



# 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 06/02/18

## ACADEMIC AND ADMINISTRATIVE AUDIT 2017-18

Dates: 05/02/2018, 06/02/2018 & 07/02/2018

Conducted by: IQAC



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



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As per the decision adopted in the IQAC meeting, the first Academic and Administrative Audit was conducted by the IQAC.

The following documents were placed by the Departments:

Departmental Profile

Teacher's Profile

Self- Appraisal Report

Academic Calendar

Class records

Remedial Class records





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Date 06/02/18

Class Tests

Result Analysis

Student Activities

Guardian Meeting Records

Excursion/ Field Trip

The documents were checked and necessary suggestions were put forward

## **LIBRARY AUDIT:**

The following documents were checked:

List of books purchased

Accession Register

Student Support Activities

Book issue and Return

Resolutions of Library Meeting

Suggestions: Book Talk, Best Library User Award to be introduced.

## **ADMINISTRATIVE AUDIT:**

All records of the following sections were checked.

Accounts Section

Students' Section

Suggestions: Record of the students progressing to Higher Studies and students taking Entry in Services be maintained year wise, email addresses and phone numbers of the students to be collected.



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NAAC ACCREDITED - 2016

Ref.: .....

Date 05/04/19

## ACADEMIC AND ADMINISTRATIVE AUDIT( 2018-19)

P.N. DAS COLLEGE, SANTINAGAR , PALTA

AFFILIATED TO: WEST BENGAL STATE UNIVERSITY

PRINCIPAL: DR. SHARMILA DE

DATES OF AUDIT: 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> April 2019

CONDUCTED BY THE PRINCIPAL AND IQAC MEMBERS



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Date: .....

es/04/19



**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 college is located on 4.2 acres of land; the campus is clean and green. There are 20 classrooms, out of which 8 are ICT enabled. There are five buildings and a separate Ladies hostel. The college has a well-equipped library, laboratories, playgrounds, a gymnasium, canteen, cheap store and a garden. The college is making considerable effort to use Information and Communication Technology (ICT) through various training programmes for the teachers and office staff. 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.

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## Library Audit Report:

Date

05/04/19

Number of books in 2016-17: 13604

Number of books added in 2017-18: 685

Existing number of books: 14289

Seating capacity in the library: 46

Regular Orientation program conducted for students and teachers

### Suggestions:

Development of library webpage on the college website

Budget for the library needs to be prepared

Earn While You Learn to be continued

### ADMINISTRATIVE AUDIT

Admission process is online.

Student management and Accounts software modified and necessary training provided.

Training on Electronic Data Management for office staff conducted by the institution.

14 computers procured during this session.

Cash Register and stock book checked.

### Analysis of the Data provided by Departments:

Teaching methods include chalk and duster as well as use of ICT, participative learning through Projects and assignments.

Regular Departmental meetings held for discussing the academic affairs and departmental activities.

Wall Magazines prepared by the students, students seminar organised by the departments.

Educational Tour taken up by many departments.

Departmental Library records maintained by the teachers.

Slow learners and advance learners identified and necessary action taken

Suggestions/ Feedback provided by the IQAC to the Departments.

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Date 19/02/21

ACADEMIC AND ADMINISTRATIVE AUDIT 2019-20

DATE OF AUDIT: 18/02/2021 AND 19/02/2021

Conducted by: IQAC



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

Date 19/02/21



P.N. Das College was established in 1962 and initially affiliated to Calcutta University, Currently the college is affiliated to the West Bengal State University since the academic session 2008-09.

The college offers Honours in the following subjects:

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

The following subjects are offered as General course:

Bengali, English, Hindi, Sanskrit, Education, History, Geography, Commerce, Political Science, Philosophy, Physical Education, Mathematics, Economics, Physics, Chemistry, Computer Science

Academic Audit for the session 2019-20 was conducted on 18<sup>th</sup> and 19<sup>th</sup> February 2021 as per the schedule. The filled in the proforma of the Academic Audit of all departments was mailed to the IQAC. The supporting documents were checked during the Audit. Specific suggestions were sent to the departments.

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Date 19/02/21

## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of History

1. Academic Calendar prepared.
2. Class Record maintained
3. Student Activities recorded
4. Slow and advance learners identified, and steps taken
5. Guardian Meet conducted
6. Mentoring conducted.
7. Participation in Seminars and Symposia recorded

### Suggestions:

1. Maintain Academic e-Diary to monitor adherence
2. Very few upload on LMS
3. Presentation of papers in Seminars should be encouraged.
4. Teachers should attend STC.
5. Record Student Progression.
6. Form Departmental Alumni Group

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Date 19/02/21

## Feedback Report of the Academic Audit conducted by the IOAC


for the  
Academic Session 2019-20  
of  
Department of Economics

1. Participation of students in Departmental activities praiseworthy.
2. Academic Calendar prepared and adherence monitored.
3. E diary maintained to monitor progress.
4. Students Seminar organised.
5. Regular publication of Wall Magazine.
6. Identification of Slow and Advanced Learners made.
7. Regular class tests conducted.
8. Provision of solved Questions of past years made to the students.
9. Participation and Presentation in various level seminars by the teachers of the Department.
10. Short term courses attended by Dr. M.Lahiri.
11. Guardian Meeting conducted.
12. Remedial classes taken.

### Suggestions:

1. To plan Industrial visit for the students.
2. Publication of academic articles to be enhanced.
3. Record Student Progression

Special Remark: Good Documentation

  
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Date: 19/02/21

## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of English

1. Academic Calendar prepared.
2. Wall Magazines, Digital Magazine, online presentations and programs arranged.
3. Slow Learners and Advanced Learners identified and necessary action taken.
4. Result Analysis carried out.
5. Two members of Faculty joined Ph D program.
6. Few Modules uploaded on You Tube.
7. Appreciable use of ICT in teaching by the teachers.
8. Use of Google Docs for collaboration by students.
9. Use of Google Forms for online tests.
10. Seminar on Syllabus organised by the Department.
11. Students' Counseling conducted

### Suggestions:

1. Academic Calendar to include all modules and adherence monitored likewise.
2. HOD to ensure regular upload of study material on college LMS.

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## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Geography

1. Comparison of classes allotted and taken should be made and explained
2. Departmental activities include Seminar, Educational Tour, Wall Magazines, cultural events.
3. Slow and advanced learners identified and necessary action taken.
4. Academic and Career Counseling done.
5. Modules uploaded on college LMS.
6. Good use of ICT by the Department.
7. Attended Seminars and workshop

### Suggestions:

1. HOD to ensure that classes as per allotted are held to ensure completion of syllabus and award of credit points.
2. To include Academic Calendar and monitoring of Adherence in the Report


## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Commerce

1. Comparison of classes allotted and taken provided , semester wise
2. 1 wall Magazine prepared.
3. Counseling of students taken up

### Suggestions:

1. To provide detailed Academic Calendar
2. To monitor compliance
3. Provide list of slow and advanced learners and mention steps taken
4. To ensure that all teachers upload study material on college LMS for easy access by all students.

  
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## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Political Science

1. Academic Calendar prepared and adherence monitored.
2. Inter departmental class records provided.
3. Wall Magazine, Quiz and Excursion for students proposed but not adhered to completely due to pandemic situation.
4. Slow and Advanced Learners identified and steps taken.
5. Home assignments given and corrected.
6. Counseling provided.
7. Departmental meetings conducted regularly.
8. Departmental Library in use
9. Remedial classes conducted.
10. Low percentage of ICT usage by individual teachers( before pandemic onset)
11. Students Progression not updated.
12. Class tests taken

### Suggestions

1. HOD should maintain and monitor LMS upload
2. ICT use should increase

  
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**Feedback Report of the Academic Audit conducted by the IOAC**  
for the  
**Academic Session 2019-20**  
of  
**Department of Education**

1. A good number of Students activities were taken up by the Department.
2. Slow Learners and Advanced Learners identified, individual observation made.
3. Result Analysis carried out.
4. Mentoring sessions held regularly.
5. Teachers' Participation in Seminars appreciable.
6. Record of upload of study material provided.
7. Percentage of classes using ICT is remarkable.
8. Invited lectures organised.
9. Students Seminar on various topics conducted by the Department
10. Academic Calendar prepared and adherence monitored.
11. Remedial classes taken.
12. Books issued from Departmental Library.
13. Guardian Meeting conducted.
14. Participation of students in college activities is appreciable.

**Suggestions:**

1. Identify the reason for poor performance of Semester 3 and address the issues.
2. More papers to be presented by the Teachers at various level seminars.
3. Acquisition of more books for Department.
4. Ensure regular upload of Learning Material on College LMS.
5. Record Students Progression and Form Departmental Alumni Group

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## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Mathematics

1. Academic Calendar prepared and adherence monitored.
2. Remedial classes taken
3. Students' Activities :Wall magazine, Students Seminar
4. Slow Learners identified
5. Home Assignment given,corrected
6. Modules uploaded Personal website (Google sites),college LMS
7. Appreciable use of ICT in teaching and learning.
8. Online evaluation system adopted for class tests.
9. Presented paper in International conference,Resource Person in School Teachers' Enrichment Workshop
10. Acted as Resource Person on use of ICT in Teaching, Learning and Research held in June 2020.
11. Attended RC

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Date 19/02/21


## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Philosophy

1. Academic Calendar prepared.
2. Wall Magazines published.
3. Guardian Meeting conducted.
4. Slow Learners and Advanced Learners identified and steps taken.
5. Counseling conducted.
6. Online evaluation adopted in 2019-20 for class assessment.
7. Teachers attended seminar and workshops.

### Suggestions:

1. Maintain academic monitor
2. Increase use of ICT
3. Number of modules uploaded to be recorded session wise.

  
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Date 19/02/21

## Feedback Report of the Academic Audit conducted by the JOAC

for the  
Academic Session 2019-20  
of  
Department of Sanskrit

1. Academic Calendar prepared, adherence not monitored.
2. Educational Tour conducted, Department activities taken up
3. Slow and Advanced Learners identified and necessary action was taken.
4. Counseling conducted.
5. No LMS uploaded.

### Suggestions:

1. Attach Academic Calendar and monitor the adherence strictly.
2. Only one wall magazine was published.
3. Counseling record not clear.
4. LMS upload should be regular and recorded.

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Date: 19/02/21

## Feedback Report of the Academic Audit conducted by the IOAC

for the

Academic Session 2019-20

of

Department of Bengali

1. Counselling and mentoring records to be provided.
2. Detailed Result Analysis to be provided
3. Publication of literary articles of students in college magazine may be encouraged, especially for advance learners
4. LMS upload to be increased
5. Academic Monitor to be maintained regularly

## Feedback Report of the Academic Audit conducted by the IOAC

for the

Academic Session 2019-20

of

Department of Physics

1. Academic Calendar prepared.
2. Wall Magazine to be published.
3. Counseling record not provided.
4. Slow and Advanced Learners identified and necessary action taken.

Suggestions:

- 1) Monitor adherence to Academic Calendar.
- 2) Show the record for Practical classes separately.

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## Feedback Report of the Academic Audit conducted by the IOAC

for the  
Academic Session 2019-20  
of  
Department of Chemistry

1. Record of Practical classes to be provided
2. All semesters to participate in Wall Magazine
3. Regular maintenance of Academic Monitor suggested
4. Record of slow and advance learners to be provided, small projects may be planned for advance learners
5. No counselling / mentoring conducted
6. Percentage use of ICT to be recorded, upload of e modules on LMS

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## ADMINISTRATIVE AUDIT

- 1) The cash register was checked and cash balance verified.
- 2) Accountant informed that all documents for statutory audit has been processed and the date of audit is yet to be finalised by the Audit Firm.
- 3) All students' records were checked and found to be up to date.
- 4) Stock Register was verified.

  
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Date: 19/02/21

## P.N. DAS COLLEGE Library Audit Report Session: 2019-20

Date of Audit: 19/2/2021

Number of books: 14813  
Acquisition during 2019-20: 76  
Growth rate of stock: 0.51%  
Library space: 316.27 Sq.m  
Reading room space: 210.922 Sq.m  
Seating capacity: 46  
Cataloguing: 12554 Books

### Observations

- **Accession register:** Updated till 30th June, 2020.
- **Bill file:** Has been done till 30th June, 2020.
- **Library card register:** Updated as per student strength.
- **Library card:** Done as per student requisition.
- **University question:** Updated till 2019-20 Session and preserve properly.
- **Test question:** Updated till 2019-20 Session and preserve properly.
- **Internal assessment question:** Updated till 2019-20 Session and preserve properly as per CBCS system.
- **Circulation system:** Regularly done and well maintained.
- **Library website:** Google Form for books
- **Journal subscription register:** Updated till 30th June, 2020.
- **Cleaning Log Book:** Maintained regularly.
- **Library Footfalls:** Data updated till 30th June, 2020.
- **Underprivileged student register (Book Bank):** Continuing regularly.
- **Library award register:** Not given due to pandemic.
- **Earn While You Learn:** Books rearrangement has been done by 4 students from 1<sup>st</sup> November, 2019 to 22<sup>nd</sup> November, 2019.
- **Pest control:** Done on 16.08.2019
- **Book Binding:** 2 question papers and 39 Books bound.
- **Students Admission list session wise:** Preserved properly
- **Notice book:** Updated till 30th June, 2020.
- **Book requisition file:** Updated as per requirement.
- **Quotation file:** Updated and well maintained

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- Print / Photocopy Register: Maintained regularly.
- Library entry register for students: Maintained regularly.
- Library entry register for teachers: Maintained regularly.
- Syllabus file: Regular, Year wise
- Ex-student register: Maintained regularly.
- Periodical register: Updated till 30<sup>th</sup> June, 2020
- Fine register: Updated regularly
- Stack Room Entry Register: Regularly maintained.
- Meeting Notice book: Not organised in the session 2019-20 but internal meeting done.
- Meeting Resolution BoAok: Not done in the session 2019-20, internal meeting resolution done properly.
- Library Orientation Programme: Organised on 22.07.2019-26.07.2019 for 1<sup>st</sup> Semester students. Total Participants: 69 students.
- Stock verification: Have not been done.
- List of Library Activities and Librarian's Profile: Updated properly.
- Class Issue register: Updated properly.
- Newspaper register: Updated till 30<sup>th</sup> June, 2020.
- Paper file (newspaper and magazine bill preservation): Done regularly.
- Issue register for teachers: Done regularly.
- Departmental Library register: Maintained regularly.

## Suggestions

- Budget for Last 3 years (Proposed actual expenditure)
- Computer Table for students
- Professional Development — Conducted by the librarian and attended by the librarian.
- Public library to be introduced

## Remarkable Features:

Principal  
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Signature of the Principal





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



  
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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

&

22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Bengali

#### Feedback & Suggestions:

- Semester-wise Academic Calendars have been uploaded on the website.
- Student activities have been done and the records have been presented.
- Classification of students into Slow Learners and Advanced Learners done.
- Faculty profile is present on the college website.
- Adherence to the Academic Calendars have to be done.
- Departmental counselling has been done.
- Semester-wise result analysis has been done.
- Departmental Event Calendar has to be provided.
- E-monitoring of the classes have to be shown.
- LMS uploads to be increased. Number of ICT-enabled classes taken to be increased by the department.
- Faculty publication to be increased.
- Departmental seminar to be organized.

*Molalini*  
4/8/22  
Co-ordinator IQAC  
P. N. Das College  
24 Pgs. (N). Pin-743122

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

*De*  
17/5/22  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

*Rak*  
10/1/22





# P. N. DAS COLLEGE

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Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date .....

## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of English

#### Feedback & Suggestions:

Academic and Event Calendars have been uploaded on the college website.

A number of student activities have been done and the records have been maintained nicely

PO and CO has been uploaded.

Faculty profiles have been uploaded on the college website.

Semester-wise result analysis have been done.

Examination reforms were initiated and records have been maintained.

Examination reforms initiated in the form of surprise tests, oral tests, tests through Google form, LMS and Google classrooms.

A good number of LMS uploads; study materials have also been shared on Google classroom and whatsapp groups. Departmental counselling was done and has been documented.

Participation of the departmental faculty in college activities and in different committees and as convenor or member is praiseworthy.

Departmental faculty acted as the Resource Person in State-level Seminars organized by the college in collaboration with other colleges to impart ICT- based knowledge.

Faculty exchange programmes organized with other HEIs under MOU.

Records of student progression to higher studies and employment market maintained.

E-monitoring of the classes have to be shown properly.

Adherence to the departmental academic calendar is to be shown.

Publication by the faculty to be increased.

1. Lakshmi 13/11/2021  
10AC

R. Subhadra 21/11/2021

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

2019-20





# P. N. DAS COLLEGE

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Education

The Academic Calendar and adherence to the same is maintained by the department nicely. Pioneer in the maintenance of Academic Monitor in 2016-17, the department now maintains an e-diary for monitoring academic activities during the pandemic.

A number of student activities have been done and the records have been maintained nicely.

Programme Outcome and Course Outcome uploaded on the college website.

Faculty profiles have been uploaded on the college website.

Semester-wise result analysis have been done.

Examination reforms were initiated and records have been maintained.

Examination reforms initiated in the form of surprise tests, oral tests, tests through Google forms, LMS and Google classrooms.

A good number of LMS uploads; study materials have also been shared on Google classrooms and watts app groups. Departmental counselling was done and has been documented.

The Best Practice of the department - "Celebration of Days of Importance" - has been identified and practiced on a regular basis.

Publication by faculty in UGC Care journal.

Overall very good documentation and presentation done by the department.

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

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

Received  
17/11/21





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&

22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Geography

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented nicely.

Student counselling done.

Result analysis done and classification of students into Slow Learners and Advanced Learners also done.

A good number of LMS uploads done.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown clearly.

Adherence to the Academic Calendars has been done

Slow learners and advanced learners have been identified.

Departmental Seminar conducted in collaboration with other colleges.

Best Practice of the department to be identified.

Faculty publication to be increased.

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

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





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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of History

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented.

Result analysis done.

Classification of students into Slow Learners and Advanced Learners done.

The department needs to take note of the following:

Departmental Vision - Mission is not uploaded on the Website.

Departmental Event Calendar has to be provided.

E-monitoring of the classes has to be shown.

Faculty profile has to be updated on the college website.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be maintained.

Result analysis to be done using subject grade marks.

Faculty publication to be increased

*M. Kalini*  
Co-ordinator, IQAC  
P. N. Das College  
(N), Pin-743122

*Received*  
5/4/2022

*Principal*  
P. N. Das College  
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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Political Science

#### Feedback & Suggestions:

- Semester-wise Academic Calendars have been uploaded on the college website.
- Student activities have been done and the records have been presented.
- Result analysis is done.
- Classification of students into Slow Learners and Advanced Learners has been done.
- Records of Departmental counselling has been maintained.
- PO and CO has been uploaded.
- Records of student progression to higher studies and job market has been maintained.
- E monitoring of the classes have to shown and adherence to the Academic Calendars have to be maintained.
- Publication by the faculty has to be done.
- Number of uploads on LMS to be increased.
- Examination reforms initiated to be documented properly.
- Departmental Seminars to be organized.

M. J. S. 4/12/22  
Co-ordinator, NAAC  
P.N. Das College  
Pin-743122

S. S. 5/04/22

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

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





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Date .....

## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Commerce

#### Feedback & Suggestions:

Semester-wise Academic Calendars have been uploaded on the college website.

E- monitoring of the classes to be shown properly.

Student activities have been done and the records have been presented.

Semester-wise result analysis has been done.

Faculty profile has been uploaded on the college website.

Classification of students into Slow Learners and Advanced Learners done.

Departmental Event Calendar has to be provided.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be maintained.

Publication by faculty to be increased.

LMS uploads to be increased.

Examination reforms initiated to be documented properly.

Student progression to higher education or job market has to be maintained by the department

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

*[Signature]* 17/5/23  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

*[Signature]* 5/4/22

*[Signature]* 5/4/21





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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Philosophy

#### Feedback & suggestions:

- Semester-wise Academic Calendars have been uploaded in the college website.
- Faculty profile has been uploaded on the college website.
- Student activities have been done and the records have been presented.
- Semester-wise result analysis has been done.
- Classification of students into Slow Learners and Advanced Learners done and measures taken shown.
- Records of Departmental counselling has been maintained.
- Departmental Event Calendar has to be uploaded on the website.
- E-monitoring of the classes have to be shown properly.
- Adherence to the Academic Calendars have to be done.
- Faculty publication to be increased.
- Faculty exchange programmes have been organized in collaboration with other colleges under MoU.
- LMS uploads to be increased.

*W. K. Das*  
4/12/21  
Coordinator, IQAC  
P. N. Das College  
Pin-743122

*S. K. Das*  
5/11/21

*Principal*  
5/11/21

*Principal*  
P. N. Das College  
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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Economics

Faculty profile is updated on the college website.

1<sup>st</sup> to start e-monitoring of classes during the pandemic and has been maintained nicely thereafter.

Academic Calendars for all the semesters have been uploaded on the college website.

Adherence to academic calendar shown.

A number of student activities have been done and the records have been maintained nicely.

PO and CO has been uploaded on the website.

Semester-wise result analysis done.

Departmental counselling was done and has been documented.

Examination reforms initiated in the form of surprise tests, oral tests, advanced learner teaching, tests through Google forms, LMS and Google classrooms.

A good number of uploads through LMS and sharing of notes and study materials on Google classroom and Watts App.

Publication by the faculty in UGC CARE journals and books.

Participation of the faculties in college and activities of other cells and committees note worthy.

Faculty exchange programmes undertaken with other colleges under MOU.

The department needs to take note of the following:

Event Calendars have to be uploaded on the college and departmental website

1. Labiniy 4/7/22  
10/03

Received  
MS  
5/4/22

Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs  
17/5/22





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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Physical Education

#### Suggestions:

Semester-wise Academic Calendars have been uploaded on the website.

Faculty profile updated on the website.

Records of Departmental counselling shown.

The Departmental best practice - Yoga Session for Staff and Students- has been identified and practiced on a regular basis.

Student activities done but the records to be documented properly.

Semester-wise result analysis done.

Departmental Event Calendar has to be provided.

More student activities to be done.

E-monitoring of the classes have to be shown.

Slow Learners and Advanced Learners not identified for the session and steps taken to bridge the gap to be shown.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching-learning to be given.

LMS uploads to be increased.

Faculty publication to be increased.

*Dr. Sahinipal*  
10/11/21

*Dr.*  
05/04/22

*Dr.*  
17/11/21  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs





# P. N. DAS COLLEGE

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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Hindi

#### Feedback and suggestions:

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented. More student related activities to be done.

Result analysis is done.

Best practice of the department identified - 'Popularizing Hindi Language' and accordingly programmes conducted for popularizing Hindi.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown clearly with time-stamp.

Slow Learners and Advanced Learners to be identified and steps taken to bridge the gap to be shown.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be shown.

Details on the use of ICT in teaching-learning to be given.

LMS uploads to be increased.

Faculty publication in UGC Care Journals to be done.

*Debasish*

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

*Debasish*  
17/11/21  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs

*Debasish*  
Principal  
P. N. Das College





# P. N. DAS COLLEGE

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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Sanskrit

The department needs to take note of the following:

- Semester-wise Academic Calendars have been uploaded on the website.
- Slow Learners and Advanced Learners identified for the session.
- Faculty profile is uploaded on the website.
- Semester-wise result analysis is done.
- PO-CO to be uploaded on the website.
- Records of Departmental counselling to be shown.
- E-monitoring of the classes have to be done.
- Number of student activities to be increased and to be documented properly.
- Departmental Event Calendar has to be provided.
- Adherence to the Academic Calendars have to be done.
- Details on the use of ICT in teaching-learning given but it has to be improved upon.
- Number of LMS uploads to be increased.
- Faculty publication to be increased.

*W. Sahi*  
Co-ordinator, IQAC  
P. N. Das College  
(WB), Pin-743122

*Singh*  
05.04.22

*S. Das*  
17/5/23  
Principal  
P. N. Das College  
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P. N. Das College





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## Feedback Report of Academic & Administrative Audit for 2020-21 Conducted on 18<sup>th</sup> November, 2021

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22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Mathematics

Faculty profile is updated on the college website.

E-monitoring of classes has been done.

Academic Calendars for all the semesters have been uploaded on the college website.

Adherence to the departmental academic calendar is shown.

A number of student activities have been done and the records have been maintained.

PO - CO is uploaded on college website.

Departmental counselling was done and has been documented.

Examination reforms initiated in the form of surprise tests, oral tests, flip class, tests through google forms, LMS and google classrooms.

A good number of uploads through LMS and You Tube Videos.

Examination reforms initiated.

Participation of the departmental faculty in college activities and in different committees and as convenor or member is praiseworthy.

Acted as the Resource Person in State-level Seminars organized by the college in collaboration with other colleges to impart ICT- based knowledge.

### Suggestions:

Event Calendars have to be uploaded on the college website.

Principal  
4/3/21  
IOAC

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

4/3/21

Received  
05/04/21





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Date .....

## Feedback Report of Academic & Administrative Audit for 2020-21

*Conducted on 18<sup>th</sup> November, 2021*

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*22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021*

### Department of Physics

The department needs to take note of the following:

Semester-wise Academic Calendars have been uploaded on the website.

Slow Learners and Advanced Learners identified for the session.

Records of Departmental counselling is present.

Faculty profile is uploaded on the website.

E-monitoring of the classes have to be done.

Semester-wise result analysis to be done.

Student activities to be documented in a better way. Number of student activities also to be increased.

Departmental Event Calendar has to be provided.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching -learning to be given. Number of LMS uploads to be increased

Faculty publication to be done.

*M. Sahin*  
4/3/22  
Co-ordinator, IQAC  
P. N. Das College  
24 Pgs. (N), Pin-743122

*B. Kar*  
05/04/22

*Principal*  
17/5/23  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.





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&

22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> November, 2021

### Department of Chemistry

#### Suggestions:

Semester-wise Academic Calendars uploaded on the website.

Slow Learners and Advanced Learners have been identified.

Records of Departmental counselling to be presented.

Faculty profile is uploaded on the website.

E-monitoring of the classes have to be done.

Semester-wise result analysis to be done.

Number of student activities to be increased.

Departmental Event Calendar is to be provided.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching -learning to be given.

Faculty publication to be done.

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

*P. P. Das*  
5/4/2022

*[Signature]*  
Principal  
P. N. Das College  
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*[Signature]*  
Principal  
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## Feedback Report of Academic & Administrative Audit for the Academic Session 2021-22 conducted by IQAC on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> November, 2022

### Department of Bengali

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented.

Classification of students into Slow Learners and Advanced Learners have been done.

The department needs to take note of the following:

Departmental Vision - Mission has to be uploaded on the Website.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown.

Faculty profiles have to be updated on the college website.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be maintained.

Result Analysis have to be done.

*W. Das*  
4/2/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

*Barfi*  
5/4/2022

*De*  
17/5/23

Principal  
P.N. Das College  
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*De*  
6/6/2023

P. N. Das College  
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## Feedback Report of Academic & Administrative Audit for the Academic Session 2021-22 conducted by IQAC on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> November, 2022

### Department of English

A well-developed and updated departmental website is present.

Departmental Vision and Mission is uploaded on the departmental website.

Academic and Event Calendars have been uploaded on the college website.

A number of student activities have been done and the records have been maintained nicely

Attainment of PO and CO had been computed and analysed in details.

The department needs to take note of the following:

Faculty profile has not been updated to the current session.

E-monitoring of the classes have to be shown.

Result analysis is to be done using the grade points.

Adherence to the departmental academic calendar is to be shown.

2019-20  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N). Pin-743122

Kanchi Sen  
21/3/23

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





# P. N. DAS COLLEGE

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Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com  
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref.: .....

Date .....

## Feedback Report of Academic & Administrative Audit for the Academic Session 2021-22 conducted by IQAC on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> November, 2022

### Department of Education

The Academic Calendar and adherence to the same is maintained by the department nicely. The department was the first to start the maintenance of Academic Monitor in 2016-17 and had also initiated an e-diary for monitoring academic activities during the pandemic.

Departmental Website developed and maintained nicely.

The Vision and Mission of the Department has been uploaded on the Departmental Website.

The Best Practice of the department - "Celebration of Days of Importance" - has also been actively developed over the years.

A good number of LMS uploads and uploads in Google Classroom.

Overall very good documentation and presentation done by the department.

Records of student progression maintained.

The department needs to take note of the following:

The attainment of Programme outcome and Course Outcome to be uploaded and the faculty profiles have to be linked to the college website.

Departmental Event Calendar and mentoring data has to be provided.

Publication by faculty done but has to be increased.

6/12/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

17/11/22  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.  
6/12/23  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

Received

B. Samanta





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### Department of Geography

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented nicely.

Career counselling done.

Result analysis done and classification of students into Slow Learners and Advanced Learners done.

A good number of LMS uploads done.

The department needs to take note of the following:

Departmental Vision - Mission uploaded on the Website but it has to be re-framed as suggested.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown clearly.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be maintained.

Identity of slow learners and advanced learners not to disclosed; to be maintained and discussed in departmental meetings only.

Certificate Course in Geography to be introduced.

Best Practice of the department to be developed upon.

Faculty publication to be increased

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

17/5/23  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs  
Dec 6/11/2023  
Principal  
P.N. Das College





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### Department of History

Semester-wise Academic Calendars have been uploaded on the website.

Student activities have been done and the records have been presented.

Result analysis done.

Classification of students into Slow Learners and Advanced Learners done.

The department needs to take note of the following:

Departmental Vision - Mission is not uploaded on the Website.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown.

Faculty profile has to be updated on the college website.

Adherence to the Academic Calendars have to be done.

Records of Departmental counseling to be maintained.

Result analysis to be done using subject grade marks.

Faculty publication to be increased

M. Kalyan  
4/3/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs (N), Pin-743122

Received  
21.03.23

Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs  
17/5/23  
26/5/23





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### Department of Political Science

Departmental Vision and Mission is uploaded on the departmental website.  
Semester-wise Academic Calendars have been uploaded on the college website.  
Student activities have been done and the records have been presented.  
Result analysis is done.  
Classification of students into Slow Learners and Advanced Learners has been done.  
Records of Departmental counselling has been maintained.

### The department needs to take note of the following:

- Event Calendar has to be provided.
- Attainment of PO and CO has to be analysed.
- E monitoring of the classes have to shown and adherence to the Academic Calendars have to maintained.
- Result analysis to be done using the grade points.
- Publication by the faculty has to be done.
- Number of uploads on LMS to be increased.
- Examination reforms initiated to be documented properly.

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

*S. Somcar*  
21/03/23

*17/5/23*  
Principal  
P. N. Das College  
Palta, Bengal Enamel, N. 24 Pgs





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### Department of Commerce

Departmental Vision and Mission is uploaded on departmental website.

Semester-wise Academic Calendars have been uploaded on the college website.

E- monitoring of the classes have been shown.

Student activities have been done and the records have been presented.

Result analysis done.

Classification of students into Slow Learners and Advanced Learners done.

### The department needs to take note of the following:

Departmental Event Calendar has to be provided.

Faculty profile has to be updated on the college website.

Adherence to the Academic Calendars have to be done.

Records of Departmental counselling to be maintained.

Publication by faculty to be increased.

LMS uploads to be increased.

Examination reforms initiated to be documented properly.

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

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

8/11/22  
2/





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### Department of Philosophy

Departmental Vision and Mission, Semester-wise Academic Calendars have been uploaded on the  
Student activities have been done and the records have been presented.  
Result analysis, and Classification of students into Slow Learners and Advanced Learners done.

The department needs to take note of the following:

Departmental Vision - Mission uploaded on the Website has to be re-framed.

Departmental Event Calendar has to be provided.

E-monitoring of the classes have to be shown.

Faculty profile has to be updated on the college website.

Adherence to the Academic Calendars have to be done.

Records of Departmental counseling to be maintained.

Faculty publication to be increased.

*Scholarship*  
21/3/23

*Principal*  
17/5/23  
Principal  
P.N. Das College  
Palta, Bengal Enamel, N. 24 Pgs.

Principal  
P.N. Das College  
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### Department of Economics

A well-developed and updated departmental website is present.  
Departmental Vision and Mission is uploaded on the departmental website.  
Faculty profile has been updated to the current session.  
1<sup>st</sup> to start e-monitoring of classes during the pandemic and has been maintained thereafter.  
Academic Calendars for all the semesters have been uploaded on the college website.  
A number of student activities have been done and the records have been maintained nicely.  
Attainment of PO and CO had been computed and analysed in details.  
Result analysis done in details using subject grade marks.  
Departmental counselling was done and has been documented.  
Examination reforms initiated in the form of surprise tests, oral tests, advanced learner teaching tests through google forms, LMS and google classrooms.  
A good number of uploads through LMS and sharing of notes and study materials on google classroom and Watts App.  
Publication by the faculty in UGC CARE journals and books.  
Orientation Course attended by the faculty.  
The department needs to take note of the following:  
Event Calendars have to be uploaded on the college and departmental website  
Adherence to the departmental academic calendar is to be shown.

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

*Received*  
*M. S. Das*  
5/11/22

*M. S. Das*  
Principal  
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Palta, Bengal Enamel, N. 24 Pgs.





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### Department of Physical Education

The department needs to take note of the following:

Semester-wise Academic Calendars have been uploaded on the website.

Faculty profile updated on the website.

Records of Departmental counselling shown.

Records of the Departmental best practice - Yoga Session for Staff and Students to be documented properly.

Student activities done but the records could not be verified as the links could not be opened

Detailed Result analysis to be done.

Departmental Vision - Mission to be uploaded on the website.

Departmental Event Calendar has to be provided.

More student activities to be done.

E-monitoring of the classes have to be shown.

Slow Learners and Advanced Learners not identified for the session and steps taken to bridge the gap to be shown.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching -learning to be given.

*M. S. Das*  
6/11/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N). Pin-743122

*De*  
21/03/23

*De*  
17/11/23  
Principal  
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*De*  
6/11/23  
Principal  
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### Department of Hindi

Semester-wise Academic Calendars have been uploaded on the website.  
Student activities have been done and the records have been presented.  
Result analysis done.  
Many programmes conducted on you tube channel for popularizing Hindi.

The department needs to take note of the following:

- Departmental Vision - Mission to be uploaded on the website.
- Departmental Event Calendar has to be provided.
- More student activities to be done
- E-monitoring of the classes have to be shown clearly with time-stamp.
- Slow Learners and Advanced Learners to be identified and steps taken to bridge the gap to be shown.
- Adherence to the Academic Calendars have to be done.
- Records of Departmental counselling to be shown.
- Best Practice of the department - 'Popularizing Hindi Language' to be developed upon further.
- Details on the use of ICT in teaching-learning to be given.

*M. S. Das*  
Co-ordinator IQAC  
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Principal  
P. N. Das College  
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*[Signature]*  
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### Department of Sanskrit

The department needs to take note of the following:

Semester-wise Academic Calendars have been uploaded on the website.

Slow Learners and Advanced Learners identified for the session but steps taken to bridge the gap to be shown.

Departmental Vision - Mission to be uploaded on the website.

Faculty profile to be updated on the website.

Records of Departmental counselling to be shown.

E-monitoring of the classes have to be done.

Detailed result analysis to be done with subject grade pay.

Student activities done but the records to be documented in a better way. Number of student activities to be increased.

Departmental Event Calendar has to be provided.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching -learning to be given.

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

*21.03.23*

*S. K. Das*  
17/5/23  
Principal  
P. N. Das College  
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### Department of Mathematics

A well-developed and updated departmental website is present.

Departmental Vision and Mission is uploaded on the departmental website.

Faculty profile has been updated to the current session.

E-monitoring of classes has been done.

Academic Calendars for all the semesters have been uploaded on the college website.

A number of student activities have been done and the records have been maintained nicely.

Attainment of PO and CO had been computed and analysed in details.

Result analysis done in details using subject grade marks.

Departmental counselling was done and has been documented.

Examination reforms initiated in the form of surprise tests, oral tests, flip class, tests through google forms, LMS and google classrooms.

A good number of uploads through LMS and sharing of notes and study materials on google classroom and Watts App.

Publication by the faculty in UGC CARE journals and books.

Orientation Course attended by the faculty.

The department needs to take note of the following:

Event Calendars have to be uploaded on the college and departmental website

Adherence to the departmental academic calendar is to be shown.

M. S. Das  
6/3/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N). Pin-743122

Received  
21/03/22

Principal  
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### Department of Physics

The department needs to take note of the following:

Semester-wise Academic Calendars have been uploaded on the website.

Slow Learners and Advanced Learners identified for the session but steps taken to bridge the gap to be shown.

Records of Departmental counselling is present.

Departmental Vision - Mission to be uploaded on the website.

Faculty profile to be updated on the website.

E-monitoring of the classes have to be done.

Detailed result analysis to be done with subject grade pay.

Student activities to be documented in a better way. Number of student activities also to be increased.

Departmental Event Calendar has to be provided.

Adherence to the Academic Calendars have to be done.

Details on the use of ICT in teaching -learning to be given.

Faculty publication to be done.

*M. Sahaj*  
6/3/23  
Co-ordinator, IQAC  
P. N. Das College  
Palta, 24 Pgs. (N), Pin-743122

*Barker*  
21.03.23

*Principal*  
6/3/23  
Principal  
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