

# *ANNUAL QUALITY ASSURANCE REPORT*

2017-2018



**P.N. DAS COLLEGE**

Santinagar, Palta, P.O.-Bengal Enamel

North 24 Parganas, Pin-743122

E-mail: [pndc.principal11@gmail.com](mailto:pndc.principal11@gmail.com)

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

##### 1.1 Name of the Institution

P.N. DAS COLLEGE

##### 1.2 Address Line 1

SANTINAGAR, PALTA

##### Address Line 2

P.O. BENGAL ENAMEL

##### City/Town

BARRACKPORE

##### State

WEST BENGAL

##### Pin Code

743122

##### Institution e-mail address

pndc.principal11@gmail.com

##### Contact Nos.

033-25921327(O)

##### Name of the Head of the Institution:

DR. SHARMILA DE

##### Tel. No. with STD Code:

033-25921327

##### Mobile:

9748329535

**Name of the IQAC Co-ordinator:**

**Mobile:**

**IQAC e-mail address:**

**1.3 NAAC Track ID (For ex. MHCOGN 18879)**

**1.4 NAAC Executive Committee No. & Date**

**1.5 Website address:**

**Web-link of the AQAR:**

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.05	2016	2021
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC: DD/MM/YYYY**

**1.8 AQAR for the year (for example 2010-11)**

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))**

i. AQAR 2016-17 14-10-2017

ii.

**1.10 Institutional Status**

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

NIL

1.12 Name of the Affiliating University (for the Colleges)

WEST BENGAL STATE  
UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR  
etc : N.A.

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (Specify)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

**2.10 No. of IQAC meetings held:03**

**2.11 No. of meetings with various stakeholders:** No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?** Yes  No

If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

**(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

Total Nos.  International  National  State  Institution Level

**(ii)**

**Themes :**

- Workshop on FOSS.
- Workshop on electronic data management.
- Workshop on e-module development.

**2.13 Significant Activities and contributions made by IQAC**

IQAC plays a vital role in assuring quality of education in the institution. It aims at providing opportunities to the staff for upgradation through various training programmes and seminars.

IQAC has been focussing on provision of technology based teaching and motivating teachers to explore new methodology by providing them relevant training.

IQAC plans various activities and coordinates the visit by eminent academicians.

It ensures regular feedback analysis, analyses results and ensures that regular meetings of various committees are held.

IQAC prepares various reports and is responsible for keeping record of all the activities related to the enhancement of overall quality.

IQAC has aimed to involve all the sectors of the institution in the process of development. Regular meetings with internal members are held to assess the actions taken and the measures to be adopted. Involvement of students in various activities of the college to make learning participatory and interesting.

IQAC has been playing a pivotal role in the functioning of the Library so that it evolves to be a hub of knowledge.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

PLAN OF ACTION	OUTCOME
1) Enhanced teaching learning through ICT	<ul style="list-style-type: none"> <li>• 3 Projectors have been installed during the Financial Year 2017-18</li> <li>The virtual classroom is extensively used by all the Departments</li> <li>Attendance through Google Form has been initiated</li> </ul>
2) To organise training programme for teachers for effective use of technology.	Three programmes were arranged by IQAC for faculty members.
3) To enhance research activities	<ul style="list-style-type: none"> <li>• Number of paper presentations: 08</li> <li>• Number of publications: 18</li> </ul>
4) Entry in Services Coaching for all students: Initiative of the college continued	Interested students were given coaching in English, General Aptitude and Mathematics
5) To provide more computers in the library For students	3 new computers have been installed with internet connection
6) Infrastructure addition proposed	Proposal for construction of classrooms has been submitted to the Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal has been made.
7) Extension activities	<a href="#"><u>NSS Activities 2017-18</u></a>

<http://pndacollege.in/pdf/academic-calendar-1718.pdf>

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Placed in the Governing Body meeting held on 10<sup>th</sup> Oct, 2018.

**ITEM NO. 3.** The AQAR was placed by the Principal and the House unanimously resolved to accept the same.

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	11(counting Honours and General)	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01(FOSS)		
Others		00		
<b>Total</b>	<b>11</b>	<b>01</b>		

Interdisciplinary				
Innovative				

1.2

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	0
Annual	11((counting Honours and General)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects. N/A

Syllabus and regulation framing and revision remains the prerogative of the parent university

1.5 Any new Department/Centre introduced during the year. If yes, give details:

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	36	11*	07	01	06 + 11 <sup>#</sup>

\* Including

Librarian

Permanent Part Time Teachers

<sup>#</sup>Management Appointee

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	01	02	00	00	00	00	00	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Management Appointed: 11

Guest: 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	07	17
Presented	07	04	01
Resource Persons	00	00	00

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

Focus on interactive and collaborative learning with emphasis on ICT enabled teaching, Virtual classrooms, Continuous Internal Assessment, Students' Seminar, Remedial classes for slow learners, Programme for advanced learners, compulsory library hours for academically weak students, Students' Attendance monitored using Google form, Youth Parliament, Quiz, group discussion, debates organised, Entry in Services Coaching provided, Self appraisal for teachers, feedback analysed and report posted on the website

**2.7 Total No. of actual teaching days during this academic year**

154

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

NA

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

02

**2.10 Average percentage of attendance of students**

70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(H &G)	105	0.00	1.0	27.6	33.3	61.9
B.Sc.(H&G)	13	0.00	0.00	23.1	53.8	76.9
B.Com.(H&G)	03	0.00	0.00	0.00	0.00	0

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- IQAC conducts meetings to explore new methodologies of effective teaching.
- Sessions are held for the orientation of Faculty towards use of e-resources.
- The college encourages participation of teachers in seminars and workshops.
- Regular feedback collection and analysis is taken up by the IQAC.
- IQAC ensures analysis of Academic Results and conduct of Internal Academic Audit.
- Teachers are motivated to coach students for Entry-in-Services, Communicative English
- Value based and awareness programmes for the students.
- IQAC organises various orientation programmes for users in the library and arranges to organise exhibitions for students.
- Department and faculty wise feedback report generated , Department wise feedback uploaded on the college website

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	01(org. by RGNIYT)
Summer / Winter schools, Workshops, etc.	36(including Management Appointtee)
Others:NSS Orientation program NCC: National Integration Camp	01+01

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
<b>Administrative Staff (including office)</b>	<b>10</b>	<b>05</b>	<b>00</b>	<b>0</b>
<b>Technical Staff</b>	<b>01</b>	<b>0</b>	<b>00</b>	<b>0</b>
<b>Support Staff</b>	<b>02</b>	<b>00</b>	<b>01</b>	<b>00</b>

### Criterion – III

#### **3. Research, Consultancy and Extension**

##### **3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- 1) IQAC encourages teachers to submit Research Projects to UGC
- 2) The proposal for On Duty Leave to teachers for Field or Library work prior to submission of MRP has been sanctioned by the college authority
- 3) Encourages teachers to attend workshops and seminars for research motivation
- 4) Motivates faculty, staff and students to participate in various training programmes

##### **3.2 Details regarding major projects: Nil**

	Completed	Ongoing	Sanctioned	Submitted
<b>Number</b>				
<b>Outlay in Rs. Lakhs</b>				

##### **3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
<b>Number</b>	<b>03</b>	<b>01</b>		
<b>Outlay in Rs. Lakhs</b>		<b>2.3</b>	<b>2.3</b>	

##### **3.4 Details on research publications**

	International	National	Others
Peer Review Journals	04	03	00
Non-Peer Review Journals	00	00	17
e-Journals	03	00	00
Conference proceedings	0	0	0

##### **3.5 Details on Impact factor of publications: NA**

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0			
Minor Projects	2 years	UGC	2,30,000/-	1,90,000/-
Interdisciplinary Projects	0			
Industry sponsored	0			
Projects sponsored by the University/ College	0			
Students research projects (other than compulsory by the University)	0			
Any other(Specify)	0			
<b>Total</b>			<b>2,30,000/-</b>	<b>1,90,000/-</b>

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from :NA**

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	00	0	0	01	00
Sponsoring agencies				College	00

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year : NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year: NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides   
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NIL

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level	<input type="text" value="16"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

**3.22 No. of students participated in NCC events:**

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="06"/>	International level	<input type="text" value="0"/>

**3.23 No. of Awards won in NSS:**

University level	<input type="text" value="02"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

**3.24 No. of Awards won in NCC:**

NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

**3.25 No. of Extension activities organized**

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="03"/>		
NCC	<input type="text" value="03"/>	NSS	<input type="text" value="03"/>	Any other	<input type="text" value="0"/>

**3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.**

**NSS Activities 2017-18 :- ( in Annexure-III )**

**Institutional Social Responsibility**

1. Seminar on awareness of Dengue, Malaria and other vector-borne diseases
2. Distribution of books to local needy children.
3. Workshop on GST for the local Businessmen.
4. Various activities and regular visit to the adopted village and orphanage by NSS Volunteers.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing(in acres)	Newly created	Source of Fund	Total
Campus area	4.285	0	-----	4.285
Class rooms	20	0	UGC, State Govt. and College Fund	20
Laboratories	4	0	UGC, State Govt. and College Fund	4
Seminar Halls	1	0	Nihar Basu Trust and College fund	1
No. of important equipments purchased ( 1-0 lakh) during the current year.		NIL		0
Value of the equipment purchased during the year (Rs. in Lakhs)		10.64 lakh (including computers, LCD projectors)	State Govt. and College fund	10.64
Others: Furniture, Gym items		2.83 lakh	State Govt. and College fund	2.83

#### 4.2 Computerization of administration and library

##### **COMPUTERISATION OF ADMINISTRATION**

Wi-fi in the campus.

Admission is online.

Teachers are provided with laptop.

New computers provided.

New projectors installed in classrooms.

The student management software and Accounts System software has been upgraded.

A new 10 MBPS connected installed in the Computer centre.

##### **COMPUTERISATION OF LIBRARY**

Library is automated and the data is available on KOHA cloud.

Subscription to NLIST has been made.

Students are encouraged to access National Digital Library and other e resources.

Computers provided for browsing by students.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	<b>13604</b>	<b>1106702/-</b>	<b>685</b>	<b>192916/-</b>	<b>14289</b>	<b>1299618/-</b>
<b>Reference Books</b>	<b>INCLUDED IN TEXT BOOKS</b>					
<b>e-Books</b>	<b>3135000</b>	<b>5750</b>			<b>3135000</b>	<b>5750</b>
<b>Journals</b>	<b>7</b>	<b>13220</b>	<b>-1*</b>	<b>1264</b>	<b>6</b>	<b>14884</b>
<b>e-Journals</b>	<b>6000</b>	<b>INCLUDED IN E- BOOK</b>			<b>6000</b>	
<b>Digital Database</b>	<b>NIL</b>		<b>NIL</b>			
<b>CD &amp; Video</b>	<b>01</b>	<b>1000/-</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1000</b>
<b>Others (specify)</b>	<b>NIL</b>		<b>NIL</b>			

• \*EPW discontinued as it is available under N-List

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	01	512Kbps  1 MBPS	03  01	0	Student management system	16 Department, 06 ICT enabled	5 LCD projectors
Added	14	0	512 Kbps: 1 MBPS 10Mbps	01+02+01	0	Upgradation of software: AIMES	00	03
Total	67	01		08	0		06	08

**4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)**

**ORGANISED BY IQAC**

<b>Sl.</b>	<b>Programme</b>	<b>Date</b>	<b>Venue</b>	<b>Resource Person</b>
1.	Seminar on Free Open Source Software	19 <sup>th</sup> August, 2017	P.N. Das College	Dr. Bablu Biswas, Mr. Prosenjit Pramanick, Sm. Bonny Samanta, Faculty members, P.N. Das College
2.	Certificate course on “Free Open Source Software (FOSS)” of Bombay IIT was started from the session.	July-December, 2017	P.N. Das College	Co-ordinator: Dr. Bablu Biswas, Assistant Professor, Dept. of Mathematics, P.N. Das COLlege
3.	Training programme on “Use of Open Access Resources for faculty members”	21.05.2018-25.05.2018.	P.N. Das College	Mr. Prosenjit Pramanick, Librarian, P.N. Das College
4.	Library User Orientation Programme for 2 <sup>nd</sup> and 3 <sup>rd</sup> year students	08-11 August, 2017	P.N. Das College	<b>Prosenjit Pramanik, Librarian, P.N. Das College</b>
5.	Orientation Programme on office management software.	9 <sup>th</sup> August, 2017	P.N. Das College	Infotech Lab, Kolkata
6.	University Level Workshop on Evolving Methodology for Electronic Data Management in Academic and Administration.	11 <sup>th</sup> November, 2017	P.N. Das College	Dr. Manas Kumar Baidya, Co-ordinator, IQAC, Malda College
7.	Training for Technology Up gradation for faculty members	July –August, 2017	P.N. Das College	Biswajit Dey & Srikumar Pal Chowdhury, Technical Staff, P.N. Das College
8.	Training Programme on the use of Google form, Google Attendance Sheet and Google Classroom	July –August, 2017	P.N. Das College	Dr. Sharmila De, Principal, P.N. Das College

**4.6 Amount spent on maintenance in lakhs :**

i) ICT	1.24
ii) Campus Infrastructure and facilities	2.97
iii) Equipments	0.33
iv) Others	0.13
<b>Total :</b>	<b>4.67</b>

**Criterion – V**

**5. Student Support and Progression**

**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

On the first day of college, an orientation programme is held where students are made aware of all the departments, cells and support services offered by the college.

An orientation programme is held in the Library

All information made available on the college notice board and website

A meeting is held with the Parents and they are all informed of all the programmes and the support services

**5.2 Efforts made by the institution for tracking the progression**

Record of students applying for migration for the purpose of higher education is maintained by the office. In addition the department has record of the students pursuing higher education.

**5.3 (a) Total Number of students**

<b>UG</b>	<b>PG</b>	<b>Ph. D.</b>	<b>Others</b>
<b>655</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**(b) No. of students outside the state**

NIL

**(c) No. of international students**

NIL

<b>No</b>	<b>%</b>
<b>317</b>	<b>48.3</b>

**Men**

<b>No</b>	<b>%</b>
<b>338</b>	<b>51.7</b>

**Women**

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
413	268	10	49	01	741	326	271	08	49	01	655

**Demand ratio 1:1**

**Dropout % : 02**

**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

<p>Entry in Services Coaching provided by Teachers, Communicative English classes arranged, Basic Computer Training arranged for students.</p> <p>Prospective employers are invited to make the students aware of the job opportunities</p> <p>Programme by Regional Employment Exchange on Government job opportunities Career fair organized.</p> <p>Gymnasium for students</p> <p>Quiz on current affairs organised</p> <p>Computers with wifi in library, students take various quiz tests with the help of the Librarian for enriching their general knowledge</p>
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**No. of students beneficiaries**

~200, all programmes taken together

**5.5 No. of students qualified in these examinations : Record not available**

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc		State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

### 5.6 Details of student counselling and career guidance

- Academic Counselling and mentoring by departments
- Programme on stress management organised
- Career guidance programme arranged by the IQAC

No. of students benefitted ~100, all programmes taken together.

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
		NIL	32*

\*Student verification Record data of employment in non-government sectors is not available

### 5.8 Details of gender sensitization programmes

On 8th March 2018, A programme on Gender sensitization and a talk on Gender Parity was arranged by the Committee of Women Cell. Principal Dr. Sharmila De gave a brief introduction to the topic and talked about the importance of gender parity. Prof. Kakoli Sen Banerjee commented on the struggles and history of gender and women. Prof. Suman Ranjan Bandopadhyay also sensitized the students on gender issues and its probability in our daily lives. The sensitization programme was attended by 1<sup>st</sup> year students and 2<sup>nd</sup> year students of the college.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	3995
Financial support from government (Kanyashree K1& K2)	76	1,683,250/-
Financial support from other sources	03	2000/-
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives : NIL

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students :

5.13 Major grievances of students (if any) redressed: 02

## Criterion – VI

### 6. Governance, Leadership and Management

#### **6.1 State the Vision and Mission of the institution**

**Vision:** Vision of the institute is to achieve excellence while remaining faithful to its commitment to the empowerment of the weaker sections of the society through knowledge that equips and enlightens.

**Mission:**

- To equip and empower students, especially from displaced (consequent to the Partition of the nation) and socio-economically backward families with updated knowledge, competence and creativity to face global challenges.
- To impart value based and value added education to breed a set of socially responsible and self-confident citizens for the future.
- To educate the pupils from socially and economically backward community and to enlighten them with the idea of and pride in the rich cultural tradition of our nation.
- To evolve innovations in teaching-learning, research and extension activities to achieve national standards.
- To promote women's education
- To generate consciousness of our national heritage, culture and value system along with a rational, scientific temper well aware of issues related to human rights and environment.
- To realize the constitutional goal of equity through education to all, irrespective of caste.

## 6.1 Does the Institution has a management Information System

**Student Management System:** The following records are available in the LAN Course wise student records, Fee structure, Subject combinations offered, Student concession records, Student results, Student attendance records, University Registration and results, college results, caste wise student records, student profile and other details.

### **Cash Module**

**Features:** Fees Head creation, Admission Fees table creation, Bank reconciliation, Payment and receipt vouchers

**Reports:** Daily collection statement, Periodical collection statement, Concession and Payment Register, Daily fundwise closing statement.

### **Accounts Management System:**

Integrated with Student fees transaction, ledger Group creation, ledger master creation, Voucher creation, cash book entry and bank reconciliation

### **Reports:**

Cheque Register, Income and expenditure statement, employee wise transaction report, Asset list and depreciation, Trial Balance and Balance sheet

### **Library Management System:      Use of KOHA**

Catalogue, Circulation, Patron list creation, Patron Card creation, Barcode creation, Spine level creation, OPAC search (WEBOPAC) and report generation

### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

#### **6.3.1 Curriculum Development**

Curriculum is developed by the affiliating University.

Teachers attend workshops on syllabi revision where they offer their suggestions

Teaching plan is prepared by the departments

Departmental meetings and Academic Committee meetings appraise the progress result.

#### **6.3.2 Teaching and Learning**

Adoption of student-centric learning through extensive use of technology

IQAC makes sure that learning outcome of the courses is communicated to the students

Slow learners and advanced learners are identified and necessary measures are taken for improvement and excellence

Students who do not fare well in the examinations are given assignments which they have to complete during Library hours

Students' Seminar is organised and periodic publication of wall magazine is undertaken by students

Academic calendar is maintained and results are analysed

Internal academic audits in place

#### **6.3.3 Examination and Evaluation**

Continuous internal assessments are held, Remedial Coaching and Tutorials arranged

Teachers meet the Parents of the unsuccessful candidates along with the students and provide guidance

Improvement tests are arranged

#### 6.3.4 Research and Development

The Research Committee of the college has made some significant contribution to motivate the faculty members

It has proposed a token contingency grant for teachers who take up academic projects and this has been accepted by the college authority

It also proposed leave for paper presentation, MRP report submission, Library and field work for MRP proposal submission

Seminars are organised by IQAC where faculty members deliver on topics of interest

Invited lectures are organised

The Committee keeps record of the Research publications

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

##### LIBRARY AUTOMATION DETAILS AND OTHER FACILITIES

- Entire book holdings classified according to DDC (23<sup>rd</sup> Edition) and catalogued using KOHA software, charging discharging through bar coding ,holding of 14289, various career digests
- Book bank facility for economically backward students

##### ICT IN LIBRARY:

3 additional computer nodes in the library, for browsing (students) , wi fi connection available in the library

A computer exclusively for use of teachers

The college has subscribed to NLIST

Bibliographic description has been uploaded on KOHA Cloud

**CENTRAL COMPUTER FACILITY**

12 computers in the Central Computer Lab Basic computer training is arranged for students

**UPGRADATION OF CLASSROOMS:****ICT Tools:**

Virtual classroom

Wi-fi enabled classrooms with LCD Projectors

**6.3.6 Human Resource Management**

Delegation of responsibilities in key areas

IQAC, Academic Committee, Heads of Departments, Library Committee

Orientation and training programme for staff

Participatory management

Performance Appraisal

Felicitation of staff members on achievements

Career advancement proposals forwarded on time

### 6.3.7 Faculty and Staff recruitment

- 1) Teachers on substantive posts recruited following the recommendations of West Bengal College Service Commission, on the directive of the Governing Body.
- 2) Part-Time teachers had been recruited as per Govt. Rule.
- 3) Management Appointee Teachers recruited after notification in leading dailies and on recommendation of Subject Expert of the University.
- 4) Appointment of permanent non-teaching staff made as per government rule.
- 5) Casual staff recruited by the Governing Body as per rule.

### 6.3.8 Industry Interaction / Collaboration

None

### 6.3.9 Admission of Students

Online admission following the Government regulations and guidelines of the University.

### 6.4 Welfare schemes for

Teaching Staff	Festival advance, Provident Fund
Non teaching Staff	Festival advance, Provident Fund
Students	Accidental insurance, Book Bank, Financial Aid

### 6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO		Yes	
Administrative	NO		Yes	

6.8 Does the University/ Autonomous College declares results within 30 days? N.A.

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?N.A.

6.11 Activities and support from the Alumni Association

Participation in Cultural events, offer feedback, participation in activities towards Institutional Social Responsibility

6.12 Activities and support from the Parent – Teacher Association

Attend Parent-Teacher meetings, offer feedback

### **6.13 Development programmes for support staff**

Training programmes are organised for staff members

Members can avail of free Medical checkup in the Medical Unit

Annual Sports and Picnic organised for staff members

Motivational programmes are organised for staff members

### **6.14 Initiatives taken by the institution to make the campus eco-friendly**

Green Audit of campus is conducted annually

Tree plantation

Conserving the water body through regular cleaning and upkeep

There is a Compost pit in the college

Use of Energy efficient light in the campus

Green generator in use

Waste bins are kept for proper disposal

Regular cleaning of the campus is taken up and efforts are made for plastic free campus

## Criterion – VII

### 7. Innovations and Best Practices

#### **7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- 1) Open Book Improvement Examinations and Special Assignments conducted for students who could not fare well in the Formative Evaluations.
- 2) Compulsory Library Hours introduced for weaker students.
- 3) Internal Academic and Administrative Audit initiated by IQAC.
- 4) Learning Outcomes of each department provided to the students.
- 5) Online attendance for students introduced.
- 6) Reinforcement of drive for environment friendly campus through programmes like Swachh Bharat Abhiyan and Tree Plantation Programmes.
- 7) Introduction of FOSS programme. (96 Students enrolled)
- 8) Workshop on electronic data management conducted followed up by implementation of the outcomes thereof at the administrative level.
- 9) Teachers sensitized to develop e-content.

#### **7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

- 1) Workshops on development of e-learning modules ( in-house and) through external resource persons conducted to sensitize teaching faculty.
- 2) Sensitization programmes for using Google platform, for online attendance & students assignments.
- 3) Promotion of the use of library resources, especially e-resources, (through orientation sessions conducted by the Librarian) and reward for best library user initiated.

- 4) Institutional initiative for Entry-in-Services Coaching: Regular coaching on General Awareness, General Knowledge and Spoken English.
- 5) Communicative English classes for all students by the Department of English: An initiative of the IQAC.
- 6) Remedial Coaching and Compulsory Library Hours for Slow Learners: Slow Learners were made to attend 24 Hours of compulsory Library Sessions and had to submit assignments at the end of the programme.
- 7) Extension activities throughout the year ( **Annexure-IV** ).
- 8) Workshop on Journalism conducted to generate awareness regarding the opportunities and professional requirements for a career in journalism.
- 9) Encouragement of students for involvement in social work (**Annexure-III**).
- 10) Encouragement and training for students to engage in co-curricular activities, like Games and Sports, Cultural Competitions, Quiz Competitions, Youth Parliament, etc. (**Annex-V**).

**7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)**

**1) Compulsory Library Hours for Slow Learners:**

It has observed over the years that the basic reason behind the weakness of most of the weaker students had been the disinterest in reading books and study materials. The IQAC, after threadbare analysis of the reasons that contributed to such weakness to identify the most important point of weakness, found it to be the area that required effective action. Keeping that in mind the authorities introduced the scheme of 24 Hour compulsory library work for the weaker students.

**LIBRARY AS A HUB OF KNOWLEDGE**

Efforts are in place to develop the central library as a knowledge hub. The college library is computerised, the data is available on KOHA cloud.

The library organises book exhibition as well as other exhibitions from time to time where posters and books on related matter are displayed.

Internet facility is provided to user groups. Information literacy programmes are undertaken for all users. Orientation programmes are organised for the new entrants.

Library hours for students begin half an hour prior to the commencement of classes and end half an hour later.

The new arrivals are displayed and the list is circulated to all departments. Short term courses and training to access e-resources are arranged.

Students are guided to take online tests as preparation for competitive examinations.

Question bank, soft copies of lectures are provided to students. Furthermore, the “Earn while you learn” scheme of the college encourages student s to have a hands-on experience of working in the library.

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

**7.4 Contribution to environmental awareness / protection**

- Compost Pit Environmental awareness programmes for students. Tree Plantation.
- Swachh Bharat Abhiyan by NCC.
- Regular cleaning and awareness programmes by NSS volunteers  
Seminar on wild life protection.

**7.5 Whether environmental audit was conducted?** Yes  No

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

**Strength:**

- Committed Teaching and Non-Teaching Staff.
- Pro -active Management
- Active IQAC
- ICT enabled teaching learning
- Strong commitment to Society
- Value based education offered to students
- Mentoring and Counseling in place

**Weakness:**

- Limited number of courses
- Shortage of class rooms.
- Shortage of Teaching and Non-Teaching Staff.
- Poor communication system due to the location of the college.
- No Major Research Project

**Opportunities:**

- Introduction of PG courses.
- Tie-up of the College Placement Cell with employment agencies.
- Industry-Institute Tie-up.

**Challenges:**

- Sanction of new posts in Teaching and non- teaching sectors.
- To increase the demand ratio.
- Introduction of new courses.

Plans of institution for next year :

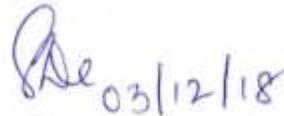
- ❖ To promote the Practice of e-module development.
- ❖ To develop the language lab and the process be initiated as early as possible.
- ❖ To encourage the departments preparing the wall magazines according to their subject matter.
- ❖ To organize workshop on CBCS system.

Name DR. BASUMITA TARAFDAR Name DR. SHARMILA DE



*Signature of the Coordinator, IQAC.*

CO-ORDINATOR  
I Q A C  
P. N. DAS COLLEGE  
PALTA, W.B.



*Signature of the Chairperson, IQAC.*

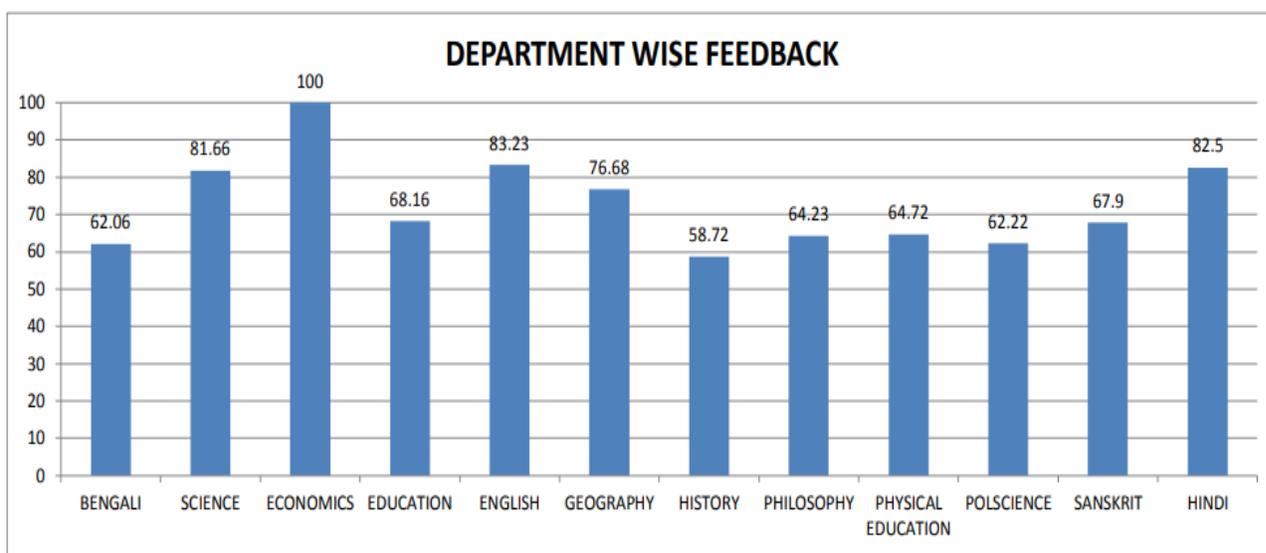
Principal  
P. N. DAS COLLEGE  
Santinagar, Palta, 24 Pgs. (N)

**Academic Calendar for the session 17-18**

July	01/07/17	New Academic Session begins for 1st yr. , 2nd Yr., 3rd Yr. Assembly & Orientation for 1st Yr.
	01/07/17	Provisional Admission to 3rd Yr. B.A./B.Sc. /B.Com. begins.
	01/07/17	Provisional Admission to 2nd Year B.A/B.Sc./B.Com. begins.
August	As per University dates	Registration process for 1st Yr. begins.
September	18/09/17 - 25/09/17	Class Tests for B.A./B.Sc./B.Com. (1st Yr. & 2nd Yr. & 3rd Yr.)
September - October	26/09/17 -23/10/17	Puja Vacation.
November	27/11/17 - 30/11/17	Class Test for BA/B.Sc./B.Com. 2nd Yr. & 3rd Yr.
December	04/12/17	Mid-Term Test for Part-I begins.
	23/12/17	Mid-Term Test Result publication.
	25/12/17 - 01/01/18	Winter Recess.
January	10/01/18	Part –III Test begins.
	25/01/18	Part-III Test Result publication.
	26/01/18	Part-III Remedial Classes begins.
February	As per University dates	Filling of forms for B.A./B.Com./B.Sc. (Hons. & Gen.) Part-III University Exams.
	12/02/18	Part –II Test begins.
	24/02/18	Part-II Test Result publication.
	26/02/18	2nd Yr Remedial Classes begin.
March	As per University dates	Filling of forms for B.A./B.Com./B.Sc. (Hons. & Gen.) Part-II University Exams.
	12/03/18	Part-I Test begins.
	27/03/18	Part-I Test Result publication.
	28/03/18	1st Yr Remedial Classes begin.
April	As per University dates	Filling of forms for B.A./B.Com./B.Sc. (Hons. & Gen.) Part-I University Exams.
May	16/05/18 –30/06/18	Summer Recess.

## DEPARTMENT-WISE STUDENT FEEDBACK

BENGALI	SCIENCE	ECONOMICS	EDUCATION	ENGLISH	GEOGRAPHY	HISTORY	PHILOSOPHY	PHYSICAL EDUCATION	POLSCIENCE	SANSKRIT	HINDI
62.06	81.66	100	68.16	83.23	76.68	58.72	64.23	64.72	62.22	67.9	82.5



**Social Activities undertaken by NSS:**

Title of the Activities Undertaken by NSS/NCC/ Red Cross/ Youth Red Cross)	Organising Unit/ Agency/ Collaborating Agency	No. of teachers co-ordinated such activities
1. Organised Seminar on Malaria and Other Vector Borne Diseases” on 22 <sup>th</sup> July, 2017 Premises	NSS, P.N. Das College Unit in collaboration with Indian Association of Preventive and Social Medicine West Bengal Chapter	3
2. Swchhata Pakhawada from 8-15 <sup>th</sup> August, 2017 at the College and adopted village	NSS, P.N. Das College Unit	1
3. Free Health Check-up camp on 23/08/2017 at the college premises along with blood group detection and Haemoglobin level test. Two doctors and a team of Apolllo Clinic, Barrackpore were present at the camp.	NSS, P.N. Das College Unit in collaboration with in collaboration with Apollo clinic, Barrackpore.	5
4. Celebrated Teachers Day on 5/9/2017 at the college premises	NSS, P.N. Das College Unit	2
5. Volunteers participated the training programme “Be a I Clinic, Barrackpore on 16.09.2017	Apollo clinic, Barrackpore.	1
6. Celebrated Childrens Day at the orphanage ‘Sishu November, 2017. Orientation of volunteers were on the topic were made and gifts were given to the orphan childrens.	NSS, P.N. Das College Unit	4
7. Volunteers par and its impact on December, 2017	NSS Cell, WBSU	1
8. Thalassemia awareness and free screening camp	NSS, P.N. Das College Unit in collaboration with School of Tropical Medicine, Kolkata	4
9. NSS volunteers participated RD Parade at WBSU on 26 <sup>th</sup> January, 2018	NSS Cell, WBSU	1

10. NSS volunteers participated workshop on Road Safety at WBSU on 14-15 <sup>th</sup> March, 2018	NSS Cell, WBSU	1
11. Blood Donation Camp on 27/03/2018	NSS, P.N. Das College Unit	5
12. Celebrated International Yoga Day on 21/06/2018	NSS, P.N. Das College Unit	2
13. Continuous cleaning programme at college and adopted village	NSS, P.N. Das College Unit	1
14. NSS Special Camp at the adopted village during 13-19th January, 2018: Activities: a) Orientation of volunteers about social awareness and rural health. b) Survey on health related problems in the adopted village. c) Awareness on rural diseases in the adopted. d) Cleaning drive. e) Drawing competition among the village children. f) Free Health check-up camp at the adopted village. g) Plantation Programme. h) Personality development through cultural programme.	NSS, P.N. Das College Unit	5

**Extension Activities in Games:**

Sl. No.	Date	Activities	Place
1.	03/07/2017	NSD Franchise	
2.	22/07/17	Awareness of Dengue, Malaria & other vector Borne Diseases - One Day Seminar by Dr. Palash Das & Dr. Debasish Sinha.	
3.	Programs on 75 <sup>th</sup> Anniversary of Quit India Movement.		
	09/08/2017	Documentary Film	Auditorium
	15/08/2017	Flag Hosting & Tree Plantation	College Campus
	18/08/2017	Screening of Netaji Subhas Chandra Bose : The Forgotten Hero.	Room A-201
	24/08/2017 & 25/08/2017	Quiz Competition	Room A-201
	25/08/2017	Exhibition in Library	
4.	19/08/2017	Work Shop on Foss conducted by - Dr. B Biswas, Prof. B Samanta & Sri. P. Pramanick	IQAC Room
5.	05/09/2017	Teachers Day Celebration by- <ul style="list-style-type: none"> <li>• NSS &amp; Deptt. of English also</li> <li>• Play enacted by Deptt. of English on Women Empowerment.</li> </ul>	Auditorium
6.	06/09/2017	Mock Parliament Competition	
7.	30/10/2017	University Level Inter College Handball Competition for both Girls & Boys.	College Campus
8.	04/11/17	Seminar Lecture by the Principal, Dr. S. De in an extended IQAC session.	IQAC Room
9.	11/11/2017	One Day University Level Workshop by – Dr. Manas Kr. Baidya.	Library
10.	14/11/2017	Distribution of Note books & Stationary to the Shishu Bhavan children by NSS.	Shishu Bhavan
11.	17/11/2017	Financial Training Workshop	A-203 Room
12.	09/12/2017	GST: Opportunities & Challenges for Small & Medium Enterprises and Higher Educational Institutions	Auditorium
13.	16/12/2017	Career Fair- <ul style="list-style-type: none"> <li>• 100 Students registered &amp; 5 organisation</li> </ul>	College Campus
14.	18/12/2017 & 19/12/2017	Workshop on Journalism (Department of Eng .& Beng.)	
15.	20/12/2017	Thalassemia Awareness & Screening (NSS Programme)	
16.	20/12/2017	NSS Special Camp	
17.	05/02/2017 & 07/02/2017	Academic Audit of the Department	
18.	21/02/2018	Matri Bhasha Divas - (College Programme Bengali Department)	

**Students Participations in Games and Sports, Cultural Competitions, Quiz Competitions, Youth Parliament, etc.**

Sl. No.	Year	Participations
1.	2016-17	<p><b><u>Athletics:</u></b>  <b>Nisha Mallick</b> -(B.A. Gen)-1<sup>st</sup> Yr.            - 1<sup>st</sup> Javellin (University Level).            - 1<sup>st</sup> in Discus Throw (University Level).</p>
2.	2016-17	<p><b><u>Cricket:</u></b>  <b>Dipayan Roy</b> -(B.A. Gen)-2<sup>nd</sup> Yr.            - Selected in University Cricket Team for East Zone National Level.</p>
3.	2017-18	<p><b>Certification for “Outstanding Play Production “</b> for One-Act Play in English at RBC College (State Level).</p>
4.	2017-18	<p><b><u>Athletics-</u></b>  <b>Nisha Mallick</b> -(B.A. Gen)-2<sup>nd</sup> Yr.            - 1<sup>st</sup> Javellin (University Level).            - 1<sup>st</sup> in Discus Throw (University Level).</p>
5.	2017-18	<p><b><u>Cricket:</u></b>  <b>Dipayan Roy</b> -(B.A. Gen)-2<sup>nd</sup> Yr.            - Selected in University Cricket Team for East Zone National Level.  <b>Shreyam Nandi</b> - (B.A. Gen)-1<sup>st</sup> Yr.            - Selected in University Cricket Team for East Zone National Level.</p>
6.	2017-18	<p><b><u>Chess:</u></b>  <b>Samrat Baral</b> -(B.A. Hons.)- 1<sup>st</sup> Yr.            - Selected for University Chess Team for East Zone National Level.</p>