



# P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)  
Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date .....

## External Academic and Administrative Audit (AAA) Report for 2016-17, 2017-18 & 2018-19



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

Academic and Administrative Audit (AAA) Report

**P.N. DAS COLLEGE**

(Government-aided Undergraduate College, affiliated to West Bengal State University)

Santinagar, Palta, P.O. Bengal Enamel, West Bengal 743122

Principal: Professor Sharmila De

Members of the AAA Peer Team (nominated by the Vice-Chancellor, West Bengal State University)

1. Mr Debashis Biswas, Inspector of Colleges, University of Calcutta
2. Professor Subir Biswas, West Bengal State University
3. Professor Samantak Das, Jadavpur University

Date of AAA Peer Team visit: **9 November 2019**

I. GENERAL INFORMATION & BACKGROUND

P.N. Das College was established in 1962 at the initiative of local businesspersons and philanthropists, with a handful of students, and affiliated to the University of Calcutta as a co-educational degree college in the 1962-63 academic year. Over the years the institution has flourished and now successfully caters to the needs of its immediate locality and surrounding areas. The college started with a few Arts subjects and in the 1975-76 session the Commerce (Pass) stream received affiliation from the University of Calcutta. Later, the Commerce (Honours) stream and other Arts subjects were also included. It is now affiliated to the West Bengal State University (WBSU), and has about 730 students.

The college now offers BA (Honours) courses in Bengali, English, History, Political Science, and Education; a BSc (Honours) course in Geography; BCom (Honours) in Accounting & Finance; it also has BA (General) and BSc (General) courses. The curriculum is set by the WBSU, and the college has been following the CBCS curriculum and syllabi since the academic year 2018-2019.

The college is located on 5.2 acres of land; most of the area is well-looked-after and there is a considerable amount of greenery and many trees on campus. The availability of land means there is scope for expanding facilities, provided, of course, funds are available.

Students are active in extra- and co-curricular activities, and many have been doing well at university-level examinations, especially in the last ten years. The college has made arrangements for remedial classes, especially for slow learners and those from disadvantaged backgrounds.

There are 19 sanctioned full-time teaching posts in the college, as well as one post of Librarian; there are also 6 Government Appointed Permanent Part-Time Teachers (GAPPTT), and 17 Management



Appointed Permanent Part-Time Teachers (MAPPTT). The remuneration of the MAPPTT is paid for from the college's own resources. Teachers are qualified, motivated, innovative, and enthusiastic, and dedicated to the college and its students. There are 17 sanctioned non-teaching posts in the college, 10 of which is filled up and the college has to pay from its own resources for 6 casual and support staff.

The college has several buildings and a separate hostel for female students. Most building are in relatively good condition. Facilities available at the college include smart classrooms, a well-equipped library, laboratories, well-maintained grounds, and a garden.

The college has taken considerable effort to use Information and Communication Technology (ICT) and much of the day-to-day record-keeping is computerized. The college library uses the open-source Koha Cloud Platform, and the college website is well-designed and easy to navigate. (It needs to be noted however, that the server hosting the website is often slow and sometimes the website doesn't open at all! This needs to be addressed fairly urgently.) Several teachers are using Google Classroom and uploading videos and presentations for the benefit of their students. This is a commendable practice and needs to be encouraged and further extended.

PN Das College had its first cycle of NAAC assessment and accreditation in 2016 and received a "B" grade. Given its potential, it should aim for an "A" grade in its second cycle of accreditation, due after 2021.

## II. OVERALL ANALYSIS

### ***Strengths***

- (a) Qualified, motivated, and dedicated teachers and non-teaching staff members.
- (b) Imparts higher education to a group of students of which a significant number constitutes first generation learners, coming mostly from socially and economically backward classes and marginal communities.
- (c) Strives to motivate students to pursue studies by providing them with excellent knowledge resources and by exposing them to up-to-date teaching methods and materials; conducts remedial classes.
- (d) Has spacious and well-maintained grounds, well-equipped laboratories, several smart classrooms, and an excellent seminar hall, which can be used for curricular and extra-curricular activities.
- (e) Well-equipped library with a trained and dedicated Librarian; use of ICT (Koha).
- (f) Committed to use of ICT in all aspects of the college's functioning.
- (g) The college has "adopted" a an orphanage (Shishu Bhawan) and is actively engaged in conducting activities for the welfare of the children residing there, demonstrating the college's commitment to serve the local community.

### ***Weaknesses***

- (a) Despite facilities and opportunities, an insufficient number of teachers have doctoral degrees.
- (b) Not running research projects, especially Major Research Projects.

(c) Communication is relatively poor (but this is not within the college's powers to improve).

### **Opportunities**

- (a) Apply for funds from various State and Central schemes to improve infrastructure and teaching facilities.
- (b) Tap alumni/ae to generate resources and assist in placements, remedial classes, vocational training.
- (c) Tie up with other bodies, such as NGOs or corporates (including local businesses), to provide training and employment opportunities for students.
- (d) Introduce Masters programmes in a few subjects, perhaps beginning with Bengali.
- (e) Apply for funding under various schemes to carry out research, especially in the use of ICT in teaching and college administration (in which the College is already a leader).

### **Challenges**

- (a) To get the State government to sanction some new teaching posts.
- (b) To build on the progress already made and improve NAAC grade.
- (c) Participate in the NIRF, if the college's faculty and management so decide.
- (d) To contribute more, and more directly, to its immediate locality, in terms of increasing outreach activities involving other educational institutions in the area.

To sum up, PN Das College is an institution of higher learning that is doing well and displaying initiative, especially when it comes to the use of ICT. Its biggest strength lies in its corps of dedicated teachers and non-teaching staff. There should be greater efforts to involve alumni/ae and parents of students (present as well as former) with the college, to generate more resources and ideas for improved functioning.

Regarding its preparedness for its second cycle of NAAC accreditation, the college needs to look into the weaknesses and challenges as noted above and guide its teachers to make effective audio-visual presentations. In fact, by far the poorest performance during the AAA Peer Team visit was the very shoddily filled-up AAA form, which did not at all reflect the very good work the college is doing in so many areas.

The AAA Peer Team members made their suggestions on the presentations made during their visit and recommended changes to the PPTs shown to them. They also pointed out the lacunae in the printed AAA report given to them. Such suggestions are not repeated here.

*Subir Biswas*  
9.4.19  
Subir Biswas, M.Sc, Ph.D  
Professor of Anthropology  
West Bengal State University  
Barasat, Kolkata-126, W.B., India

Prof. Debashis Biswas  
Prof. Subir Biswas  
Prof. Samantak Das  
Kolkata, 12 December 2019





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## External Academic and Administrative Audit (AAA) Report 2020-21



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## **ACADEMIC AND ADMINISTRATIVE AUDIT( 2020-21)**

**P.N. DAS COLLEGE,SANTINAGAR , PALTA**

**AFFILIATED TO: WEST BENGAL STATE UNIVERSITY**

**PRINCIPAL: DR. SHARMILA DE**

**DATE OF VISIT: 18 TH NOVEMBER 2021**

**MEMBERS: DR. URMILA UKIL, PRINCIPAL, SAROJINI NAIDU COLLEGE**

**DR. HARE KRISHNA MANDAL, PRINCIPAL, GOBARDANGA HINDU COLLEGE**

**DR. KINJALKINI BISWAS, PRINCIPAL, MURALIDHAR GIRLS' COLLEGE**

**GENERAL INFORMATION:** P.N. DAS COLLEGE was established in 1962, affiliated to Calcutta University from the academic session 1962-63. Presently it is affiliated to West Bengal State University. The college offers BA (Honours) courses in Bengali, English, History, Political Science, Geography and Education; a BSc (Honours) course in Geography; BCom (Honours); it also offers BA (General) , B. Com (General) and BSc (General) courses. The curriculum is set by the WBSU, and the college has been following the CBCS curriculum and syllabi since the academic year 2018-2019.

The college is located on 4.2 acres of land; is well-looked-after and there is a considerable amount of greenery on campus. There are 20 classrooms and with the expansion of Science Building, which is in progress, the number of classrooms may increase by 6. The college has five buildings and a separate hostel for female students. Most of the buildings are in relatively good condition. Facilities available at the college include smart classrooms, a well-equipped library, laboratories, well-maintained grounds, and a garden. The college has taken considerable effort to use Information and Communication Technology (ICT) and most of the day-to-day record-keeping is computerized. The college library uses the open-source Koha Cloud Platform, and the college website is well-designed and easy to navigate. Teachers have been using ICT from the academic session 2017-18 and the IQAC arranges regular retraining programmes for technical upgradation of teachers. All records of the IQAC, Departments are stored digitally. A video recording facility has been set up to enhance the quality of video lectures.

There are 18 sanctioned teaching posts, 16 State Aided college Teachers and a Librarian. Teachers are qualified, motivated, innovative, and enthusiastic, and dedicated to the college and its students. There are 16 sanctioned non-teaching posts in the college, 11 of which is filled up .

Students are active in extra- and co-curricular activities, and many have been doing well at university level examinations, especially in the last ten years. The college has made arrangements for remedial classes, especially for slow learners and those from disadvantaged backgrounds.



Mentoring of students is in place. Feedback form is available on the college website, is collected from stakeholders, analysed and communicated. Annual Academic and Administrative Audit is conducted by the IQAC. Academic and Administrative Audit by Peer Team recommended by the affiliating University was conducted for the academic session 2018-19. Annual Green Audit is in conducted.

Departments placed the Academic Report for the Academic Session 2020-21 in the prescribed format. All records have been stored digitally, e monitor is maintained by the departments to monitor academic adherence.

The college arranged for an 8 week online "Entry in Services Coaching" and two Certificate courses in the last academic session. In addition various awareness programmes have been arranged during the lockdown period. Students have been involved in various online activities by the Departments.

## **OVERALL ANALYSIS**

### **Strengths**

- (a) Qualified, motivated, and dedicated teachers and non-teaching staff members.
- (b) Dynamic website, all activities posted on the website with report.
- (c) A very strong and active IQAC
- (d) Imparts higher education to a group of students of which a significant number constitutes first generation learners
- (e) Strives to motivate students to pursue studies by providing them with excellent knowledge resources and by exposing them to up-to-date teaching methods and materials;
- (f) Has several smart classrooms, playground, auditorium and a seminar hall;
- (g) Provides seed money to promote research
- (h) Well-equipped library with a trained and dedicated Librarian;
- (i) Committed to use of ICT in all aspects of the college's functioning.
- (j) The college has "adopted" an orphanage (Shishu Bhawan) and is actively engaged in conducting activities for the welfare of the children residing there, demonstrating the college's commitment to serve the local community.
- (k) Publication in UGC Care journals by a few departments

### **Weaknesses**

- (a) Not running research projects, especially Major Research Projects.
- (b) Communication is relatively poor
- (c) Number of sanctioned teaching posts low
- (d) Alumni Association not registered and alumni activities need to be strengthened.

### Opportunities

- (a) Funds from various State and Central schemes may improve infrastructure and teaching facilities.
- (b) Tap alumni to generate resources and assist in placements, remedial classes, vocational training.
- (c) Tie up with other bodies, such as NGOs or corporates (including local businesses), to provide training and employment opportunities for students.
- (d) Apply for funding under various schemes to carry out research
- (e) RFID technology may be introduced in the library

### Challenges

- (a) To get the State government to sanction some new teaching posts.
- (b) To build on the progress already made and improve NAAC grade.
- (c) Participate in the NIRF, if the college's faculty and management so decide.
- (d) To contribute more, and more directly, to its immediate locality, in terms of increasing outreach activities involving other educational institutions in the area.

*Kinjalkini Biswas*

18.11.21.

DR. KINJALKINI BISWAS  
Principal  
Muralidhar Girls' College  
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*Urnila Hal*

*Hare Krishna Mandal*

*Shamilee*  
Principal  
P.N. Das College  
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Principal  
DR. KINJALKINI BISWAS

Principal  
Gobardhan Mandal





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## External Academic and Administrative Audit (AAA) Report 2021-22



  
Principal  
**P. N. Das College**  
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## ACADEMIC AND ADMINISTRATIVE AUDIT (2021-22)

DATE OF AUDIT: 17-12-2022

CONDUCTED BY - DR. T.K. GHARA, JOINT DPI AND STATE NODAL OFFICER FOR AISHE

### GENERAL INFORMATION:

P.N. Das college was established in 1962, initially affiliated to Calcutta University and presently affiliated to the West Bengal State University.

The college offers the following programs:

B.A. ( Honours)

Bengali, English, Education, History, Political Science, Geography

B.Sc (Honours) in Geography

B.Com (Honours)

B.A., B.Sc and B.Com General programs

Total enrolment of session 2021-22 is 1068. The number of Full Time Teachers in the session 2021-22 is 36, including 19 Teachers on substantive post, 16 State Aided College Teachers and 1 College Appointed Teacher.

The college comprises of an Old Block, Administrative Block, Library Building, Science Building, Nihar Basu Memorial Building and Ladies' Hostel. The college has a lush green campus, is well maintained and encourages environment friendly practices. The playground and gardens are well maintained. Rain Water Harvesting Project is operational.

There are 25 classrooms, 12 of which are fitted with LCD projectors. High speed wi fi connectivity is provided by the college.

### REPORT:

The Academic Calendar and adherence to the same is maintained by all the departments. Many departments have initiated an e-diary for monitoring academic activities.

Add on Courses are arranged by the college free of cost. Participation of students in cultural programs is noteworthy.

Feedback Form is available on the website. The college seeks feedback from all stakeholders in all areas. This feedback is analysed, communicated and uploaded on the website. Feedback from teachers on the syllabus is collected and communicated to the University for consideration and necessary action.

The college has taken considerable effort to use Information and Communication Technology (ICT) in Teaching, Learning. Teachers have been using ICT from the academic session 2017- 18. Learning Outcome is clearly stated. The attainment of P.O. and C.O. has been calculated by all the Departments. Result Analysis and progression is maintained by the Departments. The teachers encourage the students to participate in the Departmental activities like Publication of magazines, participation in Quiz, Students, Seminar etc.



Student Satisfaction Survey is done every year at the end of the academic program.

The college offers seed money to the teachers for pursuing Research; though the amount is not big but considering the limited resources, this is praiseworthy. Teachers are also offered financial assistance for attending Seminars and Workshops.

The IQAC arranges many extension activities including seminar on IPR is arranged regularly by the college.

Awards are given to the students and staff members to recognise their contribution in the field of academics, sports or culture.

The College has MOU with many institutions and conducts academic activities, seminars and workshops in collaboration.

The day-to-day record-keeping, Accounts, Students Section is computerized. Admission is completely online. Internal Financial Audit is conducted by the Institution.

The college library is fully automated and uses the open-source Koha cloud Platform. Remote browsing access is available to all users. The Library has been offering service to ex-students and other applicants. From the academic session 2021-22, the Library Committee has resolved to extend reading/lending services to local people.

The college website is well-designed and easy to navigate. All the information is posted on the website. The Departments have designed their own websites.

There is a functional Greivance-Redressal Cell, Career Guidance Cell.

IQAC is pro active and arranges regular workshops for the technical upgradation of Teachers and Staff members. All records of the IQAC and the Departments are stored digitally. A video recording facility has been set up to enhance the quality of video lectures.

All the activity reports of the college are available on the college website. Teachers upload study materials, e module on the college Learning Management System. One of the best contributions of the IQAC is the Annual Internal Academic and Administrative Audit conducted by the IQAC under the leadership of the Principal.

The College has a Staff Cooperative Society for the welfare of the members. A Functional Health Unit is also a good feature of the institution. Medical consultancy to all stakeholders is offered by a registered practitioner once a week.

Annual Green Audit and Energy Audit is conducted. There is a MOU for E waste management.

The college is involved with a local Children's Home for the last 7 years. This is evident from all the activities taken up for the welfare of the children and commitment to the Society.

NSS is very active and the volunteers participate actively in various events organised by the University and State Government.

The Departmental presentations provided a detailed report on all the academic activities and Professional achievements.

The presentations covered all the following aspects:

Mission of the Department

Academic Calendar and Monitor  
Statement of P.O., C.O. and it's attainment  
Student Profile  
Student Activities and achievements  
Result Analysis  
Identification of Slow and Advance Learners and steps taken  
Record of Departmental Library  
Teacher-Parent Meeting record  
Student Progression  
Publication by Teachers  
Details of RC/OP/STC, if any  
List of Seminars and Workshops attended by the Teachers  
Departmental Meeting Record

It must be mentioned that the IQAC conducts annual Academic and Administrative Audit and makes necessary suggestions for improvement and quality enhancement. One of the facts worth mentioning is that every Department has prepared its own website and linked it to the college website, where all necessary announcements, information and materials are uploaded.

Tushar Kanti Ghara  
17/12/22  
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Joint D.P.I., W.B.  
Education Directorate  
Govt. of West Bengal