activities undertaken by college, IQAC, Departments, NCC, NSS proceeding as per their schedule in Event Calendar
Agenda VIII:	To discuss the plan of action for the remainder of the	Done. Stress to be given more on

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

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



	current session	conduct of extension activities
Agenda IX:	Miscellaneous, if any	Discussed

❖ **Agenda II: 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 26.11.2019:

S.No.	PROPOSAL	ACTION TAKEN
1.	To invite applications for providing Seed Money for the remainder of the Session 2019-20 to the Faculty members to promote Research Activities	Under process. Will be disbursed once the normal college starts
2.	To discuss about the process of filling the Google Form by the Faculty for the sharing of research and publication information	Shared on the college group WA; To be mailed again individually today.
3.	to avail Major Research Project from other Universities/ Institutions.	Not Done
4.	the urgent need for arranging a Reunion	Not Done, to be finalized today.
5.	To contact the Reliance group for imparting training to a batch of 50 college students and at the conclusion of a successful training, job can be obtained by two students	Could not be held because of the subsequent closure of college due to Govt. directives.
6.	To start programmes on Skill Development such as a course on Karate and Yoga	Workshop on Self defence held on 6 <sup>th</sup> March, 2020; Workshop on Yoga for beginners held on 21.06.2020; Weekly Online yoga Programmes started for Students and teaching and Non-teaching Staff.
7.	A workshop on the Corona Virus pandemic decided to be held	Successfully conducted an Online Webinar on the College Foundation Day on 20 <sup>th</sup> Aug, 2020 on Science and Pandemic by Paschimbango Bigyan Mancho
8.	A programme on Career Fair to be held	Programme "Career Fair 2020" held on 15.02.2020
9.	A Seminar on Revised Accreditation Framework to be held by NAAC	One-day University level workshop on Strategic approaches to the Revised Accreditation Framework, conducted by Dr B.S. Madhukar, Advisor, NAAC

*Signature*  
11/1/2021  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

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



❖ **Agenda III: To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20**

The Coordinator Dr M Lahiri presented the following Compliance Report of the last Meeting:

**Compliance Report of the Action Plan for 2019-20**

S.No.	Action Planned for 2019-20	Compliance Status thereof
1.	To increase the number of in-house trainings conducted for e-module preparation by teachers so as to maximise the participation of teachers in the process	<p>Done</p> <ul style="list-style-type: none"> <li>i. A series of Department-wise Workshops conducted by Prof Suman Ranjan Bandyopadhyay in Nov, 2019 on E-module Development</li> <li>ii. 3 -day Online Workshop conducted by Prof Suman Ranjan Bandyopadhyay, Dr Bablu Biswas and Sri Prasenjit Pramanick on 06.06.2020, 08.06.2020, and 09.06.2020 on "The Innovative Use of Information and Communication Technology in Teaching – Learning and Research"</li> <li>iii. Workshop on Development of e-LRMS and e-Modules conducted by Prof Suman Ranjan Bandyopadhyay on 26.11.2019 at Prasanta Chandra Mahalanobis College</li> <li>iv. Workshop on e-Module Development conducted by S. R. Bandyopadhyay in DBRASM on</li> </ul>
2.	To introduce internship programmes for students	<p>Not Done</p> <p>Dr. Bardhan had suggested that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography: Not Done</p>
3.	Introduction of Induction programme and structured mentoring	<p>A fresh list of students with their contact numbers have been provided.</p> <p>The groups have been reconstructed so as to include one male and one female mentor.</p> <p>Online mentoring to be done.</p>
4.	Increase in the number of extension activities	<p>Physical conduct of Extension Activities could not be pursued for a part of 2019-20 because of corona virus pandemic.</p> <ul style="list-style-type: none"> <li>i. Cancer Awareness Programme on 26.11.2019</li> <li>ii. Thalassemia Awareness and Screening Programme held on 04.12.2019</li> <li>iii. Christmas Day Celebration with orphan children of Shishu Bhavan with distribution of Cakes, Confectionaries inside Socks etc on 24.12.2019</li> <li>iv. Distribution of Blankets to the children of Shishu Bhavan on 27.12.2019</li> <li>v. Dengue &amp; Chikungunya Awareness Programme on 29.02.2020</li> <li>vi. Workshop on Self- defence on 06.03.2020</li> <li>vii. Cleanliness drive and Awareness Programme on Dengue &amp; Chikungunya conducted on 08.03.2020</li> </ul>

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

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



5.	Academic and Administrative Audit by Peer Team	Academic and Administrative Audit for the post- NAAC period of three years from 2016-17, 2017-18, 2018-19 was held on 9 <sup>th</sup> November, 2019 by a three-member panel constituted by the West Bengal State University, comprising of Dr Samantak Das (Jadavpur University), Dr Subir Biswas (WBSU) and Dr. D. Biswas (Calcutta University). For this, an Annual Report for each of the three years had been prepared and presented to them. They have lauded the efforts and activities of the college, the IQAC, the teaching as well as the non-teaching staff and called upon all to document and showcase all the good works properly.
6.	Continuation of Earn-While-You-Learn scheme by the College	The Scheme was successfully continued in Library for the current session also
7.	MOU with neighbouring college/s to enable the teachers to teach their subject of expertise to students of other institutions.	MoU signed with Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya, Helencha; Virtual Classes of DBRASM started by the Department of Physical Education on 21.09.2020 and by the Department of English from 06.10.2020
8.	To arrange a Reunion program for ex-students	An Online Reunion Programme arranged on 19.09.2020. comprising of cultural programmes, sharing of experiences and memories by both faculties and ex-students. Registration done by 83 ex-students and attended by over 63.
9.	Analysis of results to evaluate the effect of CBCS Curriculum	Not yet done
10.	Scanned copy of the IQAC resolutions to be stored	Uploaded on the college website
11.	Office should initiate the storage of scanned copies of Marksheets	Done
12.	Rainwater harvesting project to be taken up	Could not be pursued because of the lack of fund
13.	All faculty records to be documented through Google Doc files for collective documentation and editing prior to upload as well as to facilitate better storage of data.	Google Form shared with the faculty for record-keeping of RC /OP/ Seminar/ Conference/Webinar/ STC attended by them

The Coordinator also presented the following Plan of Action for the session 2020-21:

#### Action Plan for the Session 2020-21

1. Timely submission of AQAR 2019-20
2. To continue organizing qualitative enrichment programmes for Teachers regarding e-module preparation, LMS, online conduct of Teaching- Learning and use of E-Resources.
3. To organize extension and outreach programmes with NSS
4. To introduce internship programmes for students.
5. Introduction of Online Structured mentoring
6. Online Induction programme

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Principal  
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*[Signature]*  
Co-ordinator, IQAC  
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8. Continuation of Earn-While-You-Learn scheme by the College
9. To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents
10. To register the Alumni Association.
11. Rainwater harvesting project to be taken up.
12. To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC
13. Introduction of Digital Literacy programme for the elderly

❖ **Agenda 4: To present the Academic and Event Calendar for 2020-21**

The Convenor, Academic Committee Prof. Dipa Chakraborty placed the Academic Calendar for the session 2020-21. In view of the unprecedented situation arising out the world-wise COVID-19 pandemic and the associated closure of off-line teaching-learning process in educational institutions and suspension of all University Examinations, only a tentative schedule was presented and was unanimously decided to be modified as per the future Government Orders and notifications.

The Coordinator presented the following Event Calendar for the Session 2020-21:

**Event Calendar for 2020-21**

Month/Year	Events
July 2020	Orientation of Hons Students
	Orientation of General Students
	Online Coaching for Competitive Exams (Online Entry-in-Service Scheme)
August 2020	Extension Programme on Science and Pandemic
	Online Celebration of College Foundation Day
	Weekly Online Classes on Yoga for Students
	Weekly Online Classes on Yoga for Staff
	Webinar on Portal based Data Management
September 2020	Online Celebration of Teacher's Day
	Webinar on Online Evaluation System
	Online Alumni Meeting/ Online Reunion
	International Webinar by Department of Commerce (collaboration with IQAC)
October 2020	Departmental Webinar by Physical Education (collaboration with IQAC)
	Inter-departmental Webinar on Research Methodology by Economics and Education (collaboration with IQAC)
	Initiation of Digital Literacy Programme for the Elderly
November 2020	Orientation Programme of 1 <sup>st</sup> Sem Students
	Sensitizing Students to maintain Cleanliness and Hygiene in association with NSS
	To organize a National level webinar on Qualitative Issues/ Submission of AQAR according to RAF in collaboration with NAAC
December 2020	Gender Sensitization Programmes
	Departmental Webinar by History (collaboration with IQAC)
	Webinar/ web-workshop on Entrepreneurship
January 2021	Programme on Moral Values/ Ethics on the National Youth Day
	Extension/ Outreach Programme on Popular Mathematics with local educational institutions

*Ms. Sahib*  
Co-ordinator, IQAC  
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*S. Chakraborty*  
Principal  
P.N. Das College  
Patla, Bengal Enamel, N. 24 Pgs



February 2021	In-house annual training programme series on e-content development
	Academic and Administrative Audit for 2019-20
	Programme on Environmental Issues
	Programme on Cancer Awareness on World Cancer Day
March 2021	Programme on International Mother Language Day
	Programme on Sustainability of the CBCS Curriculum
	Extension and outreach Programme to be conducted with industry/ community
April 2021	Programme on Girl Child on International Women's Day
	Programme on Earth Day by Department of Geography
	Web-Workshop on Intellectual Property Rights/ Copyrights/ Patents (April 26)
May 2021	Awareness Programme on Thalassemia and AIDS
	Webinar on Teaching-Learning and Research
June 2021	Extension/ Outreach Programme on World Environment Day involving local school students
	Programme on Yoga for the Elderly

❖ **Agenda 5: To present the SWOC analysis**

The Coordinator presented the SWOC analysis of the college which was further discussed by the members.

**SWOC Analysis P.N. Das College**

**Strength:**

1. The College has a well-qualified and dedicated faculty.
2. Fully automated central library on KOHA cloud having Nearly 15,000 books, periodicals as well as CDs.  
Doing Photocopy, Scanning and Printing facilities are available to both students and faculty.  
N-list membership, conducted by INFLIBNET, which ensures access to over 35 lakhs of books and thousands of e-journals.  
Departmental Academic and Event Calendars, Syllabus and Test as well as University Question Papers are maintained in both soft copy and hard copy format.  
5 computers specifically earmarked in the central library for use by students and the faculty  
Separate wifi connectivity for the central library
3. A separate departmental library and computer/ laptops allotted to each department.
4. Cent percent of the teachers use ICT tools to qualitatively improve upon the learning experience of the students through the use of Google classroom, providing 4 -quadrant e-modules to the students, uploading videos of Tutorials on youtube and providing the students with the links, taking live online classes using zoom/ teamlink/ Google Meet platform during the closure of college as a result of the COVID 19 pandemic and upload of study materials, tutorials and assignments both MCQ and broad answer type on the Learning Management System in college website.
5. Mechanism is available for direct mentoring and counselling of students by faculty, interacting with students, and directing them to upgrade their skills.
6. A friendly and fully automated college office with nearly the entire data maintained in soft copy form.

**Weakness:**

*11/1/21*  
Principal  
P.N. Das College  
Palia, Bengal Enamel, N. 24 Pgs.

*11/1/21*  
Coordinator, IQAC  
P. N. Das College  
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1. Number of volumes and journals in the department library need to be increased. Number of journals in the Central Library also needs to be increased. Also, the footfall of staff and students needs to be increased in the central library so that there is maximum utilization of the available library resources. Also, there should be an increase in the use of enlist membership that has been obtained by the college at a considerable fee.
2. There should be an Industry Academia Interaction Cell to consider all possible ways to initiate a continual and sustainable interaction with the industry. This can be in the field of preliminary trainings provided by the industries, conducting on-campus as well as off-campus recruitment drives for general degree holders so as to improve upon their job market opportunities.
3. More effort is needed to increase the number of state/central government funded projects to improve upon the inflow of financial resources to the institution.
4. a) Soft skills and communication skills of students need to be improved.  
b) Programmes and courses on soft skills, life skills, ethics need to be introduced.
5. Student and staff are to be encouraged for paper presentation at various National/International conferences, workshops and seminars as well as publication of quality papers in SCI/ SCIE/SSCI/AHCI/SCOPUS/ Google Scholar/UGC- listed or UGC Care listed journals.
6. Programmes on Gender Sensitization at the community as well as institutional level needs to be initiated and pursued.

#### Opportunities:

1. The location of the college in a semi- rural area with a mixed population comprising of middle class semi-rural families, small traders, on one hand and agricultural labourers, daily wage earners, a substantial number of SC population and tribal people in the vicinity of the college provide ample scope for the college to engage in community-based awareness activities and extension programmes.
2. As the college is situated in a rural and backward locality, so programmes on development of soft skills like tailoring, handworks etc by the poor, illiterate and semi-literate rural people can be initiated.

#### Challenges/ Threats:

1. The presence of a number of Degree Colleges in the vicinity pose serious challenges to the enrolment of sufficient students in our college during the admission procedure.
2. The dreams of the local people to get admitted to the colleges in the heart of the city, also provides a serious challenge to the admission to the first-year degree course of a rural college like ours.
3. The college is facing severe challenge with the drying up of different sources of grants and govt funding. This has led to an ever-widening gap between the revenue and expenditure which has consequently led to a continual erosion of the asset base of the college.
4. Country-wide labour market trend has been posing serious challenges to the employment potential of degree college graduates. This has resulted in fewer industry- academia interaction at the level of general degree colleges, and even fewer campus recruitments. This produces a further dampening effect on the enthusiasm and inclination of higher secondary pass outs with good marks to get admitted in a rural degree college like ours.

❖ Agenda 6: To present the analysis on Feedback Reports of SSS, Staff Feedback, AlumniFeedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.

*M. Sahasrabudhe*  
Co-ordinator,  
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*11/1/2021*  
Principal  
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Kaltar, 24 Pgs. (N), Pin-741 224



The Feedback Reports of the Student Satisfaction Survey, Alumni, Feedback on Library and Activities Undertaken were presented by the Coordinator. The

S. No.	Feedback Analysed	Percentage of Respondents satisfied with the services/ Activities	Suggestions for further Improvement, if any.
1.	Student Satisfaction Survey	70 -80 %	<ol style="list-style-type: none"> <li>1. Ease and increase in no. of provision of Reference Books</li> <li>2. Improvements in canteen, girls' toilet and drinking water facilities</li> </ol>
2.	Alumni	Over 90%	<ol style="list-style-type: none"> <li>1. Registering the Alumni Association</li> <li>2. Organising a Reunion Programme annually, if not more frequently</li> <li>3. Having an you tube channel</li> </ol>
4.	Library	Over 80%	<ol style="list-style-type: none"> <li>1. Scope of improvement in the use of WEBOPAC and e-resources like NDL, NLIST, NMEICT and others;</li> <li>2. Increase in the reference books of certain subjects like English, Bengali, History, Computer and Chemistry</li> <li>3. Improvement in wifi facilities in library and increase in the number of computers for students</li> </ol>
5.	Activities	Over 90%	<ol style="list-style-type: none"> <li>1. A few suggestions regarding improvements in technical aspects of online programmes conducted.</li> </ol>
6.	Syllabus	60-70%	<ol style="list-style-type: none"> <li>1. Scope for improvement in stating the Learning objectives</li> <li>2. Suggestions for including certain topics in some subjects</li> <li>3. Suggestions for reducing the syllabus to suit the semester system</li> </ol>

It was decided further that Feedbacks from Parents/ Guardians and Staff needs to be taken.

❖ **Agenda 7: To discuss the preparation for submission of AQAR for the session 2019-20**

The AQAR was divided criterion- wise and each criterion was allotted to one of the members for collection of data and other information. It was decided that a few teachers will assist each of the member teachers in the process.

❖ **Agenda 8: To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay**

The Proposal for Promotion of Prof Suman Ranjan Bandyopadhyay from Stage 2 to Stage 3 under Career Advancement Scheme was presented by the Principal. After a thorough checking of all sections of the CAS proposal, it was unanimously accepted that Prof S.R.

*[Signature]*  
11/1/2021  
Principal  
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19/10  
Co-ordinator, IQAC  
P. N. Das College  
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Bandyopadhyay satisfies all the requirements and hence the coordinator requested the Principal to do the needful.

❖ **Agenda 9: To consider the application of Jhumpa Ghosh and Debaroti Das for Grant of Seed Money**

The coordinator placed the applications of both Prof. J. Ghosh and Prof D. Das along with the documents submitted by them. The Principal put forth the proposal that may it be discussed in the next Finance Committee Meeting.

❖ **Agenda 10: Miscellaneous, if any**

As there was no further agenda to be discussed, the Meeting ended with a vote of thanks to the Chair.

*Ms. Ghosh*  
10/07/2024  
Co-ordinator, IQAC  
P. N. Das College  
Patta, 24 Pgs. (N), Pin-743122

*P. N. Das*  
11/11/2024  
Principal  
P. N. Das College  
Patta, Bengal Enamel, N. 24 Pgs.

2/3  
IQAC MEETING

11/01/2021





Ref.: .....

Date 3/01/24

An Online Meeting of the IQAC comprising of both internal and external members will be held on 11th January (Monday) from 1.00p.m. to discuss the following agenda. Members are kindly requested to be present.

<https://meet.google.com/pxk-eybe-tjw>

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To present the AQAR for the Session 2019-20
4. To discuss about the newer methods of teaching -learning in the context of virtual modes of education
5. To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff
6. To discuss the Proposal of Re-fixation of Dr Madhuchhanda Lahiri in the grade of Assistant Professor (Stage 3) as per the new GO
7. Miscellaneous, if any.

Madhuchhanda Sahoo  
CO-ORDINATOR  
I Q A C  
P. N. DAS COLLEGE  
PALTA, W.B.

  
  
 Earl L. ... 11/01/21  
 11/01/2024  
 11/01/2024  
 11/01/21  
 P. A. ...  
 11/01/21



An Online/offline Meeting of IQAC with both internal and external members is being held today on 11.01.2021 from 1.00 p.m.

### Members Present:-

1. De 11/1/2021
2. ~~P. N. Das~~ 11.01.2021
3. Sumanjan Banerjee 11/1/2021
4. Md. Zahin 11/01/21
5. Anjel Kumar Das 11/01/21
6. Basumita Tarafder 11/01/21
7. Rakolleen Banerjee 11/01/21
8. Pratima Acharya 11/01/21
9. Dipa Chakraborty 11/1/21
10. Rablu Biswas 11/1/21

*Md. Zahin* 11/1/2021  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. 743122



**Minutes of the Full Meeting of the IQAC held on 11<sup>th</sup> Jan, 2021 from 1.00 p.m.**

**Members Present (Mode of Presence):**

1. Dr Sharmila De, Principal, P.N. Das College and Chairperson: (Online~~Offline~~)
2. Smt Manju Basu, Member (Management): Offline
3. Dr Madhuchhanda Lahiri, Coordinator, IQAC: (Online~~Offline~~)
4. Dr Basumita Tarafdar, Member: (Online~~Offline~~)
5. Prof Sanjib Dhar, Member: (Online~~Offline~~)
6. Prof Suman Ranjan Bandyopadhyay, Member: (Online~~Offline~~)
7. Prof Kakali Sen Banerjee, Member: (Online~~Offline~~)
8. Prof Dipa Chakraborty, Member: Online
9. Dr Bablu Biswas, Member: Online
10. Sri Prosenjit Pramanick, Member: Online
11. Smt Pratiba Acharya, Member (office): (Online~~Offline~~)
12. Dr Kamal Bardhan, External Member: Online
13. Dr Shephali Vidyanto, External Member: Online
14. Sri Jaideep Banerjee External Member: Absent
15. Miss Mita Dutta, Student: Absent

An Online Meeting of the IQAC was held on 11/01/2021 to discuss the following agenda:

❖ **Agenda I: To read and confirm the proceedings of the last meeting held on 10/10/2020**

The Coordinator IQAC, Dr M.Lahiri read out the minutes of the last meeting held on 10/10/2020. It was unanimously confirmed by the House.

Agenda No.	Agenda of 10/10/20 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 26.11.2019	Read and Confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20	Both presented by Coordinator
Agenda IV:	To present the Academic and Event Calendar for 2020-21	Academic Calendar presented by the Convenor of the Academic Committee; Event Calendar presented by the Coordinator
Agenda V:	To present the SWOC analysis	Presented by Coordinator
Agenda VI:	To present the analysis on Feedback Reports of SSS, Staff Feedback, Alumni Feedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.	Feedback Reports on SSS, Alumni, Library and Activities undertaken presented by Coordinator
Agenda VII:	To discuss the preparation for submission of AQAR for the session 2019-20	Done
Agenda VIII:	To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay	Placed and unanimously accepted.

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

*SDe 11/1/21*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs



Agenda IX:	To consider the application of Jhumpa Bose and Debaroti Das for Grant of Seed Money	Discussed.
Agenda X:	Miscellaneous, if any	No further agenda was discussed

**Agenda II: 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 10.10.2020:

S.No.	PROPOSAL	ACTION TAKEN
1.	Initiating the process of filling the Google Form by the Faculty for the sharing of research and publication information	Circulated and Information received for the session 2019-20
2.	Arranging a Reunion	Online Reunion arranged on 20.09.2020
3.	Registering the Alumni Association	Yet to be done
4.	Modifications of the tentative Academic Calendar as per Government and University Orders and Circulars	All Admission procedures and University Examinations conducted and completed as per Academic Calendar and University Guidelines; Sem I class for 2020-21 also started
5.	To provide seed money to J. Ghosh and D. Das	To be provided
6.	To invite applications for providing Seed Money for the remainder of the Session 2020-21 to the Faculty members to promote Research Activities	Applications to be invited soon
7.	To continue organizing qualitative enrichment programmes for the current session	1. Online Training Programme for Competitive Exams (Entry-in-Services) started on 20.08.2020 and completed. 2. One-day State level Training Programme for Teaching and Non-teaching staff organized on "HRMS, Banglaruchahashiksha and related Portals" on 24.08.2020 3. Workshop on Emerging Trends in Online Evaluation System held on 15.09.2020 4. National level Webinar on "Research Methodology in Social Sciences" organized on 30.09.2020
8.	Initiating the Structured Mentoring in online mode	Initiated
9.	Online Induction Programme	Orientation as well as Induction Programmes conducted at both College and Departmental levels

*M. Lahiri*  
Co-ordinator, IQAC  
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*Sheelika*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs



10.	Introduce Internship Programmes for students	Yet to be initiated
11.	Academic and Administrative Audit for 2019-20	To be held in April 2021
12.	Continuation of Earn-while-You-Learn Scheme	To be undertaken for the session 2020-21 when resumption of physical classes occurs
13.	To organize Extension and Outreach Programmes with NSS	Programme on Cancer Awareness held on 31.07.2020
14.	To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC	To be initiated
15.	To initiate the process of installation of solar panels	Proposal to be furnished within January 2021
16.	Rain water harvesting project	To be started within January 2021

### **Agenda III: To present the AQAR for the Session 2019-20**

The Coordinator, Dr M. Lahiri, presented the AQAR for the session 2019-20 which was unanimously accepted by the House.

### **Agenda IV: To discuss about the newer methods of teaching -learning in the context of virtual modes of education**

The Coordinator put forth that newer methods of teaching -learning in the ongoing virtual mode of education being pursued as a result of the suspension of physical classes because of corona virus pandemic, needs to be found out to make the process more interesting and fruitful for the learners. Suggestions were invited from the members. The Principal suggested that a Google Form will be shared with members soon inviting suggestions from them on the subject.

### **Agenda V: To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff**

The Coordinator informed the House that Google Form Feedback form in bilingual form has to be sent to the parents/Guardians for the current session. She also requested the Principal to share the Feedback Forms for the teaching and non-teaching staff.

### **Agenda VI: To discuss the Proposal of Re-fixation of Dr Madhuchhanda Lahiri in the grade of Assistant Professor (Stage 3) as per the new GO**

The Principal placed the proposal of Dr Madhuchhanda Lahiri for Re-fixation (Re-designation) from Assistant Professor Stage 2 to Stage 3 on her due date of 20.10.2012 vide GO No. 1909 – Edn(CS)/5P-43(2019)dated 19/11/2019. Dr M Lahiri stated that her promotion date was delayed to 23/01/2014 from her due date (20.10.2012) subsequent to her completion of Refresher Course on this date.

The House found that as she satisfies all other requirements, it unanimously accepted the proposal and requested the Principal to do the needful.

### **Agenda VI: Miscellaneous, if any**

1. The Coordinator informed the House that Training Programmes/ Workshops are being planned for state/ national level students and research scholars to be conducted by the teaching faculty of the college in the remainder of the current session. Dr M Lahiri, Prof K. Sen Banerjee and a few others have given their consent for the same.

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

2. The Coordinator stated that with the retirement of Smt Prativa Acharyya, member (office) in Jan'2021 and the completion of degree course by Mita Datta, member (student), the process to introduce new members to represent the concerned section has to be initiated. She requested the Principal to do the needful.
3. Dr Shefali Vidyanto sought to know about the future programmes of the IQAC for the remainder of the current session. The Coordinator clarified that all activities as per the Event Calendar, placed in the last meeting of the IQAC, is being held with some disruptions in the month of Nov, and Dec, 2021 due to the ongoing University examinations (Part III, Part II, Part I, Sem II and Sem IV) in these months. These programmes will be adjusted accordingly.

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

*M. Sahin*  
11/1/2021  
Co-ordinator, IQAC  
P.N. Das College  
Palta, 24 Pgs. (W), Pin-743122

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



IQAC MEETING

04/08/2024



# P. N. DAS COLLEGE

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Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref: .....

Date .....

## Notice

An Online Meeting of the IQAC comprising of both internal and external members will be held on 4<sup>th</sup> August <sup>2021</sup> from 7.00 p.m. to discuss the following:

### Agenda:

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To discuss the status of Self Study Report for submission of IIQA.
4. To frame the schedule for Internal AAA for the session 2020-21.
5. To consider the applications of following Teaching Staff for promotion under CAS
  - a) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
  - b) Dr. Bablu Biswas from Assistant Professor Stage 2 to Stage 3
  - c) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
  - d) Dr. Chandan Sarkar from Assistant Professor Stage 1 to Stage 2
6. To discuss about the Entry-in-Service Scheme for the forthcoming Session
7. To report on the various Certificate Courses initiated by the college during the year.
8. To prepare the Academic Calendar for 2021-22.
9. Miscellaneous, if any.

All are requested to attend the meeting.

Meeting Link:

Video call link: <https://meet.google.com/nbr-geyi-ohh>

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

CO-ORDINATOR  
IQAC  
P. N. DAS COLLEGE  
PALTA, W.B.

bl 28/8/21

Kan. Sen 28/8/21



### Notice

An Online Meeting of the IQAC comprising of both internal and external members will be held on 4<sup>th</sup> August, 2021 from 7.00 p.m. to discuss the following:

#### **Agenda:**

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To present the Action Taken Report on Plan of Action for 2020-21 and discuss Action Plan for the session 2021-22
4. To discuss the status of Self Study Report for submission of IIQA.
5. To frame the schedule for Internal AAA for the session 2020-21.
6. To consider the applications of following Teaching Staff for promotion under CAS
  - a) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
  - b) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
  - c) Prof Ajay Choudhary from Assistant Professor Stage2 to Stage3
  - d) Dr Chāndan Sarkar from Assistant Professor Stage 1 to Stage 2
7. To discuss about the Entry-in-Service Scheme for the forthcoming Session
8. To report on the various Certificate Courses initiated by the college during the year.
9. To prepare the Academic Calendar for 2021-22
10. To discuss on Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes(CO)
11. Miscellaneous, if any.

All are requested to attend the meeting.





# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Date .....

Ref: .....

## NOTICE

An Online Meeting of the IQAC comprising of both internal and external members will be held on 4th August, 2021 from 7.00 p.m. to discuss the following:

### Agenda:

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To present the Action Taken Report on Plan of Action for 2020-21 and discuss Action Plan for the session 2021-22
4. To discuss the status of Self Study Report for submission of IIQA.
5. To frame the schedule for Internal AAA for the session 2020-21.
6. To consider the applications of following Teaching Staff for promotion under CAS
  - a) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
  - b) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
  - c) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
  - d) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2
7. To discuss about the Entry-in-Service Scheme for the forthcoming Session
8. To report on the various Certificate Courses initiated by the college during the year.
9. To prepare the Academic Calendar for 2021-22
10. To discuss on Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO)
11. Miscellaneous, if any.

All are requested to attend the meeting.

Meeting Link:

*[Handwritten signatures and dates]*  
27/7/21

*[Handwritten signature]*  
27/7/21  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122



✶ an Online Meeting of the IQAC, P.N. Das College, held on 4th August, 2021, at 7.00 p.m.

### Members Present (ONLINE)

1. Dr. Sharmila De, Principal
2. Dr. Madhuchandra Lahiri, Co-ordinator, IQAC.
3. Prof. Sanjit Kumar Dhar
4. Dr. Basumita Tarafdar
5. Prof. Suman Ranjan Bandyopadhyay
7. Prof. Kakoli Sen Banerjee
8. Dr. Bablu Biswas
9. Sri Prosenjit Pramanick.
10. Dr. Kamal Bardhan
11. Prof. Shephali Vidyanta
12. Smt. Mekhla Biswas



**Minutes of IQAC Meeting held online on 04.08.2021**

**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 11/01/2021 which was unanimously accepted by the House.

Agenda No.	Agenda of 10/10/20 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 AQAR for the Session 2019-20	Presented by Coordinator
Agenda IV:	To discuss about the newer methods of teaching -learning in the context of virtual modes of education	Discussed
Agenda V:	To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff	Presented by Coordinator
Agenda VI:	To discuss the Proposal of Re-fixation of Dr Madhuchhanda Lahiri in the grade of Assistant Professor (Stage 3) as per the new GO	Presented
Agenda VII:	Miscellaneous, if any	Discussed

**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 11.01.2021:

S.No.	PROPOSAL	ACTION TAKEN
1.	To collect feedback from teachers on initiating improvements in teaching -learning process in the ongoing mode of online education	Feedback to be taken before the forthcoming session and suggestions to be implemented from thereon
2.	To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff for the session	Initiated
3.	Proposal to conduct workshops/webinars by in-house faculties	Done
4.	Proposal to induct new members in IQAC representing NTS and students	Head Clerk, Sri Ashim Sarkar and 2 nos of students, Mriganka Biswas and Meghla Biswas inducted
5.	Proposal of Re-fixation of Dr Madhuchhanda Lahiri	Refixation completed

Dr Lahiri also presented the Action Taken Report on the Plan of Action for the academic session 2020-21

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

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



	PROPOSAL	ACTION TAKEN
1.	Timely submission of AQAR 2019-20	Submitted in February 2021
2.	To continue organizing qualitative enrichment programmes for Staff and other stakeholders	1. Two -day Virtual Training of Teachers on LMS on 10.07.2020 and 11.07.2020 (gus-ckif-uom) 2. 8-Week Online Training Course for Students on Competitive Exams
3.	To organize extension and outreach programmes with NSS	NSS organized 2 nos of extension activities. Couldnot be done more due to the prevailing pandemic situation
4.	To introduce internship programmes for students.	To be done
5.	Introduction of Online Structured mentoring	Online mode Introduced from 2020-21. Offline mode introduced in 2019-20
6.	Academic and Administrative Audit for 2019-20	Conducted on 18.02.2021 and 19.02.2021
7.	Continuation of Earn-While-You-Learn scheme by the College	Started in January 2021 for the session 2020-21 but had to terminated prematurely due to imposition of lockdown Scheme was effective for five days
8.	To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents	Feedback Forms uploaded on college website for Students, Guardian/ Parents and staff.
9.	To register the Alumni Association.	To bedone
10.	Rainwater harvesting project to be taken up.	Completed with the installation of two tanks. Filtered water supplied to toilet tap, tap for hand wash, garden and connected to deep tube well even for drinking purpose.
11.	To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC	1. One-day Webinar on Portal based Data Management at the College Level for Teaching and Non-teaching Staff on 22.08.2020 (bsa-qffm-zmf) organized by IQAC 2. One-day Webinar on "Emerging Trends in Online Evaluation System" on 15.08.2021 3. Seminar on "Research Methodology in Social Sciences" held on 29.09.2020 4. Seminar on "Preparing for Assessment and Accreditation under RAF" held on 12.05.2021
12.	Introduction of Digital Literacy programme for the elderly	Not Done

### 3. To discuss the status of Self Study Report for submission of IQA

It was decided by the members that all supporting documents and data required for the verification of SSR will be submitted by the at the earliest.

### 4. To present the Plan of Action for the session 2021-22

Dr Lahiri presented the following Plan of Action for the ensuing academic session 2021-22:

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

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



### Plan of Action for 2021-22

- I. To conduct a workshop for Teachers on Student Induction Programme
  - II. To strengthen the Mentor-Mentee Activities
  - III. To improve the computer- ratio ratio
  - IV. To introduce more Certificate and Value-added Courses
  - V. To plan for subject-wise online tests after the completion of each module
  - VI. To extend Library reading services to local community
  - VII. To draft a proposal for solid-waste management
  - VIII. To draft year-long academic activities in celebration of sixty years of College Foundation
  - IX. To ensure that the Academic Publication of the college is done annually
  - X. To continue with the internal Academic and Administrative Audit and Green Audit
  - XI. To improve upon the Annual Gender Sensitization Plan
5. To frame the schedule for Internal AAA for the session 2020-21

It was decided unanimously that the Internal Academic and Administrative Audit for the session 2020-21 will be completed before the start of the new session.

6. To consider the applications of following Teaching Staff for promotion under CAS

- a) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
- b) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
- c) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
- d) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2

The applications for promotion under CAS of the itemized teaching staff namely, Dr Madhuchhanda Lahiri (from Stage 3 to 4), Dr Bablu Biswas (from Stage 2 to 3), Prof Ajay Choudhary (from Stage 2 to 3) and Dr Chandan Sarkar (Stage 1 to 2) were found to satisfy the eligibility conditions of the respective stages and are forwarded to the Principal for necessary actions.


7. To discuss about the 48-hours Certificate Course on Employability Skills for the forthcoming Session


The Coordinator Dr M Lahiri reported that the Online Certificate Course on Employability Skill (Entry-in-Service) for the session 2020-21 has been successfully completed with 78 no. of students finally qualifying the test held at the end of the online teaching classes spanned over eight weeks.

The course coordinator Dr Bablu Biswas also informed the members that the scheme will be started for the forthcoming academic session 2021-22 after the admission of the fresh batch of students for Semester I is completed.

8. To report on the various Certificate Courses initiated by the college during the year

The Coordinator reported that two online 30-hours certificate courses were planned to start in the current session 2020-21. The first course "30-hours Free Online Certificate Course on Baking of Cakes and Chocolates" started on 10<sup>th</sup> June 2021 and was completed on 13<sup>th</sup> July 2021 with the conduct of an online evaluation. 232 students registered for the course and 59 students completed the course successfully. The second course "30-hours Online Certificate Course on GST" will start on 1<sup>st</sup> September 2021. 198 students from the college and 69 from other institutions have registered for the course. Online 36-hour Certificate Course on Yoga for the session 2020-21 was started on 29.08.2020 and completed successfully with 99 students registering for the course. Certificate Courses on Employability Skill and Yoga for the session 2021-22 to be started soon.

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

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



**9. To prepare the Academic Calendar for 2021-22**

Convenor, Academic Sub-committee Prof Dipa Chakraborty presented the Academic Calendar for the session 2021-22:

July	University Exam Sem II,IV & VI New Admission (Session 2021-22)
August	online registration (Sem1 )
September	New Academic Session begins for Sem III & Sem V Orientation programme for Sem III and Sem V
October	Orientation programme for Sem I Puja Vacation
November	Continuous Assessment for Sem V,Sem III and Sem I Remedial Classes for Sem V and Sem III and Sem I
December	Internal assessment for B.A./B.Sc./B.Com. Sem V,Sem III and Sem I
January	University Exam for Sem V,Sem III and Sem I
February	As per University Dates Academic Session begins for Sem II,Sem IV and Sem VI Orientation programme for Sem II,Sem IV and Sem VI
March	Internal assessment for Sem II,Sem IV and Sem VI
April	Class for Entry in services
May	Final Exam for Sem II,Sem IV and Sem VI
June	Admission for new Sem I students (Session 2022-23)

**10. To discuss on Programme Outcomes (PO), Programme Specific Outcomes(PSO) and Course Outcomes(CO)**

The Coordinator informed the members that in strict compliance with the objectives of Outcome Based Education (OBE) PO, PSO and CO are to be framed by the departments offering the concerned programme after consultation with the faculty and the stakeholders and are to be widely propagated and publicized through various means for the ready and easy access of all stakeholders. Resolved unanimously that the same will be done by the Departments in the current session.

**11. Miscellaneous, if any**

1. Meghla Biswas, student member narrated some untoward incident that occurred with one of her female friends and a student of the college and stressed the need for imparting sex education for the college students. The Coordinator informed that a sex awareness programme was conducted on the World AIDS Awareness Day on 1<sup>st</sup> Dec 2020. The Principal assured that further such programmes will be conducted to create sex awareness among the college students.

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

*h. salim*  
5/4/22  
Co-ordinator, IQAC  
P.N. Das College  
Palta, 24 Pgs. (N). Pin-743122

*P. N. Das*  
5/4/22  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



EXTENDED IQAC  
MEETING

04/01/2022





# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
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Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date .....

## NOTICE

An Extended Meeting of the IQAC will be held on 04.01.2022 from 2.00p.m. in online mode to discuss the following:

1. Continuation of academic and examination activities as renewed state government restrictions are imposed on conduct of offline classes
2. Submission of IIQA and SSR
3. Miscellaneous, if any

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



Minutes of the Extended Meeting of IQAC held on 04.01.2022

Members Present:

1. *[Signature]*
2. *[Signature]*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*

8. *[Signature]*
9. *[Signature]*
10. *[Signature]*
11. *[Signature]*
12. *[Signature]*
13. *[Signature]*
14. *[Signature]*
15. *[Signature]*

16. *[Signature]*

An Extended Meeting of the IQAC in online mode was held on 04.01.2022 from 2.00p.m. to discuss the following:

1. Continuation of academic and examination activities with renewed state government restrictions imposed on conduct of offline classes

The Principal informed the members present that as per State Government Order, classes shall be held in online mode only. Students are requested not to come to college till further notice. It was further decided that Semester I classes will remain suspended from 03.01.2022 to 07.01.2022 due to the internal assessment of Semesters III and V. Internal Assessment will be held in online mode only.

2. Submission of IIQA and SSR till 15.01.2022 for the preparation of SSR and IIQA

The Principal requested all members to be present for at least one day per week for the preparation of SSR and IIQA. It was decided that criterion-wise attendance in the duty roster to be ensured.

3. Miscellaneous, if any

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

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

*[Signature]*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24



EXTENDED IQAE

MEETING 19/02/2022





# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
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Ref: .....

Date .....

## NOTICE

An Extended Meeting of the IQAC will be held on 19.02.2022 from 1.30 p.m. in the IQAC Room to discuss the following:

1. About the progress regarding SSR preparation
2. Miscellaneous, if any

*Molalin*  
Co-ordinator, IQAC  
P. N. Das College  
Palta, Dist. Medinipur, Pin-743122

Members present —

1. *De* 19/2/22
2. *Molalin* 19/2/22
3. *Singab Kr. Sen* 19/2/22
4. *Sakhanwat Hossain* 19.2.22
5. *Binayit Dey*
6. *Gopal Ch. Das* 19/02/22
7. *Bikram Ghosh*
8. *R. Pradhan*
9. *Atanu Sin*
10. *Dipa Chakraborty*
11. *Karshi Sen Sanjayee*
12. *Sumanjit Bandyopadhyay* 19/2/22

16. *Tapesh Karmakar*  
19/02/22



Extended Meeting of the IQAC was held on 19.02.2022 from 1.30 p.m. in the IQAC Room discuss the following:

1. About the progress regarding SSR preparation

The Coordinator informed the House that IQAC along with the AC Steering Committee are working together to complete the writing and documentation of the Self Study Report of the college for the assessment period due for NAAC re-creditation. She called upon all members of the teaching and non-teaching staff to give their utmost for the speedy completion of the huge task.

Principal informed that draft SSR is almost ready. She asked the HoDs and convenor of various committees and cells to furnish the details of their various activities and reports to IQAC whenever so asked for.

2. Miscellaneous, if any

The coordinator informed the House that till date 186 students have registered for the 48-hours Certificate Course on Employability Skills. The course will be started after the completion of the University examinations.

The Principal Dr Sharmila De informed the House that a number of MoUs and collaboration/linkage agreements are to be signed with different colleges for academic, co-curricular, extra-curricular and research related activities for sharing of resources. Dr Lahiri informed that talks are on with Barasat College, New Alipore College, Sri Chaitanya College, Gobardanga Hindu College for the said purpose.

The coordinator informed that a Certificate Course on Self-Defence (Karate) will be started on the International Women's Day with special stress on the participation of female students. The Departments were asked to provide the list of interested candidates. It was decided that the course will be conducted thrice a week in the college campus.

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

*Lahiri*  
Coordinator, IQAC  
P.N. Das College  
24 Pgs. (N), Pin-743122

*De 19/2/22*  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs



IQAC MEETING  
05/04/2022





# P. N. DAS COLLEGE

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NAAC ACCREDITED - 2016

Date 28/03/2022

## NOTICE


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


### Agenda:

- To read and confirm the proceedings of the last Meeting
- To report on Action Taken measures of the Proposals of the last meeting
- To discuss the status of Self Study Report for submission of IQA
- To report on the Internal Academic and Administrative Audit conducted for the session 2020-21
- To report on the feedback analysis done for the session 2020-21
- To discuss about the Entry-in-Service Scheme for the forthcoming Session
- To discuss on continuing with the various Add-on Courses initiated by the college during 2020-21 and introduction of new courses
- To report on the publication of college journal Academic Quest for the Session 2020-21
- To discuss about the forthcoming seminar on use of ICT for qualitative up-gradation of faculty
- To consider the application of Prof Bonny Samanta, Assistant Professor, Department of Education for promotion under CAS from Stage I to II
- To discuss on the status of adherence to the suggestions put forth by the NAAC Peer Team in 2016
- Miscellaneous, if any

All members are requested to kindly attend the meeting.

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

  
28/3/22

  
28/03/2022  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122




28/3/22

## Notice


A Meeting of the IQAC comprising of both internal and external members will be 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
  2. To report on Action Taken measures of the Proposals of the last meeting
  3. To discuss the status of Self Study Report for submission of IIQA
  4. To report on the Internal Academic and Administrative Audit conducted for the session 2020-21
  5. To report on the feedback analysis done for the session 2020-21
  6. To discuss about the Entry-in-Service Scheme for the forthcoming Session
  7. To discuss on continuing with the various Add-on Courses initiated by the college during 2020-21 and introduction of new courses
  8. To report on the publication of college journal Academic Quest for the Session 2020-21
  9. To discuss about the forthcoming seminar on use of ICT for qualitative upgradation of faculty
  10. To consider the application of Prof Bonny Samanta, Assistant Professor, Department of Education for promotion under CAS from Stage I to II
  11. To discuss on the status of adherence to the suggestions put forth by the NAAC Peer Team in 2016
  12. Miscellaneous, if any
- All members are requested to kindly attend the meeting.

  
Principal  
P.N.Das College

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

1.  5/4/22
2. Medhuchhanda Lahiri 5/4/22
3. Sanjit Kumar Das 5/4/22
4. Karabi Sen Ganguly 5/4/22
5. Basumita Tarek Das 5/4/22
6. Prosenjit Pramanick 05.04.2022
7. Sumangita Bandyopadhyay 05/4/22
8. Bablu Kumar 05/04/2022
9. Akhila Sarkar 05/04/2022
10. Dipa Chakrabarty 5/4/22



### 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 II:	To read and confirm the proceedings of the last Meeting held on 10.10.2020	Read and confirmed
Agenda III:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda IIII:	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 IQA.	Unanimously decided that preparation of SSR and IQA 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

*M. Lahiri*  
Coordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

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



	b) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3 c) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3 d) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2	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:	Miscellaneous, if any.  i. Student member, Meghla Biswas stressed on the need to conduct sex awareness programme in the college	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;  Programmes by ICC also being planned

**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>

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

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



		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**

*Signature*  
16/9/22  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

*Signature*  
16/9/22  
Principal,  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



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**

*Lahiri*  
Co-ordinator, IQAC  
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*P. N. Das*  
Principal  
P.N. Das College  
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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.

*Indrani Nigam*  
Co-ordinator, IQAC  
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*De 16/9*  
Principal  
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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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Principal  
P. N. Das College  
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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.

*M. S. Ghosh*  
16/9/22  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

*S. S. Ghosh*  
16/9/22  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



EXTENDED IQAC

MEETING 27/04/2022





## P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date 20/4/22

### NOTICE

An Extended Meeting of the IQAC will be held on 27.04.2022 from 1.00 p.m. in the IQAC Room to discuss the following:

1. Submission of Self-Appraisal Reports of the faculties.
2. Furnishing of online class records and other uploads for the session
3. Submission of all class tests and other forms of internal assessment records
4. Miscellaneous, if any

M. Lahiri  
20/4/22

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

20/4/22  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.



An extended meeting of the IQAC was held on 27/4/2022 from 1.00 p.m. in the IQAC Room.

### Members Present :-

1. Dr 27/4/22
2. Md Sahiri 27/4/22
3. Saigob Kr. Das 27/04/22
4. Sakawat Hossain 27.4.22
5. Abhin Barikar
6. Bipan Chakrabarty 27/4/22
7. Karoli Sen Banerjee 27/4/22
8. Bablu Biswas 27/04/2022
9. Binayit Mandal
10. Atanu Aish
11. Sumanjit Bandy 27/4/22
12. Tapesh Karmakar 27/04/2022
13. Prosenjit Pramanick 27.04.2022
14. Binayit Dey 27/04/22
15. Gopal Ch. Das 27/04/22
16. Bijay Kumar Shourma 27/04/22.



An Extended Meeting of the IQAC was held on 27.04.2022 from 1.00 p.m. in the IQAC Room to discuss the following:

**1. Submission of Self-Appraisal Reports of the faculties**

Resolved unanimously that the Self-Appraisal Report for the faculties have to be completed and submitted by 03.05.2022

**2. Furnishing of online class records and other uploads for the session**

Resolved that all online class records along with LMS and other uploads will also be completed by 03.05.2022

**3. Submission of all class tests and other forms of internal assessment records**

Resolved also that the documentation and submission of data for online/ offline tests and internal assessments conducted by the departments will be completed by 06.05.2022.

**4. Miscellaneous, if any**

  
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Principal  
P.N. Das College  
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IQAC MEETING  
02/08/2022





# P. N. DAS COLLEGE

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Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Date 25/07/22

Ref: \_\_\_\_\_

## Notice


A Meeting of the IQAC comprising of both internal and external members will be held on 2<sup>nd</sup> August, 2022 from 2.30p.m. to discuss the following:


### Agenda:

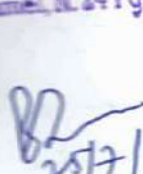

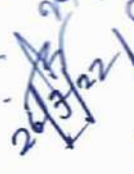
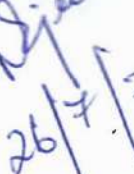

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To present the Action Taken Report on Plan of Action for 2021-22 and discuss Action Plan for the session 2022-23
4. To present the Academic Calendar for 2022-23.
5. To report on SSS analysis
6. To report on the Entry-in-Service Scheme and 30-hour Karate Course initiated during the year
7. To report on the completion of Screening /Selection Committee meetings for promotion under CAS
  - a) Prof Suman Ranjan Bandyopadhyay from Assistant Professor Stage 2 to Stage 3
  - b) Sri Prasenjit Pramanick (Librarian) from Stage 1 to Stage 2
  - c) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
  - d) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
  - e) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
  - f) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2
8. To frame the schedule for Internal AAA for the session 2021-22.
9. To discuss the status of Self Study Report for submission of IQA
10. Miscellaneous, if any.

All are requested to attend the meeting.

Meeting Link:

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

  
25/07/22  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

 25/7/22  
 25/7/22  
 26/7/22  
 26/7/22  
 26/7/2022



A full meeting of the IQAC, with both internal and external members, was held from 2.30 p.m. in the IQAC Room on 02.08.2022 to discuss the following agenda —

Members Present —

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1. Dr. 2/8/22                         | 9. Prosenjit Pramanick 02.08.2022 |
| 2. Madhuchhanda Lahiri 2/8/22         | 10. Abhinav Sarkar 02.08.22       |
| 3. Suman Ranjan Bandyopadhyay 02/8/22 |                                   |
| 4. Prasanna Tare/Dar 2/8/22           |                                   |
| 5. Sanjay Kumar Jha 2/08/22           |                                   |
| 6. Karoli Kumar Sanjeev 2/8/22        |                                   |
| 7. Bablu Biswas 02/08/2022            |                                   |
| 8. Dipa Chakraborty 02/8/22           |                                   |

### Notice

A Meeting of the IQAC comprising of both internal and external members will be held on 2<sup>nd</sup> August, 2022 from 2.30 p.m. to discuss the following:

#### Agenda:

1. To read and confirm the proceedings of the last Meeting
2. To report on Action Taken measures of the Proposals of the last meeting
3. To present the Action Taken Report on Plan of Action for 2021-22 and discuss Action Plan for the session 2022-23
4. To present the Academic Calendar for 2022-23.
5. To report on SSS analysis
6. To report on the Entry-in-Service Scheme and 30-hour Karate Course initiated during the year
7. To report on the completion of Screening /Selection Committee meetings for promotion under CAS
  - a) Prof Suman Ranjan Bandyopadhyay from Assistant Professor Stage 2 to Stage
  - b) Sri Prasenjit Pramanick (Librarian) from Stage 1 to Stage 2
  - c) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
  - d) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
  - e) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
  - f) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2
8. To frame the schedule for Internal AAA for the session 2021-22.
9. To discuss the status of Self Study Report for submission of IIQA
10. Miscellaneous, if any.

All are requested to attend the meeting.



Minutes of the IQAC Meeting held on 2<sup>nd</sup> August, 2022 from 2.30 p.m.

**1. To read and confirm the proceedings of the last Meeting**

The Coordinator read out the minutes of the last meeting held on 05.04.2022 and it was unanimously confirmed by the house.

**2. To report on Action Taken measures of the Proposals of the last meeting**

S. No.	Proposal	Action Taken
1.	The status of Self Study Report for Submission of IIQA	Could not be submitted
2.	Entry - in - Service Scheme for the session 2021-22	Initiated, exams to be held by the end of September
3.	To continue with the various Add-on courses initiated during 2020-21 and introduction of new courses	30-hour course on Karate started
4.	Seminar/ Workshop to be conducted on use of ICT for qualitative upgradation of faculty	Organized 3 nos of Workshop/ Seminar
5.	Application of Prof Bonny Samanta, Assistant Professor Department Of Education for Promotion under CAS from Stage I to II	Names of experts received from DPI and WBSU

**3. To present the Action Taken Report on Plan of Action for 2021-22 and discuss Action Plan for the session 2022-23**

**ACTION TAKEN REPORT on PLAN of ACTION 2021-22**

Sl.No.	Plan of Action	Status of Action Taken
	To conduct a workshop for Teachers on Student Induction Programme	Conducted by Prof Suman Ranjan Bandyopadhyay on 29.09.2021 in online mode and presentation pdf shared with teachers
	To strengthen the Mentor - Mentee Activities	Done
	To improve the student - computer ratio	More computers to be purchased

*Melahir*  
Co-ordinator, IQAC  
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*P.N.*  
Principal  
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Palta, Bengal Enamel, N. 24 Pgs.



		22; Registration Form for Baking Course circulated
5.	To plan for subject-wise online tests after the completion of each module	Partially done
6.	To extend Library reading services to local community	Done
7.	To draft a proposal for solid-waste management	To be done
8.	To draft year-long academic activities in celebration of sixty years of College Foundation	Successfully culminated
9.	To ensure that the Academic Publication of the college is done annually	Published for 2020-21
10.	To continue with the internal Academic and Administrative Audit and Green Audit	Done
11.	To improve upon the Annual Gender Sensitization Plan	Annual Gender Audit done

#### ACTION PLAN FOR 2022-23

S.NO	BROAD AREA	PROPOSED PLAN OF ACTION
1	CURRICULAR PLANNING AND IMPLEMENTATION	<ol style="list-style-type: none"> <li>1) Continue Academic calendar and e monitoring of adherence</li> <li>2) Conduct class test (CIE) during the last week of each month</li> <li>3) Develop a methodology for PO, CO attainment</li> <li>4) Introduction of new format for self-appraisal from the academic session 2022-23</li> <li>5) Add on/Certificate courses for 2022-23</li> <li>6) Blog writing</li> <li>7) Teachers and Alumni to be sensitized over Feedback</li> </ol>

*M. Kalish*  
Co-ordinator, IQAC  
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2	TEACHING, LEARNING, EVALUATION	<ol style="list-style-type: none"> <li>1) Continuous assessment in form of two class tests and an assignment/Quiz to be introduced for all</li> <li>2) Continue retraining program on module development</li> <li>3) Workshop on pedagogical methods</li> <li>4) Guidelines for resource sharing with other institutions</li> <li>5) Sharing of online Swayam courses</li> <li>6) Result Analysis of 2021-22</li> <li>7) Feedback on teaching and Learning to continue, include feedback on LMS</li> </ol>
3.	RESEARCH, INNOVATIONS AND EXTENSION	<ol style="list-style-type: none"> <li>1) Seed Money proposal to be structured</li> <li>2) Submission of Project reports by the teachers to be ensured</li> <li>3) Publication of college journal</li> <li>4) Extension activities: Awareness campaign on Vector borne diseases, AIDS awareness, environment conservation, Adult Education etc.</li> <li>5) Promotion of club activities</li> <li>6) IPR and Research methodology seminar</li> <li>7) Plan for academic exchange with institutions with whom MOU has been signed</li> <li>8) Workshop on Life skills</li> </ol>

*M. Sahin*  
Co-ordinator, IQAC  
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Principal  
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4	INFRASTRUCTURE AND LEARNING RESOURCES	<ol style="list-style-type: none"> <li>1) Introduce more ICT-enabled classrooms</li> <li>2) To increase student computer ratio</li> <li>3) To enrich Departmental library</li> <li>4) Yoga and Meditation Room</li> <li>5) Use of E content development facility to be promoted</li> <li>6) Create facilities for sports</li> <li>7) Upgradation of module :Introduction of ERP</li> </ol>
5	STUDENT SUPPORT AND PROGRESSION	<ol style="list-style-type: none"> <li>1) Induction Program</li> <li>2) Awareness programs on different scholarship schemes</li> <li>3) Registration of Alumni members to be strengthened</li> <li>4) Awareness on National Apprenticeship Scheme</li> <li>5) Counselling session for students</li> </ol>
6	GOVERNANCE AND LEADERSHIP	<ol style="list-style-type: none"> <li>1) To seek Departmental Action plan , Long term and short term and chalk out the Action Plan for the institution</li> <li>2) To monitor the compliance of all the committees and cells</li> <li>3) Compliance of NAAC, Academic, Administrative , Green and Financial Audit and related work</li> <li>4) Empowerment programs for Non Teaching staff members</li> <li>5) To work for academic quality enhancement, holistic development of students, welfare of all the staff members and development of the local community</li> </ol>

*M. Kalin*  
Co-ordinator, IQAC  
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Principal  
P.N. Das College  
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7	INSTITUTIONAL VALUES AND BEST PRACTICES	1) Environment consciousness programs to be conducted 2) Seminar on the Impact of single use plastic 3) Waste generation to be monitored and reduced 4) Survey on Carbon footprint
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#### 4. To present the Academic Calendar for 2022-23

The Coordinator presented the Academic Calendar for the session 2022-23 as received from Prof Sanjib Kumar Dhar, Convenor Academic Sub-Committee. The House unanimously resolved to accept the same.

JULY 2022	08/07/2022	END SEMESTER EXAMINATION FOR SEMESTER VI
	18/07/2022	COMMENCEMENT OF ADMISSION TO SEMESTER I OF 2022-23
	20/07/2022	END SEMESTER EXAMINATION FOR SEMESTERS II AND IV
AUGUST 2022		
	10/08/2022	ORIENTATION PROGRAM FOR SEMESTERS III AND V FOLLOWED BY COMMENCEMENT OF CLASSES
SEPTEMBER 2022		
	19/09/2022	INDUCTION PROGRAM FOR SEMESTER I FOLLOWED BY COMMENCEMENT OF CLASSES
	26/09/2022	CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTERS III AND V
OCTOBER 2022		
	01/10/2022	PUJA VACATION
NOVEMBER 2022		
	28/11/2022	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTER III AND V; CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTER I
DECEMBER 2022		
	14/12/2022	UNIVERSITY FORM FILL IN FOR SEMESTERS I, III AND V
	21/12/2022	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTER I
JANUARY 2023		
	02/01/2023	INTERNAL ASSESSMENT FOR SEMESTERS III AND V
	06/01/2023	REMEDIAL CLASSES FOR SEMESTERS III AND V
	10/01/2023	INTERNAL ASSESSMENT FOR SEMESTER I
	1/01/2023	REMEDIAL CLASSES FOR SEMESTER I
	16/01/2023	END SEMESTER EXAMINATION FOR SEMESTERS III AND V
FEBRUARY 2023		
	18/02/2023	ORIENTATION PROGRAM FOR SEMESTERS II, IV AND VI FOLLOWED BY COMMENCEMENT OF CLASSES

*W. Das*  
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Principal  
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MARCH 2023		
	20/03/2023	CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTERS II, IV AND VI
APRIL 2023		
	24/04/2023	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTERS II, IV AND VI
MAY 2023		
	22/05/2023	UNIVERSITY EXAMINATION FORM FILL UP FOR SEMESTERS II, IV AND VI
JUNE 2023		
	02/06/2023	INTERNAL ASSESSMENT FOR SEMESTERS II, IV AND VI
	07/06/2023	REMEDIAL CLASSES FOR SEMESTERS II, IV AND VI
	16/06/2023	END SEMESTER EXAMINATION FOR SEMESTERS II, IV AND VI

#### 5. To report on SSS analysis

The Coordinator informed the House that Student Satisfaction Survey responses obtained during the session 2021-22 has been analysed and the report with graphical illustrations have been uploaded on the college website for ready and easy access by all stakeholders.

Feedback Reports on Teaching -Learning, Library, Syllabus and Administration have also been analysed and uploaded on website. Feedbacks with suggestions have been sent to the stakeholders for actions to be taken thereof on their part.

#### 6. To report on Certificate Courses conducted during 2021-22

The Coordinator informed the members that a 36-hour Certificate Course on Yoga has been started from 11<sup>th</sup> Dec 2021 in offline mode for the students by the Department of Physical Education and 53 number of students completed the course successfully. The Principal informed that a MoU has been signed with Hiranyagarbhaya Vedic and Yogic Institute (HYVI) on 01.06.2022 and the Certificate Course on Yoga for 2022-23 will be conducted in association with them.

Dr Lahiri also informed that a 36-hours Certificate Course on Self-Defence (Karate) was held from 08.03.2022 in association with West Bengal Nambudo Association and 48 number of students completed the course.

The coordinator also informed that a 30 -hour Online Certificate Course on GST has been successfully completed with 198 registrations from the college and 69 paid registrations from other colleges; 28 participants completed the course successfully.

The Coordinator informed the members that a 48- hours Certificate Course on Employability Skills for the session 2021-22 was conducted from 16.04.2022 in dual mode to ensure maximum student participation. The syllabus for the course remained the same as last year and will comprise of four parts - Mathematical Abilities, Basic Computer Course (BCC), English Communicative Skills and Personality Development, General Knowledge and General Intelligence (GK & GI). A total of 220 students had registered for the course and 160 completed the course successfully.

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*M. Lahiri*  
Co-ordinator, IQAC  
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*P.N. Das*  
Principal  
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**7. To report on the completion of Screening /Selection Committee meetings for promotion under CAS**

The coordinator informed the members that the entire procedure for the promotion under CAS of the following incumbents have been completed and requested the Principal to do the needful at the earliest.

- a) Prof Suman Ranjan Bandyopadhyay from Assistant Professor Stage 2 to Stage
- b) Sri Prasenjit Pramanick (Librarian) from Stage 1 to Stage 2
- c) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
- d) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
- e) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
- f) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2

**8. To frame the schedule for Internal AAA for the session 2021-22**

The Coordinator informed that the Internal Academic and Administrative Audit for the Session 2021-22 by the IQAC will be held in the month of November after the Puja vacations. The Principal Dr Sharmila De informed the House that it will be followed by Audit by a Peer Team comprising of Dr T. K. Ghara, JDPI, Directorate of Education, Government of West Bengal.

**9. To discuss the status of Self Study Report for submission of IIQA**

The Coordinator Dr M Lahiri informed that the collection and presentation of data for the preparation of Self Study Report has nearly been completed.

**10. Miscellaneous, if any**

- i. The Principal informed the House that MoUs and Agreements on collaboration and linkages with various HEIs have been signed for sharing of resources, knowledge and infrastructure during the year and a number of seminars, workshops and training programmes have been conducted. Also MoUs have been signed with Hiranyagarbhaya Vedic and Yogic Institute and West Bengal Nambudo Association for conducting Certificate Courses on Yoga and Karate respectively.

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

*M. Lahiri*  
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*Dr*  
22/3/23  
Principal  
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