

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

Members present:-

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

Chairperson: Dr. Sharmila De

Coordinator: Dr. Madhuchhanda Lahiri

Sl. No.	Put forward by	Outcome of Discussion	Action to be taken
1.	Coordinator	Proceedings of the last meeting were read	Confirmed
2.	Coordinator	Action taken report put forward <ol style="list-style-type: none">1. NAAC sponsored One-day State level Seminar was held successfully on 14th Sept, 20192. Following the intimation of the Internal Academic and Administrative Audit Report to the HoDs of the respective Departments, the follow-up actions taken up by the Departments were asked for.3. A One day University level Seminar on Intellectual Property Rights was held on 20th July, 2019 in collaboration with the IQAC, West Bengal State University; IQAC, Mahadevananda Mahavidyalaya; IQAC, Dinabandhu Mahavidyalaya and IQAC, Dr. B.R. Ambedkar Shatabarshiki Mahavidyalaya.	
3.	Coordinator	<u>To report about the completion of the Academic and Administrative Audit</u> The Coordinator informed the members that the Academic and Administrative Audit for the post-NAAC period of three years from 2016-17, 2017- 18, 2018-19 was held on 9 th November, 2019 by a three member panel constituted by the West Bengal State University	AAA Team have lauded the efforts and activities of the college, the IQAC, the teaching as well as the non-teaching staff

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 2. Programme on Thalassemia Awareness and Screening to be conducted by State Thalassemia Control Unit under State Thalassemia Control Programme on 04.12.2019 at the initiative of NSS Unit, P.N.Das College. 3. Seminars on “Cyber Crime”, “Stress Management”, “Values in Life” to follow in the initial months of 2020. 	Feedback on mentoring is awaited.

		<p>Introduction of Induction programme and structured mentoring Induction Programme has been introduced according to MHRD Guidelines. A list of heterogeneous group of students (Mentee) has been prepared and assigned to 1- 2 teachers (Mentor) which was handed over to the teachers in August 2019</p> <p>MOU with neighbouring college/s to enable the teachers to teach their subject of expertise to students of other institutions. MoU signed with Mahadevananda Mahavidyalaya, Barrackpore regarding Teacher – Student exchange Programme.</p> <p>Continuation of Earn-While-You- Learn scheme by the College the Scheme was successfully continued in Library for the current session also.</p> <p>A Programme on Gandhi Global Solar Yatra , initiated by IIT Bombay was held on 2nd October, 2019 where students from the college along with some students from Dinabandhu Mahavidyalaya, Bongaon prepared solar bulbs.</p>	
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.
8.	Principal	<ul style="list-style-type: none"> • Principal proposed that the following needs to be done with utmost urgency: <ul 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. b) Scanned Copies of IQAC Resolutions be uploaded on the college website. c) Scanned Copies of mark sheets be preserved 	

		<p>d) Google Doc File be initiated for collective Documentation</p> <p>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.</p> <ul style="list-style-type: none">• 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. <p>The Librarian Sri. P. Pramanick reported that the current book talk was very encouraging and motivating for the students.</p>	
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