



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

ACADEMIC AND ADMINISTRATIVE AUDIT 2019-20

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

Conducted by: IQAC



The following subjects are offered in the college:

Bengali, English, Hindi, Sanskrit, Mathematics, History, Geography, Chemistry, Political Science, Biology, Physical Education, Computer Science, Foreign Language, Library Science.

The audit was conducted by the IQAC on 18/02/2021 and 19/02/2021 as per the schedule. The audit was conducted in the presence of the Principal and all departmental heads. The audit was conducted in a very professional manner and the audit report was found to be satisfactory.

Principal
P. N. Das College
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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 18th and 19th 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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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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Feedback Report of the Academic Audit conducted by the IOAC


for the
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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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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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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

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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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for the

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

Date of Audit: 14/2/2021

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 1st November, 2019 to 22nd 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 30th 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 Book: Not done in the session 2019-20, internal meeting resolution done properly.
- Library Orientation Programme: Organised on: 22.07.2019-26.07.2019 for 1st 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 30th 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:

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Signature of the Principal