

6.1.1.

PARTICIPATIVE MANAGEMENT

&

DECENTRALISATION

in

INSTITUTIONAL GOVERNANCE.

GB Resolution .
(SAMPLE) .

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	2021-25/8
তারিখ / Date	১৩/১২/২২

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

১। ১. <i>W. Khan</i>	৮। ৪. <i>Abhimanyu</i>	১৫। ১৫.
২। ২. <i>P. S.</i>	৯। ৫. <i>Shalman Das</i>	১৬। ১৬.
৩। ৩. <i>M.</i>	১০। ১০. <i>...</i>	১৭। ১৭.
৪। ৪. <i>S. S.</i>	১১। ১১. <i>...</i>	১৮। ১৮.
৫। ৫. <i>K. S.</i>	১২। ১২.	১৯। ১৯.
৬। ৬. <i>M. S.</i>	১৩। ১৩.	২০। ২০.
৭। ৭. <i>R. S.</i>	১৪। ১৪.	২১। ২১.

নং / No.

Notice

A meeting of the Governing Body will be held on 20/12/2022 at 2.00 P.M. 2022 in the Principal's office to transact the following:

- 1) To read and confirm the proceedings of the last meeting
- 2) To approve the release of Dr. Mohasin Mallick, Associate Professor of Commerce, following Government Order of Mutual Transfer
- 3) To approve the joining of Dr. Taposh Kumar Paul, Associate Professor of Commerce following Government Order of Mutual Transfer
- 4) To consider the report of Disciplinary Committee on the matter of Ms. Amrita Sarkar, NACT
- 5) To report the registration of the college for NIRF ranking.
- 6) To approve submission of AQAR 2021-22 by the IQAC.
- 7) To approve the names of students' members of IQAC
- 8) To approve the resolutions of Purchase and Repair Committee
- 9) To approve introduction of Value Added Courses and Certificate Courses
- 10) To report the introduction of Self- Defence Course and Yoga Course
- 11) To place the Internal Audit Report for 2021-22
- 12) To report the Status of Employees Co-operative Society
- 13) To report the enhancement of salary of Guest Lecturer
- 14) To approve the sanction of Provident Fund Loan *by the Principal*
- 15) To report the Achievement of students in University Sports
- 16) To report the participation of Ms. Priya Biswas, NSS P.O. in the NSS Training Course
- 17) To approve the Leave of Staff members
- 18) To consider the Leave Encashment of Dr. Sutapa Bhattacharya, who retired upon superannuation on 30th November 2022.
- 19) To approve the action taken by the Principal for conducting Green Audit of 2021-22
- 20) To place the Feedback by Teachers on *Feedback* and the action taken
- 21) To consider drawing Institutional Development Plan at par with NEP
- 22) To consider the Registration of the Alumni Association.
- 23) Miscellaneous

W. Khan 13.12.22.
PRESIDENT
GOVERNING BODY
P.N. DAS COLLEGE, PALTA

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

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

Proceedings of the Governing Body meeting held on 20.12.2022

Item No.1. The proceedings of the last meeting held on 3rd September, 2022 were read and confirmed.

Item No.2. The Principal, Dr. Sharmila De, reported that Dr. Mohasin Mallick, Associate Professor of the Department of Commerce was released from the college on 9th November, 2022 afternoon following the transfer order (Mutual Transfer) No. 770-Edn(CS)/4A-40/2022 dated 11/10/2022 to join the post of Associate Professor in Commerce at Gour Mohan Sachin Mandal Mahavidyalaya, Bireswarpur, South 24 Parganas-743336. The Governing Body unanimously resolved to approve the action taken by the Principal.

Item No.3. The Principal reported that Dr. Taposh Kumar Paul has joined the college as Associate Professor of Commerce on 10th November, 2022 following Transfer Order (Mutual Transfer) No 770-Edn(CS)/4A-40/2022 dated 11/10/2022. Dr. Taposh Kumar Paul had been serving at Gour Mohan Sachin Mandal Mahavidyalaya as Associate Professor till 9th November, 2022. The Governing Body unanimously resolved to approve the action taken by the Principal.

Item No.4. The Principal placed the report of the Disciplinary Committee regarding the Study Leave of Ms. Amrita Sarkar, SACT. The report was read out by the Principal.

Prof. A.K. Bhakat, Teachers' Representative expressed displeasure over the use of the phrase "Recklessness and Misconduct", considering her past commendable service record. Prof. K. Sen Banerjee seconded the opinion of Prof. Bhakat. Dr. Monojit Ray, member of the Committee opined that the phrase had nothing to do with the past service of Ms. Amrita Sarkar and had been used due to the fact that she has not responded to any of the official communication made by the college authority. Ms. Amrita Sarkar has joined PG Diploma in Direction and Screenplay Writing at Film and Television Institute Pune, without prior approval to Study Leave from the Department of Higher Education, Government of West Bengal. The last day of her attending the college is 22nd March, 2022.

Since prior approval to Study Leave has not been granted by the State Government, the Governing Body unanimously resolved that there has been violation of the Government Order No.819-Edn(CS)/1363/SACT/2021 dated 12th August, 2021 and requested the Principal to forward the resolution adopted to the Department of Higher Education, Government of West Bengal for necessary action.

Item No.5. The Principal, Dr. Sharmila De, reported that the college has registered for National Institute Ranking Framework. The Governing Body appreciated the action taken by the Principal.

Item No.6. The Annual Quality Assurance Report for 2021-22 was placed by the Principal. The Governing Body unanimously accepted the report and requested the Principal to upload the same at the earliest.

Item No.7. The Principal informed the House that the post of Students' Representatives in the IQAC has fallen vacant as the earlier members have passed out the final semester examinations. The recommendation of the IQAC to include Puja Ram, student of Semester-III of Education (H) and Aparna Das of Semester-III of Geography (H) was unanimously accepted by the Governing Body.

Item No.8. The resolution of the Purchase and Repair Committee meeting held on 17/05/2022 was placed by the Principal and unanimously accepted by the House.

Item No.9. The Principal reported that few Add on Certificate Courses, namely E Commerce, Tax Filing and GST, Web Designing, Food Processing etc. will be taken up in collaboration with the following colleges in blended mode

Hiralal Mazumdar Memorial College for Women, Dakshineswar
Brahmananda Keshab Chandra College, Bonhooghly
Prasanta Chandra Mahalanobis College, Bonhooghly
Sree Chaitanya Mahavidyalaya, Habra

Item No.10. It was informed by the Principal that Add on Course on Self Defence (2021-22) has been conducted and Add on Course named "Yoga for Beginners" is ongoing.

Item No.11. The Internal Audit Report of 2021-2022 Financial Year was placed and approved by the House.


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

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Item No.12 The Principal informed the House that a letter dt.22.11.2022 was received from the Deputy Secretary to the Government of West Bengal appointing Dr. Sharmila De, Principal as Administrator of P N Das College Empl. Co-op. Cr. Society Ltd, for a period of 6 months w.e.f the date of notification to manage affairs of the Cooperative Society and to facilitate reconstitution of democratically elected management Governing Body requested the Principal to do the needful in this regard.

Item No.13. The Principal requested to approve (i) enhancement of salary of Guest Lecturers to Rs 6000 from 1st November, 2022 and (ii) enhancement of salary of Md. Arif Ali, Physical Instructor to Rs 6000 w.e.f 1st November, 2022. The said proposal was approved unanimously by the members.

Item No.14. The Principal placed the names to whom loan was sanctioned from Provident Fund during the year as under:

Sl. No	Name to whom loan sanctioned	Refundable Loan(Rs.)	Non-refundable Loan (Rs)
1	Dr. Sharmila De	180000	
2	Sri. Sanjib Kumar Dhar		300000
3	Smt. Kakolisen Banerjee		220000
4	Sri. ProsenjitPramanick	300000	
5	Smt. Dipa Chakraborty		400000
6	Dr.Sutapa Bhattacharya		900000
7	Dr.Bablu Biswas	50000	
8	Sri Amal Kr. Bhakat		600000
9	Dr. Thakur Das Tudu		200000

The House unanimously resolved to approve the same

Item No.15. The Principal reported the following achievements of students in the Inter-College Sports Championship.

Winners of Inter College Men's Volleyball Championship

Sm. Gaurika Das -2nd Position in WBSU Inter-college Chess competition 2022-23 held on 10.11.22

Sm. Ankita Dutta -3rd Position in WBSU Inter-college Athletic Meet 2022-23 held on 23.11.22

Item No.16. The Principal reported that Sm.Priya Biswas, NSS Programme Officer, P N Das College NSS Unit, participated in the Orientation Training Course conducted at ETI, Ramakrishna Mission Ashrama, Narendrapur between 13.11.2022. - 19.11.2022. The house approved On-duty Leave to her these days on which she went to Ramakrishna Mission Ashrama, Narendrapur to participate Orientation Training Course.

Item No.17. The leave applications of the following staff members were placed to approve
(A)Medical Leave:

(i) Sri M.C.Das

27/04/22-30/04/22=8

2, 11, 14, 20, 25/05/22=10

2/6/22-10/06/22, 14, 17, 21, 25, 28, 30/06/22=30

02/07/22, 08, 13/07/22, 15, 16/07/22=20

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(ii) Dr. Sutapa Bhattacharya 01/09/22 - 09/09/22 =18
11/10/22-17/10/22=14
07, 21, 28/11/2022=6

(B) Earned Leave:

(i) Dr. Basumita Tarafdar 16/8/89-26/08/89=11 02/04/90,10/04/90=2

08/09/92-17/09/92=10

12/02/94-18/02/94=7

09/02/99-13/02/99=5

30/03/99-31/03/99=2

20/04/99=1

04/05/99, 14/05/99=2

19/03/2001-23/03/2001=5

08/12/2001-13/12/2001=6

23/09/2002-28/09/2002=6

01/04/2003-05/04/2003=5

17-24/07/03=8

17, 23, 24/12/2004=3

14/01/2005=1

12, 19/02/2005=2

7, 10, 11, 14, 15/03/2005=5

4, 21-25/04/2005=6

7/05/2005=1

27-28/1/2006=2

21/02/2006=1

3, 4, 9, 10, 30/03/06=5

10, 25/04/06=2

12/05/06=1

25-30/11/06=6

10-20/02/07, 22-27/02/07=17

10, 11, 17, 24, 29, 31/03/2008=6

3-6, 12, 23, 27/02/09=7

5-7, 13/03/09=4

2, 20/04/09=2

10-15/09/12=6

08-20/04/13=13

6, 13/4/15=2

11/05/15=1

14-22/09/15=9

1-5, 19/03/16=6

12, 16/04/16=2

12-14/05/16=3

08-14/08/16=7

14, 23-25/03/17=4

3, 4, 7, 18, 29/04/17=5

27-30/11/17=4

01/12/17=1

24/02/18=1

3-5, 8-14, 16, 17, 29/03/18=13

12-13/04/18=2

11-12/05/18=2

19-24/11/2018=6

15, 18, 19, 26-28/2/2019=6

1, 16, 26/03/2019=3

09/04/2019=1

10-11/05/2019=2

9-13/07/2019=5

17-21/02/2020=5

(ii) Dr. Madhuchhanda Lahiri 05/09/2022 -08/9/2022=4

(iii) Sri Biswajit Mandal 16/12/2022-23/12/2022=8

The Governing Body resolved to approve the leave sanctioned by the Principal

Item No.18. The Principal reported that Dr. Sutapa Bhattacharya, Associate Prof. in the Department of Political Science, has retired from Service on 30.11.2022 upon superannuation. She requested the House to recommend for Leave Encashment of 300 days standing to her credit as per Leave record available in the college. The House approved the same.

Item No.19. Green Audit Report of 2021-22 session was placed and was approved by the House.

Item No.20. The Principal placed the Feedback report of teachers on curriculum. She informed the House that like previous years, the feedback has been communicated to West Bengal State University

Principal
8/5/23
Principal
P.N. Das College
Palta, Bengal Enam, P.S. Palta

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Item No.21. The Principal, Dr. Sharmila De informed the Governing Body that the Institutional Development Plan has to be redrawn in accordance with the National Education Policy. The Governing Body upon the IQAC may be delegated to do the same.

Item No.22. The Principal informed the House that necessary steps must be taken for registration of Alumni Association at the earliest. The Governing Body, unanimously agreed to the proposal requested the Principal to do the needful

Item No.23. Miscellaneous

i) The Principal informed that Formation of Electoral Literacy Club is essential as per the revised guide. The Governing Body resolved that the Club be formed. The following names were proposed to the Principal:

Faculty Coordinators

Joint Convenors: Dr.ThakurdasTudu
Prof. Sukumar Sarkar

Members: Prof. S.R. Bandyopadhyay
Dr. Chandan Sarkar
Prof. Goutam Biswas

Student Co-ordinators: to be proposed by the Departments and approved by the Principal

The House unanimously approved the same.

ii) Teachers' Representative requested to consider the enhancement of monthly remuneration of Mr. Bain to Rs. 5000/-(Five thousand only) w.e.f 1st December 2022

iii) Unanimously resolved that Annual Sports be arranged by February, 2023 after the University Examinations.

iv) The Principal reported that Academic and Administrative Audit for 2021-22 has been completed on 17/12/2022.

v) The Principal informed that Registration for Institution's Innovation Cell has been initiated

vi) The Principal informed that Incubation cum Innovative Cell in collaboration with Hiralal Mazumdar Memorial College for Women and Sri Chaitanya Mahavidyalaya, Habra has been formed

vii) The Principal informed the House that Collaboration with Rishi Bankim Chandra College for Women, Alipore College has been signed. Library facilities, extension activities; academic and cultural exchange has been signed MOU with Alipore College has been signed.

As no other matter came up, the meeting ended with a vote of Thanks to the Chair.

Read & Confirmed

[Signature]

01.02.23

[Signature]
PRESIDENT
GOVERNING BODY
P.N. DAS COLLEGE, PALTA

[Signature]
8/5/23
Principal
P.N. Das College
Palta, Bengal Enam, 74134 Pox

DQAC RESOLUTION
(SAMPLE)

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 30th 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 5th July 2017.

c) A Workshop on National Digital Library was conducted by Sri Prasenjit Pramanic, Librarian, P.N. Das College from 29th May, 2017 to 2nd 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, 3rd 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.

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

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

ATTESTED

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

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 . Chakroorty 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 19th 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

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

Co-ordinator, IQAC
P. N. Das
Palta
Page
743122

ATTESTED

Principal
P.N. Das College
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**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 3rd 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 3rd.

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
Palta, 24 Pgs. Enamel, N. 24 Pgs.

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

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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 ~~be~~ 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.

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

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

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

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 ENVIS 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
Palta


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

ATTESTED


Principal
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- 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 3rd year.
 Programmes on career guidance
- January 19: Seminar : values in life
 Remedial classes will be started for 2nd 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 14th 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.

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Read & confirmed

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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 pm in the IQAC room.

The Principal took the chair and declared the meeting open.

Agenda 1. The proceedings of the last meeting held on 19th May, 2018 were read and confirmed. When the Action Taken Report was presented by the Co-ordinator, the Principal enquired about the number of students who had participated in the entry-in- service coaching. The coordinator informed the house that a total number of one hundred eight students participated in the entry - in -service coaching. The Co-ordinator also pointed out that the Academic 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*
- A) The Principal, Dr Sharmila De, placed the papers of Dr Ajit Das in connection with the promotion under CAS. *At the 6.8 meeting for needful consideration*
 - B) A workshop on "Electronic Data Management & E-content Development" for the teaching staff was held on 5th July 2018. Dr Manas Kr Baidya, Associate Professor, Malda College, conducted the workshop.
 - C) Bridging- The -Gap , an orientation programme was organised on 9th & 10th July 2018 for the new students.
 - D) An orientation programme on uses of library was held on 16th to 19th JULY 2018 for 1st year students.
 - E) IQAC organized a three day workshop on newly introduced CBCS system on 9th to 11th July, 2018. Every department presented own power point for the same.
 - F) A counselling session for 1st yr students was held from 10th to 13th July on CBCS system.
 - G) 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.

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

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

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

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

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

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


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

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

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

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


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3.	Dr. B. Tarafadar	The Coordinator informed the members that as the 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 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	Plan of Action for 2019-20 was placed : 1. <u>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.</u> 2. <u>All e-modules to be uploaded on the college website.</u>	Accepted

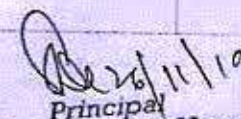
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3. To introduce internship programmes for students.
4. Introduction of Induction programme and structured mentoring.
5. Increase in the number of extension activities.
6. Academic and Administrative Audit by Peer Team.
7. Continuation of Earn-While-You-Learn 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.


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4.	Coordinator	<p><u>To discuss about the preparations for the submission of the AQAR for the session 2018-19</u></p> <p>The Coordinator informed that as the AQAR for the Session 2017-18 was submitted on 3rd 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><u>To discuss about the forthcoming activities as per the Event Calendar 2019-20</u></p>	Elaborate discussion and a few changes included
6.	Coordinator	<p><u>To discuss the plan of action for the remainder of the current to introduce internship programmes for students</u></p> <ol style="list-style-type: none"> 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 & Customer Service in just 70 days. 2. The Principal informed that Shyam Steel has offered internship for students. 3. Dr. Bardhan opined that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography. <p>Increase in the number of extension activities</p> <ol style="list-style-type: none"> 1. Programme on Cancer Awareness to be conducted on 28.11.2019 in association with Sanjeevani: Life Beyond Cancer 	Feedback on mentoring is awaited.

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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"> • Principal proposed that the following needs to be done with utmost urgency: <ol style="list-style-type: none"> a) 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. <input checked="" type="checkbox"/> b) Scanned Copies of IOAC Resolutions be uploaded on the college-website. <input checked="" type="checkbox"/> c) Scanned Copies of mark sheets be preserved <input checked="" type="checkbox"/> d) Google Doc File be initiated for collective Documentation e) She also opined that Feedback from Guardians, Teachers, Students and on syllabus has to be taken before the commencement of the 2020-21 session. • 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. • The Librarian Sri. P. Pramanick reported that the current book talk was very encouraging and motivating for the students. 	

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M. Kalita
 Co-ordinator, IOAC
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 Principal
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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"> • Principal proposed that the following needs to be done with utmost urgency: <ol style="list-style-type: none"> a) 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. <input checked="" type="checkbox"/> b) Scanned Copies of IQAC Resolutions be uploaded on the college website. <input checked="" type="checkbox"/> c) Scanned Copies of mark sheets be preserved <input checked="" type="checkbox"/> d) Google Doc File be initiated for collective Documentation e) She also opined that Feedback from Guardians, Teachers, Students and on syllabus has to be taken before the commencement of the 2020-21 session. • 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. • The Librarian Sri. P. Pramanick reported that the current book talk was very encouraging and motivating for the students. 	

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M. Kalita
 28/11
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Dr. S. De
 10/10/2020
 Principal
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Dr. S. De
 10/10/2020
 Principal
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❖ 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> <p>i. A series of Department-wise Workshops conducted by Prof Suman Ranjan Bandyopadhyay in Nov, 2019 on E-module Development</p> <p>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"</p> <p>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</p> <p>iv. Workshop on e-Module Development conducted by S. R. Bandyopadhyay in DBRASM on</p>
2.	To introduce internship programmes for students	Not Done Dr. Bardhan had suggested that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography: Not Done
3.	Introduction of Induction programme and structured mentoring	A fresh list of students with their contact numbers have been provided. The groups have been reconstructed so as to include one male and one female mentor. Online mentoring to be done.
4.	Increase in the number of extension activities	Physical conduct of Extension Activities could not be pursued for a part of 2019-20 because of corona virus pandemic. <ul style="list-style-type: none"> i. Cancer Awareness Programme on 26.11.2019 ii. Thalassemia Awareness and Screening Programme held on 04.12.2019 iii. Christmas Day Celebration with orphan children of Shishu Bhavan with distribution of Cakes, Confectionaries inside Socks etc on 24.12.2019 iv. Distribution of Blankets to the children of Shishu Bhavan on 27.12.2019 v. Dengue & Chikungunya Awareness Programme on 29.02.2020 vi. Workshop on Self- defence on 06.03.2020 vii. Cleanliness drive and Awareness Programme on Dengue & Chikungunya conducted on 08.03.2020

M. Lahiri
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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 st 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

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S. Chakraborty
Principal
V. Das College
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	In-house annual training programme series on e-content development
February 2021	Academic and Administrative Audit for 2019-20
	Programme on Environmental Issues
	Programme on Cancer Awareness on World Cancer Day
	Programme on International Mother Language Day
March 2021	Programme on Sustainability of the CBCS Curriculum
	Extension and outreach Programme to be conducted with Industry/ community
	Programme on Girl Child on International Women's Day
April 2021	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.

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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	<ul style="list-style-type: none"> ✓ 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

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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
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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

ATTESTED

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

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

P. N. Das
10/5/21
Principal
P.N. Das College
Palia, 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:

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

ATTESTED
[Signature]
Principal
P.N. Das College
Palta, Bengal Enam, N. 24 Pgs

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

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 IQA
 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

M. Lalit
28/3/22
Coordinator, IQAC

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

1. De 5/4/22
2. Medhucharya Lahiri 5/4/22
3. Sanjit Kumar Das 5/4/22
4. Karoli Sen Sanjeev 5/4/22
5. Prasomita Tarekdine 5/4/22
6. Prosenjit Pramanick 05.04.2022
7. Sunamoye Bandyop 05/4/22
8. Bablu Kumar 05/04/2022
9. Akhila Banerjee 05/04/2022
10. Bipra Chakrabarty 5/4/22

ATTESTED

De
10/5/22
Principal

P.N. Das College
Palta, Bengal Enamol. 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# Session To discuss about the Certificate Course on Employability Skills for the forthcoming

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 23rd 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


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

ATTESTED

10/5/22
Principal
P. N. Das College
Palta, Bengal Enamel, N. 24 Pgs.


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

- ◇ 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

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

ATTESTED
S. K. Das
10/5/23
Principal
P. N. Das College
Palta, Bengal Enamel, N. 24 Pgs

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

Minutes of the IQAC Meeting held on 2nd 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 IIOA	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

Wadhwa
Co-ordinator, IQAC
P.N.E. 5
Palta, 24 Pgs. (N)

ATTESTED
P. Das
10/5/22
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

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

ACADEMIC COMMITTEE RESOLUTIONS (SAMPLE)



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

Ref:

Date 05/5/2017

NAAC accredited – B (2016)

NOTICE

A meeting of the Academic Sub - Committee will be held on 13th of May, 2017, Saturday at 11:30 A.M. at the college premises to discuss the following agenda:-

1. Confirmation of the proceedings of the last meeting
2. Admission procedure
3. Academic affairs
 - a) Class routine
 - b) Academic calendar
4. Review of Test Results
5. University Examinations
6. Recruitment of Management appointee teachers for different departments
- ✓ 7. Workshop for Virtual Class
8. Miscellaneous.

Schakraborty 05/5/2017
Convenor

Academic Sub Committee

Members:-

1. Dr.S.De
2. Dr. S. Karmakar
3. Dr. R. K. Sarkar
4. Dr. T.Tudu
5. Dr. B.Tarafdar (H.O.D Bengali)
6. Prof. S.Dhar (H.O.D History)

ATTESTED

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

Agenda No. 4 :- Review of Results

The convenor informed the members that the test results of all the three years was not satisfactory. supplementary tests were conducted for those who had failed the test examination. The Principal proposed that a fine be imposed on the students who have failed to clear the supplementary exam even after test exam. An amount of Rs. 300/- and Rs. 500/- was decided as fine imposed General & Honours students respectively.

On discussion on the measures to be taken for low attendance of the students, Prof. B. Biswas said that continuous steps be taken for increasing the student consciousness & awareness regarding attendance.

The Principal said that a date be decided upon, after one month of admission to inform the newly admitted students of the strict rules followed regarding attendance in the college.

It was also decided by the members that a deputation will be given to the VC to highlight the problems & their associates fall out, as a result of excess intake of students in the nearby colleges at the time of admission.

The convenor stated that the P-III results have been quite satisfactory. Bengali- Cent Percent History- Cent Percent Geogaphy- Cent Percent Commerce- Cent Percent English- Cent Percent Education- Cent Percent. Two students, one each from Education & History departments have occupied 1st class. The Principal proposed such meritorious students be felicitated in the college social.

Agenda No. 5 :- Recruitment of Management Appointee Teachers for different Departments

The procedures for Recruitment of Management Appointee Teachers for different Departments(as resolved in GB) be started. Prof. A.K.Bhakat was entrusted to do the needful.

Agenda No. 6 :- Workshop for Virtual Class

A workshop for virtual class to done by the Digitech on 2 days-the 1st will be held on 30th May, 2017.

The workshop on e-learning will be held on 6th & 7th June, 2017, as stated by the convenor.

Agenda No. 7 :- Miscellaneous

1. Prof. B. Biswas proposed that few more seminar proposals may be put forward to UGC by different departments. He stated that the Department of Math & Eco and Deptt. Of History are applying for UGC seminars.
2. Prof. D. Chakraborty proposed that a printer be provided to the teachers, in any place of their convenience. and no. of computers for the teachers be increased.

In this regard, the Principal informed the members that the matter will be looked into from the RUSA fund.

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

Handwritten signature and date:
15/7/17

ATTESTED

Handwritten signature and date:
10/5/17

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

fine Rs. 5/- be imposed per day after the last date of admission is over, if he/she intends to be admitted.

The Principal stated that class adjustments undertaken by the Management-appointed teachers must not be undertaken by themselves and any changes must be brought to the notice of the convener, Academic-in-charge, Principal.

Dr. S. Bhattacharya proposed that ^{blank} related attendance Registers be provided for both 2nd and 3rd Year to each Department so that their presence/absence can be systematically marked.

Agenda No. 4: Preparation of AQAR

The Principal proposed that a date for IQAC meeting be fixed in the 1st Week of Aug, 2017.

The IQAC, Coordinator stated that the AQAR criterion-wise report be submitted to the IQAC by the 25th July.

The Principal also opined that resolutions of the last two meetings be uploaded on the college website.

The Co-coordinator Proposed that External activities for the session 2017-2018 will be started with the Dengue Awareness Programme in the nearby villages & school along with the NSS unit.

X # The date for Medical Awareness Programme for Dengue/Malaria in the college is to be finalized by Prof. S.R. Bandhopadhyay.

✓ # Sri Biswajit Dey will be imparting a Computer Technical Knowledge Enhancement skill training Programme for the faculties.


Dr. M. Lahiri will impart a working knowledge to the faculty regarding virtual classrooms. She is also entrusted with the responsibility to prepare a poster ensuring class allotment to all teachers one day per week.

Agenda No. 5: Headship Rotation

The proposal for the rotation of Headship after a period of 2Years is unanimously accepted with the following changes noted:

- | | |
|-----------------|------------------|
| 1) HOD, BENG | : Dr. S. Hossain |
| 2) HOD, POL. SC | : Dr. T. Tudu |

ATTESTED


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

Proceedings of ^{the} Academic Sub-committee meeting held on 31st Aug 2017, at 2:30 p,m in the principals room

Agenda No. 1 : Confirmation of the proceedings of the last meeting

The convenor read the resolution of the last meeting held on 15/7/17 and confirmed.

Agenda No.2 : Action taken report of the last meeting

The convenor informed that the following actions have already been taken as a follow up of the last meeting

- a) Attendance register have been prepared.
- b) Preparation of AQAR is almost complete.
- c) Dr. M.Lahiri , Dr.B.Biswas , D.Chakraborty .S.Dey ,B.Dey ,Sreekumar have helped teachers to take Virtual classes
- d) Political Science department has arranged felicitation programme for the students of participated in Mock Parliament

Agenda No.3 :Review of college Part 1 Result at University Level

The Part 1 University result of the college is very poor. The convenor informed that in General stream there had been some information gap between the H.E and Examiners regarding pass marks.

Attendance record will be displayed a month before the TEST. Dr. B.Biswas suggested that regular class test should be taken. The convenor suggested that students who have not qualified in Part 1, should be included in Tutorial and Remedial classes.

Agenda No.4 : Academic Affairs

The convenor said that some classes are not held in time due to many programmes and students take advantage of these.

 ATTESTED

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

Proceedings of the Academic Sub-Committee Meeting held on 27/11/17 at 3:00 p.m . in the principals' chamber.

The convenor Prof. Dipa Chakraborty read the resolution of the last meeting held on 31st Aug 2017 and confirmed.

Attendance Registers of Environmental Science , Compulsory English, Compulsory Bengali, Alternative English yet to be prepared .

The convenor said that as per the resolution of the last meeting, list of students with 60% attendance or more prepared by nearly all the departments will be placed in the meeting.

The class tests at regular intervals are being taken as reported by the convenor.

Submission of Question papers for the Mid Term examination has been submitted by most of the departments.

Prof. A . Choudhury stated that the students who have neither been regular in attendance nor have submitted their written applications stating their reasons of absence, should be punished.

Prof. A.K.Bhakat stated that if students having less than required % be barred from appearing Mid Term Examination no students of the Department will qualify for the test.

Principal proposed that the Departments will prepare a list of Hons & Gen students who will be eligible to sit for the Mid Term examination with a note stating the way outs.

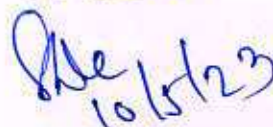
It was also accepted to prepare & submit a list of students of II Yr. III Yr.who have sufficient attendance.

The Convenor stated that after phone calls to students from the college, attendance of the students have improved .In this context, she mentioned the problems faced by the Depts. in preparing and implementing the attendance Registers in Google form. Different Depts. have already prepared the attendance Registers in Google form.Prof. S.Bhattacharyya stated that it is difficult to give attendance for Gen. Students on mobile.

The Principal said that as per the new UGC requirements for CAS promotion, 10 marks for designing of e- module is yemarked, for this the modules have to be submitted at the year end.



ATTESTED



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

Proceedings of the Academic Sub-committee meeting held on 02nd July 2019 at 2:00 p.m. in the principal's room.

The convener read the resolution of the last meeting held on 27/12/2018 and confirmed.

Academic Affairs: Dr.B.Tarafder informed the members that the Skill subjects for each of the department have been identified. She also said that with the 3rd Sem starting from this year, there is a huge increase in the burden of classes. It will be all the more difficult for the one man departments like Hindi, Phy.Edu,Econ ,Math &also the lab based subjects will also see a huge increase in the burden such as Geography.

Dr.B.Biswas opined that permission be taken from WBSU to make FOSS one of the compulsory Skill subjects which will enable them to develop some skill in computer and acquire a certificate from IIT Bombay.

It is resolved that the members decided to create a pool of Skill subjects across all the subjects. The skill subjects of the following departments were short listed-

English, Bengali, Pol.Science, History, Geography, Commerce, Math and Economics. *Physical Education*

Discussion about e-Module: It is decided to create a schedule for workshop starting from 4th July with Prof. S.R.Bandopadhyay, Prof.B.Samanta and Prof.A.Sarkar to act as the resource person.

Discussion about University Results: The convener informed the house that the overall results of the college ,has been good with Eng, Beng &Commerce showing good performance along with general subjects.

Rotation of Headship : Beng S.H –B.T, Eng KSB –SRB, Hist- GB –SD, Pol.Sc –TT –SB, Commerce MM – AKB.

Miscellaneous : 1.The co-ordinator of the Examination - Sub Committee thanked all the teaching and non teaching staff for the smooth conduct of the University examinations 2019.

2. Dr. M. Lahiri requested the house that Geography be given as GE with Economics in Sem 1 instead of Sem 2. The principal assured her that the matter will be looked into.

3.The convener Admission Committee that these has been a good increase in the admission of students for certain subjects like Eng, Hist, Commerce &also an increase in the no. of students admitted to General course.

ATTESTED

P.N. Das
6/5/23
Principal
P.N. Das College
Paika, Bengai Enamel, N. 24 Pgs

Minutes of Academic Committee meeting: 04.02.2022

Academic Convenor, S.K.Dhar read out the proceedings of the last meeting, held on 05.10.2021 and confirmed, though Principal raised a question about the compliance of the meetings proceedings. She said committee resolutions are still awaited.

- Principal highlighted about the commencement of 2nd, 4th & 6th Semester classes. She suggested that Semester 4th and 6th should be started on regular basis from 15th February, 2022 and semester 2nd after one week of their University examination. Side by side it was unanimously decided that 3rd & 5th Semester classes should begin from 2nd week after the last examination.
- Regarding NAAC preparation prof. Kakoli Sen Bannerjee gave the feedback of The NAAC proceedings. Prof. Bonny Samanta highlighted about Criteria-2 & she said there are items that would be listed soon for the departments to submit.
- Prof Basumita Tarafder said that Criteria -1 is almost complete.
- Academic Convenor S.K.Dhar reported that the college had performed very well in the University Examination, 2021. He mentioned

A. Ayesha Shaw of B.Com Hons. became topper in the University Examination

B. Protika Bala of B.A general became topper in the University Examination

C. Priya Mondal Bengali Hons. 2nd

D. Arpita Das B.A General 6th

E. Runu Khatua Education Hons. 9th


F. Anushka Roy B.com Hons. 10th

He appreciated almost all the Teacher members as they worked relentlessly to take classes regularly with the help of Technology and make the students educationally well equipped. Sanjib Dhar also praised our Principal Dr. Sharmila de for her efficient role behind this as well as he thanked prof. Suman Ranjan Bondyopadhyay and Dr. Bablu Biswas who spent their valuable times formaking the teachers technologically well equipped and efficient through ICT training.

- Principal Dr. Sharmila De officially thanked all the teacher members for taking classes sincerely throughout the Lock down period and she also said that the college felt proud of those students who made good result and achieved highest rank in the University examination. She mentioned that P.N. Das College is the first college who used all their technological knowhow for classroom teaching and evaluation in the pandemic situation.
- Dr. Basumita Tarafder suggested that students who achieved highest rank in the University Examination must be felicitated. Principal agreed with the view and said a plan of cash prize and certificates should be designed.
- Regarding the preparation of SSR, Principal suggested that all departments must submit necessary information and data in time asked for by IQAC Convenor.
- Regarding Certificate courses Principal informed that the 30 hour courses would be termed as Add on Courses. Certificate courses must be of 12th month duration. A permission from University is needed. Departments who are interested for certificate course must submit their application.
- Principal highlighted that the Diamond jubilee Celebration would be held on 20th August, 2022. She proposed to make a Year long programme plan and She suggested that Departments could hold Seminars and other intellectual programmes on this occasion.

ATTESTED


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


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

BUILDING COMMITTEE RESOLUTIONS (SAMPLE)



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 .. 06.02.2020

Notice

A meeting of the Building Committee will be held on 13th February, 2020 at 1.00 p.m. at the West Bengal State University Campus, Administrative Block- 1st Floor, to transact the following:

1. To read and confirm the proceedings of the last meeting held on 12.09.2019.
2. To consider appointment of new representative of P.W.D
3. To discuss the execution of completion of construction work of Women's Hostel
4. To discuss the execution of completion of construction of Indoor Sports Infrastructure
5. Miscellaneous

Your presence is solicited

SAE
6/2/2020
Principal
P. N. DAS COLLEGE
Santinagar, Palta, 24 Pgs. (N)

ATTESTED
SAE
10/5/23
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

Members present :

- 1) Sse 13/2/2020
- 2) ~~13/2/20~~
- 3) Bin 13/2/2020
- 4) ~~13/2/2020~~
- 5) Abhim Borkar 13/02/2020

1) The proceedings of the last meeting held on 04/09/2019 were read & confirmed.

2) The Principal reported that Sri Ankur Pramanick, the representative from PWD had been transferred from PWD, Barasat. Also, it has been informed by the PWD (CB) ^{DPE} Barasat that henceforth all works of the college would be handled by PWD Basrahpur.

Under such circumstances, it was unanimously resolved that an application for nomination of new representative be made to PWD Basrahpur. The Principal was requested to do the needful.

3) The Principal reported that in the UAC-Interface Meeting on Women's Hostel, where a presentation had been made by the Principal, it was conveyed that the incomplete work (partially completed block) must be completed and the Utilization Certificate must be submitted.

ATTESTED

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

to the UAC by 31st March 2020

The same had been brought to the notice of PWD (C.B) Dte Baranati - but ~~the~~ PWD Baranati has declined to complete the work as in grounds that the area falls under the jurisdiction of PWD Barasatpur now.

Under such circumstances, the work has been handed over to PWD under 3 heads

a) Construction of 3 Nos. of Dormitory of Ladies Hostel : 4,84,808/-

b) Construction of Hostel super's Quarter attached with the ladies' Hostel : 4,21,388/-

c) Construction of Hall & Toilet Block : 4,62,070/-
An estimate of Rs. 13,68,272/- has been communicated by the PWD.

The action taken by the Principal was approved by the Building Committee.

4) In the UAC Interface Meeting on Indoor Sports Infrastructure, it was conveyed that the project must be completed by 31st March 2020.

However, upon inspection, the PWD officials have opined that ~~it was the structural design~~ it would not be feasible given the structural design.

~~It was~~ It was unanimously decided that a letter be sent to UAC with the details from PWD & request be made to extend the deadline.

5) No other matter was discussed.

ATTESTED

[Signature]
10/5/20

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

[Signature]
13/2/20
Principal
P. N. DAS COLLEGE
Palta, Bengal Enameli, N. 24 Pgs. (N)



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.pndacollege.in

NAAC ACCREDITED - 2016

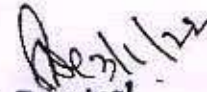
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Date 03/01/2022

Notice

A meeting of the Building Committee will be held on 11.01.2022 at 1.00 P.M. to transact the following agenda:-

1. To read and confirm the proceedings of the last meeting held on 13.07.2021
2. To report the status of work of Extension of Science Building.
3. Miscellaneous


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

ATTESTED

10/1/23
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Members present

- 1) *[Signature]*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) *[Signature]*
- 5) *[Signature]*

- 6) *[Signature]*
- 7) *[Signature]*
- 8) *[Signature]*

Resolution of the Building Committee Meeting held on 11.01.2022.

1. The proceedings of the last meeting held on 13th July, 2021 were read and confirmed.

2. The Principal reported that as per the communication with Executive Engineer, PWD, Barrackpore-Division, out of the Rs.32,00,000/- (Rupees thirty two lakh only) which was deposited for the Extension of the Science Building Rs.26,59,875/- (Rupees twenty six lakh fifty nine thousand eight hundred seventy five only) has been utilized and balance of an amount of Rs.5,40,125/- (Rupees five lakh forty thousand one hundred twenty five only) is lying with the office of the PWD.

However, the estimated amount was Rs.40,01,455/- (Rupees forty lakh one thousand four hundred fifty five only) and it was decided earlier that the difference amount (Rs.40,01,455/- - Rs.32,00,000/-) of Rs.8,01,455/- (Rupees eight lakh one thousand four hundred fifty five only) would be paid by the college from its own sources.

It was unanimously decided that estimate of a floor over the newly extended building may be considered and request for estimate may be made to the PWD for the same. This should be taken up at the earliest since the UC needs to be submitted by the financial year.

As no other matter was put forward, the meeting ended.

[Signature]
11/1/2022

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

ATTESTED

[Signature]
10/15/22

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

PURCHASE COMMITTEE RESOLUTIONS (SAMPLE)

Purchase Committee Resolution on 25/11/22

A meeting of purchase Committee was held on 25/11/22 at principal's room with principal at chair at 2:30 pm.

Item No:1- Proceeding of the last meeting held on 17.05.2022 was read and confirmed.

Item no -2:- Procurement of PC and Printer- After the details discussion about the agenda it is resolved that Two (2) Desktop and Two(2) colour printer has purchased and installed common places unanimously approved by the committee.

Item no-3: Cleaning Campus:-

all members of the committee unanimously decided that An amount of Rs -27000/- (Twenty thousand only) has been sanctioned for above mentioned purpose.

Item No-4: Purchase Stationary goods for College-

All members of the committee unanimously decided that an amount of Rs -50000/ (Fifty thousand only) has been sanctioned for the said purpose, along with direct purchased from college street after purchased to maintained Stock keeping properly.

Item No-5: Chairs and Tables for new Class rooms:-

Chairs, tables, high benches and low benches for new science building has been required (table - 15 (fifteen), Chairs 15(fifteen) high benches - 40 (forty) and low benches -40 (forty) has been approved by the present members.

Item No- 6: Electrification of Ladies hostel-

Electrification of hostel building estimated amount of Rs- 85000/- (Eighty five thousand only) has been sanctioned by the present members.

Item No – 7: Renovation of main gate:-

For the purpose of and renovation of main gate an estimated amount of Rs 72000/ (Seventy two thousand only) sanctioned by the committee members.

Item No- 8: Display board vision and mission: - After details discussion display board and subject offered board required for purchase estimated amount of Rs 30000/ (Thirty thousand only) has been sanctioned by the present committee members.

Item No -9: Podium:-

To purchased Transparent Podium an estimated amount of Rs -15000(fifteen thousand only) has been sanctioned by the present committee members.

Item no -10: Misc. :

Repair and maintenance misc.work of college an estimated amount of Rs-100000/- (One lakh only) has been approved.

a) AMC- Rs- 30000/- (Thirty thousand only)

b) office furniture- Rs-30000/- (Thirty thousand only)

c) computer table s renovation Rs- 15000/- (Fifteen thousand only)

d) plumber oriented works Rs- 25000/ (Twenty five thousand only) etc. has been sanctioned by the committee.

e) Processing for Lease of the pond adjacent to College with an urgent basis.

The meeting ended vote of thanks to the chair no other matters raised by the present

P.N. Das
25/11/22

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

EXAMINATION COMMITTEE RESOLUTIONS (SAMPLE)

Minutes of the extended Examination Committee meeting held on 24.09.20 in virtual mode at 2.30 PM.

Members present:

1. Dr Sharmila De (Chairperson) *De*
2. Dr. Basumita Tarafder *Tarafder*
3. Prof. Amal Kumar Bhakat (Convenor) *Bhakat*
4. Prof. Kakoli Sen Banerjee *Kanki Sen Banerjee*
5. Prof. Dipa Chakraborty *DC*
6. Prof. Bony Samanta *B. Samanta*
7. Prof. Sukumar Sarkar *S. Sarkar*

Other members of the teaching faculty were also present on request.

1. Minutes of the last meeting held on 10th September, 2020 were read and confirmed.
2. As per intimation from WBSU it was resolved that admit card is not mandatory for appearing in the Part III online Examination, 2020.
3. Break up of marks will be: Theory 50 Marks, Practical marks 30 and Internal marks 20.
4. Three days of examination duty for each teacher is to be allotted.
- ✓ 5. An orientation program for candidates will be addressed by Prof. Suman Ranjan Bandyopadhyay on 28th September at 10:45 AM.
6. Principal madam requested the teachers to upload the practical marks for subjects for which practical examination has already taken.
- ✓ 7. The convenor has prepared an instruction sheet for students which has to be circulated through College Website and departmental Whatsapp groups.

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

De
25/1/2022
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

ATTESTED
De
25/1/22
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Minutes of the Examination Committee meeting held on 19.10.20 in virtual mode at 02.30 PM.

Members present:

1. Dr. Sharmila De (Chairperson) *Sharmila De*
2. Dr. Basumita Tarafder
3. Prof. Sanjib Kumar Dhar *Sanjib Dhar*
4. Prof. Amal Kumar Bhakat (Convenor) *Amal Bhakat*
5. Prof. Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *Dipa Chakraborty*
7. Prof. Bony Samanta *B. Samanta*
8. Prof. Sukumar Sarkar *S. Sarkar*

1. Minutes of the last meeting held on 24th November, 2020 were read and confirmed.

2. Convenor reported that the Part II Examination, 2020 will commence on 2nd November, 2020.

3. The Principal reported the details routine of the ensuing Part II examination.

4. Student's strengths for ensuing examination for different subjects were shared by the principal.

✓ 5. It was resolved that an orientation program for teachers will be held on 27th October, 2020; an students orientation on 28th October, 2020 and the orientation program for Sem II and IV will be held on 2nd week of November.

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

Sharmila De
25/11/20
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

ATTESTED

Sharmila De
10/11/20
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

Minutes of the extended Examination Committee meeting held virtually on 27th October, 2020 at 11:00 AM with the principal in chair.

Members present:

All the faculty of the teaching staff including the members of the Examination Committee attended the meeting.

1. The principal greeted the teachers with wishes of *Subho Bijaya*.
2. Convenor reported that updated lists of candidates for Part-II Examination were mailed to departmental heads.
- ✓ 3. Resolved to create subjectwise Whatsapp groups.
4. Number and name of papers is to be ascertained from students since the list of subjectwise students not yet received from WBSU.
5. Examination timing is 10 AM to 12 noon and 1 PM to 3 PM.
- ✓ 6. Resolved to frame a guidelines for the candidates in consonance with the WBSU instructions.
7. Resolved to prepare a Duty Roster for the teachers.
- ✓ 8. A students orientation program will be held on 29th November.
9. Dr S. Bhattacharya said that updated students list is not yet available. Principal said that admission not yet complete for 3rd and 5th Semester.
10. Resolved to hold the Internal Assessment of 2nd and 4th semester in the last week of November after *Bhai Fonta*.

The meeting ended with a vote of thanks to the chair

Pde
25/11/2022

ATTESTED

Pde
10/11/23
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 P.S.

Minutes of the extended Examination Committee meeting held virtually on 9th November, 2020 at 7:00 PM with the principal in chair.

Members present:

1. Dr Sharmila De (Chairperson) *Sharmila De*
2. Dr Basumita Tarafder
3. Prof Sanjib Dhar *Sanjib Dhar*
4. Prof Amal Kumar Bhakat (Convener) *Amal Kumar Bhakat*
5. Prof Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *Dipa Chakraborty*
7. Prof Bony Samanta *B. Samanta*
8. Prof Sukumar Sarkar *Sukumar Sarkar*

Minutes of the last meeting held on 27th October, 2020 were read and confirmed.

2. The convener reported that as per WBSU Notice dated 09/09/20 the Part Three examination will be held online mode
In this connection the following resolutions were adopted for smooth conduct of the examination:
 - a) Students taking the examination must possess proper admit card bearing registration number and roll number.
 - b) Examination programme will be uploaded in the college website.
 - c) Question papers to be forwarded through students' Whatsapp group at 11.30 AM. If any student wants to collect the hard copy of the question paper, he/she have to come to the college or send their authorized representative with proper ID proof.
 - d) Answer paper to be submitted by the students through online or offline mode within one hour of the conclusion of the examination.
 - e) The principal reported that a News paper advertisement in the Aajkal Bengali newspaper will be published on 11.09.20 regarding it and requiring every student to update their contact number.
 - f) Students orientation programme has to be done centrally in online mode.
 - g) Teachers of the respective subject must be present on the date of examination.

There was no other business coming up for discussion and the meeting ended with a vote of thanks to the chair.

Sharmila De
25/11/20
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

ATTESTED
Sharmila De
10/11/20
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Minutes of the extended Examination Committee meeting held virtually on 9th November, 2020 at 7:00 PM with the principal in chair.

Members present:

1. Dr Sharmila De (Chairperson) *Sharmila De*
2. Dr Basumita Tarafder *Basumita Tarafder*
3. Prof Sanjib Dhar *Sanjib Dhar*
4. Prof Amal Kumar Bhakat (Convenor) *Amal Kumar Bhakat*
5. Prof Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *Dipa Chakraborty*
7. Prof Bony Samanta *Bony Samanta*
8. Prof Sukumar Sarkar *Sukumar Sarkar*

1. Minutes of the last meeting held on 27th October, 2020 were read and confirmed.
2. Resolved that Sem II Internal Assessment will be held on 18th and 19th November.
3. DSC and GE paper, assessment will be taken on 20th November and 21st November.
- ✓ 4. Question paper for IA may either be given in LMS or Google Form.
- ✓ 5. Question paper may also be shared through whatsapp groups.
- ✓ 6. Answer scripts to be sent departmental E-mail Id created for this purpose.

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

Sharmila De
25/11/2022
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

ATTESTED
Sharmila De
10/11/23
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Minutes of the extended Examination Committee meeting held virtually on 9th March, 2021 at 1:00 PM with the principal in chair.

Members present:

1. Dr Sharmila De (Chairperson) *De*
2. Dr Basumita Tarafder *Tarafder*
3. Prof Sanjib Dhar *Dhar*
4. Prof Amal Kumar Bhakat (Convenor) *Bhakat*
5. Prof Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *DC*
7. Prof Bony Samanta *B. Samanta*
8. Prof Sukumar Sarkar *S. Sarkar*

1. Minutes of the last meeting held on 9th November, 2020 were read and confirmed.
2. The Convenor reported that Sem I, Sem III and Sem V online WBSU exam will be held from 27th to 6th March, 13th to 16th March and 15th to 24th March respectively.
3. Resolved that both online and offline submission of answer scripts be allowed as per WBSU guidelines.
4. Students must submit their answer scripts within due time.
5. An orientation programme for Sem I students will be held on 22nd March at 11:00 AM on virtual mode.

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

De
25/3/2021
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

ATTESTED
De
10/5/21
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

Minutes of the Examination Committee meeting held virtually on 15th June, 2021 at 12:00 Noon with the principal in chair.

Members present:

1. Dr Sharmila De (Chairperson) *De*
2. Dr Basumita Tarafder
3. Prof Sanjib Dhar *SD*
4. Prof Amal Kumar Bhakat (Convenor) *Bhakat*
5. Prof Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *DC*
7. Prof Bony Samanta *B Samanta*
8. Prof Sukumar Sarkar *SSomkar*

1. Minutes of the last meeting were read and confirmed.
2. Resolved unanimously that Internal Assessment for all the three even semester will commence on 28th June, 2021.
3. Question paper may be submitted in Google form, Whatsapp or Email.
4. It was also resolved to prepare a central routine and it is requested to Dr. B Tarafder to prepare it.
5. Three tests to be taken at a time.
6. Internal Assessment for MIL and AECC will be taken only once.
7. IA should be completed in minimum possible dates so that online classes are not hampered.
8. The Principal madam will circulate a notice in the Telegram group notifying the dates of the examination, which will commence on 28th June.
9. Projects to be submitted within 12th to 16th July, 2021.

The meeting ended with avote of thanks to the chair

De
25/11/2021
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

ATTESTED
De
10/5/21
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs.

Minutes of the extended Examination Committee meeting held virtually on 10th August, 2021 at :00 PM with the principal in chair.

Members present:

1. Dr Sharmila De *De*
2. Dr Basumita Tarafder
3. Prof Sanjib Dhar *SD*
4. Prof Amal Kumar Bhakat (Convenor) *Amal*
5. Prof Kakoli Sen Banerjee *Kakoli Sen Banerjee*
6. Prof. Dipa Chakraborty *DC*
7. Prof Bony Samanta *B. Samanta*
8. Prof Sukumar Sarkar *S. Sarkar*

1. Minutes of the last meeting held on 9th March, 2021 were read and confirmed.
2. The convenor reported about the ensuing even semester examinations.
3. Resolved that orientation programme to be held for students.
4. Answer scripts to be accepted both in online and offline mode.
5. Prof. Sukumar Sarkar pointed that the number of students taking up the examination to be informed to the teachers.
6. Prof. kakoli Sen Banerjee wanted to create one or two additional E-mail Id for the language paper to accept answer scripts.

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

De
25/1/2022
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs




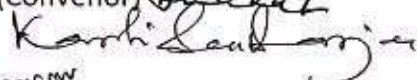
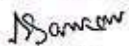
ATTESTED

De
10/5/23
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

ROUTINE COMMITTEE RESOLUTIONS (SAMPLE)


Minutes of the extended Examination Committee meeting held on 14th December, 2021 at 02:30 PM in Room No 12 maintaining Covid protokol with the principal in chair.

Members present:

1. Dr Sharmila De (Chairperson) 
2. Dr Basumita Tarafder 
3. Prof Amal Kumar Bhakat (Convenor) 
4. Prof Kakoli Sen Banerjee 
5. Prof Sukumar Sarkar 
6. Other members of the teaching faculty were also present on request.

1. Minutes of the last meeting were read and confirmed.
2. About the mode of the Internal assessment, it was unanimously resolved to hold it in the online mode maintaining Covid protocol and in compliance of the university circular.
3. Resolved to complete the IA for Sem-II and Sem-V by 8th January, 2022.
4. Students' presentation and PPT will be decided by the concerned department.
5. Internal assessment to be held following a central routine to be prepared by Dr. B Tarafder.
6. Practical Examination will be conducted by the concerned department in offline mode maintaining Covid protocol in between 21st February, 2022 to 2nd March, 2022.
7. SEC projects/IA will be conducted following the respective BOS guidelines.
8. Ist Sem Practical Examination will be held between 3rd March to 7th March, 2022.
9. Ist Sem Internal Assessment will be conducted in the 1st week of February, 2022.
10. Class tests for Sem I will be held between 15th December to 20th December, 2022.

With no other business coming up for discussion the Meeting ended with a vote of thanks to the chair.


25/1/2022
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

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

An online meeting of the Routine Committee comprising other teachers was held today on 14.7.2020 at 3pm. The Principal took the chair."

Members Present

1. Sharmila Dey
2. Basumita Tarafdar
3. Sanjib Dhar
4. Kakoli Sen Banerjee
5. Amal Kumar Bhakat
6. ThakurdasTudu
7. Jhumpa Bose
8. Sakahawat Hossain
9. Bony Samanta
10. Ajit Das
11. AjoyChoudary
12. SuchandraChoudury

✓ Agenda 1- Due to lockdown it was resolved that classes would be held in online mode. It was resolved that online class routine for Odd Semester for the session 20-21 needs to be prepared.

Agenda 2-It was resolved that classes would be held through Google Meet.

Agenda 3-Considering students financial conditions it was resolved that 3 classes per paper per week for Hons. And 3 classes per paper per week for General should be allotted.

Agenda 4- It was resolved that classes will start from 10 am and lunch time would be from 1 pm to 2pm.

The principal proposed that a concession will be provide to the needy students who will attend 75% classes.

The meeting ended with a vote of thanks to the chair

ATTESTED
Sharmila Dey
Principal
P.N. Das College
Palta, Bengal Enamel, N. 24

14/7/2020

A meeting of the routine Committee comprising all teachers was held today 8.9.2021 at 12 noon in the college auditorium. The Principal took the chair.

1. *De 8/9/21*
2. *po 8/9/21*
3. *sz 8/9/21*
4. *mdarhin 8/9*
5. *suasat 8/9/21*
6. *S. Hossain 8.9.21*
7. *Karshil Sen Sanjee 8.9.21*
8. *Sarumar Saman 08.09.21*
9. *Mahmudul Huda 8/9/21*
10. *Shampa Bose 8/9/21*
11. *Su Chandra Chowdhury 8/9/21*
12. *Benny Samanta 8/9/21*
13. *Basumita Tawfik 8/9/21*
14. *Partha Pratim Bhattacharya 8/9/2021*
15. *Prosenjit Pramanick 08.09.2021*
16. *Chandan Sanyal 08/09/2021*
17. *Rajarshi Ghosh 08/09/21*
18. *8/9/21*
19. *8/9/21*
20. *8/9/21*
21. *8/9/21*
22. *8/9/21*
- 23.
- 24.
- 25.

As per Government Order offline classes would be started from the next week. It was resolved that from the next week classes will be commenced in offline mode.

ATTESTED

Sharmila De

Principal
P.N. Das College
Palta, Bengal Enameli, N. 24 P.S.

It was discussed that as per Government guidelines two students will be seated in one bench. But in a few general subjects like HISG, EDCG, BNGG, ENGL, BNGL there are large number of students. So it is difficult for two pupils to sit in a bench. Thus it was resolved that above mentioned subjects will be held in online mode.

It was further resolved that to avoid gathering of the students in college campus classes of each semester will be taken in offline mode for two days per week. Classes for the other semesters will be taken in online mode on the same day.

As new routine should be framed for online & offline blended mode thus for the smooth running of the classes in blended mode more wifi enabled classroom would be needed. So that the Principal was requested to do needful as early as possible.

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

Regd/24

ATTESTED

Sharmila De

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

A meeting of the Routine Committee ~~with~~ was held to-day (15/2/22) at 1-30 P.M. The Principle took the chair.

Members Present

1. *He*
2. *Bu*
3. *Pr*
4. *Pr*
5. *Deputy*
6. *Pr*
7. Chanda Sanyal
- 8.

ATTESTED

Sharmila S.

Principal
P.N. Das Colleg
Palta, Bengal Enamel, N. 24 Pg.

Minutes of the proceedings of the meeting of the Teaching Aids & Computer Sub-Committee, P.N. Das College, held at the Principal's Chamber on 03/07/2017 at 12.00 noon.

Members Present

1. Me
2. Lumanengas Bandyop 03/07/17
3. Bablu Biswas
4. Sebaoli Das 03/07/17
- 5.
- 6.

MEETING NO. 01/2017-18
MEETING OF THE TEACHING AIDS AND COMPUTER SUB-COMMITTEE
HELD AT THE PRINCIPAL'S CHAMBER ON 03.07.2017 AT 12.00 NOON

The Principal took the chair and declared the meeting open.

1. The minutes of the previous meeting held on 19.12.2016 were read and confirmed.
2. The Convenor reported that the Co-ordinator, IQAC, had advised him to convene a meeting of the sub-committee to decide on the proposal of conducting workshops and seminars on the use of ICT in Teaching-Learning and Administration. He opined that in the situation of fast developing technologies in the education sector, periodical retraining of teachers and non-teaching staff is necessary for the continuous upgradation of staff so that they are able to use ICT extensively in teaching-learning, data management and processing, and record keeping. He proposed that at least one workshop be arranged for both the sectors at the earliest. The house unanimously accepted his proposal and resolved to propose the conduct of workshops in this regard. It was also decided that the Convenor would request the Co-ordinator, IQAC, to propose the topics and Resource Persons of the workshops.
3. a) The Convenor reported that the number of computers and laptops need to be increased for facilitate better teaching-learning in the departments and administrative services.
b) He also opined that the speed of the wifi connections in the campus are inadequate in relation to the demand. He proposed that the speed of the routers be increased to at least 10 Mbps.
c) The Convenor also opined that at least 5 LCD projectors be installed in the classrooms to facilitate student centric classroom interactions.

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

Meeting of the Teaching Aids & Computer Sub-Committee, P.N. Das College, held at the Principal's Chamber on 05.09.2017 at 11.30 AM.

Members Present.

1. ~~De~~
2. Sumangita Banerjee 5/9/17.
3. Bablu Biswas
4. Mainak Kumar Datta
5. Debarati Das 5/9/17.
6. Sri Kumar Paul Chowdhury 5/9/17

MEETING NO. 02/2017-18
MEETING OF THE TEACHING AIDS AND COMPUTER SUB-COMMITTEE, P.N. DAS
COLLEGE, HELD AT THE PRINCIPAL'S CHAMBER ON 05.09.2017 AT 11.30 AM


The Principal took the chair and declared the meeting open.

1. The minutes of the previous meeting held on 03.07.2017 were read and confirmed.
2. The Principal informed the house that she had already taken initiatives for purchase of cloud based student management and accounting software. She sought a discussion on the matter. The house, appreciated the steps taken by the Principal.
3. On the proposal of Dr. Bablu Biswas, the house unanimously resolved to propose the organisation of workshops/seminars in the following areas:
 - a) E-content development, especially e-modules and use of ICT in documentation, record keeping and analysis
 - b) Staff development programmes on the use of student data management software and financial accounting using ICT, in view of the proposed installation of the systems proposed by the Principal earlier in the meeting.

4. The Convenor proposed that provisions should be made for the wiring of some of the LCD projectors with HDMI cables along with the existing VGA port options, because most of the new laptops in the market come with HDMI ports instead of VGA ports. The house unanimously accepted the proposal of the Convenor.

It was decided that copies of the resolutions should be served to the Principal and the IQAC.

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


Principal
P.N. Das College
Paha, Bongaon, N. 24 P.S.



Minutes of the proceedings of the meeting of the Teaching Aids & Computer Sub-Committee, P.N. Das College, held at the Principal's Chamber on 11.05.2020 at 12.00 noon.

Members Present

1. Principal
2. Sunamangon Bandyopadhyay 11/5/20
3. Bablu Biswas
4. Sri Kumar Paul Chowdhury 10/5/2020


MEETING NO. 02/2019-20

MEETING OF THE TEACHING AIDS AND COMPUTER SUB-COMMITTEE, P.N. DAS COLLEGE, HELD AT THE PRINCIPAL'S CHAMBER ON 11.05.2020 AT 12.00 NOON

The Principal took the chair and declared the meeting open.

1. The minutes of the previous meeting held on **01.10.2019** were read and confirmed
2. The house lauded the initiatives of the Principal in arranging training sessions on the use of online meeting platforms starting with TeamLink, which enabled teachers to take online classes following a regular routine. However, it was found that teachers not only of the college but also of other institutions are still lacking in the skill sets required for online classes, like presenting PPTs, using digital blackboards, and online evaluation of scripts. The house therefore unanimously resolved to propose the conduct of a series of webinars and online workshops in this area. It was also noted that the Principal and the IQAC Coordinator had already been in contact with several resource persons outside the college. However, taking into consideration that several teachers of our college are also users of ICT, it was decided that teachers of the college will also act as Resource Persons in these programmes.
3. Dr. Bablu Biswas also proposed that similar workshops for non-teaching staff should also be organised. The house unanimously accepted the proposal.

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


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

