



# P. N. DAS COLLEGE

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

NAAC ACCREDITED - 2024(B+)

Ref.: N-66/2024

Date 18/06/2024

## NOTICE

A Meeting of the IQAC comprising of both internal and external members, will be held on 25.06.2024 (Tuesday) from 11.30 a.m. to discuss the following:

1. To read and confirm the proceedings of the last meeting
  2. To report on the two NAAC visits and share the reports thereof for the second cycle of accreditation
  3. To present the Action Taken Report on Plan of Action for 2022-23
  4. To discuss the Plan of Action for the session 2024-25
  5. To present the Feedback Reports for 2022-23 and 2023-24 and share them with the following stakeholders:
    - a) Teachers
    - b) Office & Administration
    - c) Library
  6. To present the Student Satisfaction Report and identify the actions needed to be taken thereof
  7. To present the report on the Academic and Administrative Audit conducted for the session 2022-23
  8. To report on the status of the AQAR for 2022-23
  9. To discuss on proposed MoU activities
  10. To report on Add-on Certificate Courses conducted during the session 2023-24
  11. To report on the promotion of the following faculties under CAS:
    - a) Sri Suman Ranjan Bandyopadhyay from Assistant Professor Stage III to IV
    - b) Dr Ajit Das from Assistant Professor Stage II to III
    - c) Smt Bonny Samanta from Assistant Professor Stage I to II
  12. To consider the application for promotion under CAS of the following faculty members
    - a) Dr Bablu Biswas from Assistant Professor Stage III to IV
    - b) Sri Ajay Choudhury from Assistant Professor Stage III to IV
    - c) Sri Gautam Bose from Assistant Professor Stage I to II
  13. To invite applications for grant of Seed Money for the forthcoming session 2024-25 from faculties for undertaking Research -related activities
  14. Miscellaneous, if any
- All are requested to be present.

Dr Sharmila De  
Principal  
P.N. Das College

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

Dr Madhuchhanda Lahiri  
Co-ordinator, IQAC  
P.N. Das College  
Palta, 24 Pgs. (N), Pin-743122  
Coordinator, IQAC  
P.N. Das College

A Meeting of IQAC was held on 25.06.2024 in the IQAC Room from 11.30 a.m.

Members Present:

1. Dr. 25/6/24
2. Dr. 25/6/24
3. M. L. Kundan 25/6/24
4. Shobhali Kishyanta 25/6/24
5. Dr. 25/6/24
6. Binod J Kumar Guin
7. Pooja Chakraborty
8. Sumanjan Bandyopadhyay 25/6/24
9. Ashim Barik
10. Prosenjit Pramanick
11. Tapash Kumar Paul
12. Bablu Biswas
13. Aparna Das
14. Madhuchandra Lahiri 25/6/24
- 15.
- 16.
- 17.

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- All are requested to be present.

A Meeting of the IQAC comprising of both internal and external members was held on 25<sup>th</sup> June 2024 from 12.30 p.m. to discuss the following:

**1. To read and confirm the proceedings of the last meeting**

The Coordinator Dr Madhuchhanda Lahiri read out the proceedings of the last meeting and it was unanimously confirmed by the House.

**2. To report on the two NAAC visits and share the reports thereof for the second cycle of accreditation**

At the very outset, the Coordinator thanked all members of the teaching and non-teaching staff of the institution for their dedication and whole-hearted effort in successfully facing the NAAC Peer Team twice within a span of 3 months for the accreditation of the institution for the 2<sup>nd</sup> cycle. The Principal informed the House that the institution had to go for a reassessment since there was a big jump from the grade obtained in the 1<sup>st</sup> cycle of accreditation (2.05). During the revisit, NAAC PT members were unjustifiably harsh on all the stakeholders, the committees, and cells. They were not provided with ample scope to justify their stance in response to the queries put forth to them and the entire process was conducted in an environment of mistrust and humiliation. The coordinator concluded that in spite of such unprecedented hostile environment, our cumulative efforts succeeded in satisfying most of their queries and finally we could convince them of the genuineness of our data, documents, efforts and motives. The Principal also thanked the members for an increase of over 0.6 from the first cycle to 2.66 and called upon them to remain motivated and focussed.

However, Mr Puneet Kumar opined that the institution should send a report on their experience of the two assessment procedures to the Director, National Assessment and Accreditation Council. Dr Bardhan further suggested that the huge deviation in the report of the 2<sup>nd</sup> Peer Team may be shared with the 1<sup>st</sup> Peer Team. The House unanimously called upon the Coordinator and Prof Suman Ranjan Bandyopadhyay to frame a letter to the NAAC highlighting their grievances and the mismatch between the assessment reports of the two PTVs. The House further called upon the Principal to get it ratified.

**3. To present the Action Taken Report on Plan of Action for 2022-23**

The coordinator Dr Lahiri presented the Action Taken Report on Plan of Action for 2023-24 and noted that some of planned activities for the session 2023-24 could not be completed due to the NAAC Peer Team Visits in a span of 3 month during the session.

**4. To discuss the Plan of Action for the session 2024-25**

The Coordinator presented the Plan of Action for the forthcoming academic session 2024-25

**CRITERION I CURRICULAR PLANNING AND IMPLEMENTATION**

1. To continue Academic Calendar and e-monitoring of adherences
2. To conduct class tests (CIE) during the last week of each month; to continue with the conduct of Tutorial and Remedial classes
3. To continue with the Result Analysis and PO-CO attainment as practised by the departments
4. All departments to compulsorily start Add-on / Certificate Courses in the forthcoming session
5. Centralised 36- hours Add-on Course on Basic Computer and Employability Skills/ Spoken English by Mahindra Pride Classroom to be continued with; to be made compulsory for each student at least once in an odd/even semester
6. Guardian, Employer and Alumni feedback mechanism to be strengthened
7. Teacher and Student Feedback to be taken in the coming session on NEP course structure introduced in the previous session



8. To ensure each student submits a field study / project report at least once in an academic session

### **CRITERION II TEACHING, LEARNING AND EVALUATION**

8. Continuous assessment in form of class tests and an assignment/ quiz to be continued with
9. To continue with retraining programmes on module development
10. Workshop on pedagogical methods to be held; to explore the possibility of conducting workshop /Seminar for differently -aided children as an extension activity
11. Guidelines as well as time table to be framed for resource sharing with other institutions
12. Result analysis to be continued with; the practice of awarding the University and Departmental Toppers with Best student Award to be continued with
13. Student Feedback on teaching -learning to continue; Student Feedback on LMS and add-on courses to be included

### **CRITERION III RESEARCH, INNOVATIONS AND EXTENSION**

14. Seed money proposal to be structured. Introduction of new format for application from forthcoming session
15. Submission of Project Reports by teachers to be ensured
16. To motivate faculties to publish in UGC Care and /or UGC - listed journals
  16. Publication of College Journal to continue; quality research papers to be invited from faculties of other HEIs; to explore the possibility of introducing peer-review of the Academic Journal
  17. Extension Activities on Vector borne diseases, AIDS awareness, environment conservation, adult education etc to be conducted by NSS and college; to ensure each department conducts one extension activity on any relevant topic of its choice in each semester
  18. Promotion of activities of Nature Club, Music & Drama Club to be done
  19. Seminar on IPR; at least a week- long Faculty Development Programme on Research Methodology and hands-on training in collaboration between industry -academia to be conducted
  20. Plan to be chalked out for academic exchange with institutions with whom MoU has been signed; Explore the possibilities of signing MoUs with agencies/ institutions for imparting vocational training
  21. The scope, activities and responsibilities of Institutional Incubation Centre to be strengthened and broadened

### **CRITERION IV INFRASTRUCTURE AND LEARNING RESOURCES**

22. To explore the possibility of making cent percent classrooms ICT-enabled
23. To explore the feasibility of purchasing more computers so as to improve student-computer ratio
24. To enrich Departmental Library and increase its usage
25. To consider allotting a room for the Nature Club and strengthen its activities
26. Use of E-content development facility to be promoted
27. To device measures to increase footfalls in central library and gymnasium; to continue with Best Reader award; to consider the prospects of constituting awards for maximum Library Usage Award for both Faculty and students, Awards for Maximum use of E-resources and Fittest Student/ Faculty Award (for both male and female)
28. To consider the prospects of introducing intra- and inter- college level competition in Chess, Carrom, Badminton and volleyball separately spread over the entire session

### **CRITERION V STUDENT SUPPORT AND PROGRESSION**

29. Centralised Orientation Programmes and week-long Departmental Induction Programme to be continued with
30. Awareness programmes on different scholarship schemes to be undertaken; to ensure students not getting scholarships from either Central or state Governments is provided with free studentship/ merit-cum- means scholarships or fees waiver on the basis of attendance and marks
31. Registration of Alumni members to be strengthened; to ensure Career Guidance Fair is organised by the Alumni at least once a session
32. Awareness on National Apprenticeship Schemes

33. Psychological Counselling and Career Counselling programmes for students to be increased: to consider the possibility of recruiting a professional career guidance counsellor to ensure campus recruitments and placement drives in college

#### **CRITERION VI GOVERNANCE AND LEADERSHIP**

34. To seek Departmental Annual Action Plan from the forthcoming session
35. Long term and short-term plan Action Plans for the Institution to be remodelled on the basis of NAAC suggestions, introduction of NEP and others
36. To monitor the compliances of all committees and cells
37. To prepare annual Compliance Reports on the suggestions put forth by NAAC, Academic Audits, Administrative Audits, Green Audits, Gender Audits, Energy Audits and Financial Audits and related works so as to track the progress made during the session
38. Empowerment and at least a week-long Staff Development programmes for non-teaching staff to be conducted preferably in collaboration with other HEIs under MoU agreements
39. Faculties to be motivated to participate in professional bodies, attend conferences/ seminars/ workshops/ STCs/FDPs etc by reimbursing a part of the expenses incurred on timely submission proper documents

#### **CRITERION VII INSTITUTIONAL VALUES AND BEST PRACTICES**

40. Departments to conduct at least an annual Environmental consciousness programmes within the college campus or in the neighbourhood
  41. Departments to present Event Calendars to Academic-In Charge at the start of the session, by ensuring there is one non-overlapping departmental cultural programme
  42. Days of Importance to be celebrated by the departments and the college. AIC to ensure that there is no two simultaneous celebration of the same day/ event
  43. Monitoring and Reduction of Waste generation to be continued with
  44. Survey on Carbon Footprint to be conducted
  45. Identification of the 2nd Best Practice for the next cycle of NAAC preparedness to be made
  46. Institutional Distinctiveness to be identified afresh
5. To present the Feedback Reports for 2022-23 and 2023-24 and share them with the following stakeholders:
- a) Teachers
  - b) Office & Administration
  - c) Library
- The Coordinator presented the Feedback on Teaching Learning by students, Feedback by Teachers on Curriculum, Library Feedback by students, Feedback on administration by Students and Teachers and informed the House that the same has been uploaded on the college website.
6. To present the Student Satisfaction Report and identify the actions needed to be taken thereof
- The Coordinator presented the Student Satisfaction Survey Report and informed the House that the same has been uploaded on the college website.
7. To present the report on the Academic and Administrative Audit conducted for the session 2022-23
- The Principal Dr Sharmila De informed the House that the internal AAA has been completed by the IQAC and shared some feedbacks on the departments. She also informed that the completed and signed reports will be shared soon.
8. To report on the status of the AQAR for 2022-23

The coordinator informed the members that the AQAR for 2022-23 could not be completed within the due date as a result of two NAAC Peer Team Visits in October 2023 and January 2024, University examinations in February and March 2024, followed college requisition by central forces in April 2024 and the portal has been closed. The data collection is near completion and will be uploaded on the NAAC portal as and when opened.

**9. To discuss on proposed MoU activities**

The Principal presented a schedule of activities to be undertaken for the session 2024-25 with different HEIs with whom the institution has signed Memorandum of Understanding which was unanimously accepted by the House.

**10. To report on Add-on Certificate Courses conducted during the session 2023-24**

The coordinator provided a detailed report on the Add-on certificate courses conducted during the session. The House lauded the efforts and called upon all to continue with the good work.

**11. To report on the promotion of the following faculties under CAS:**

- a) Sri Suman Ranjan Bandyopadhyay from Assistant Professor Stage III to IV
- b) Dr Ajit Das from Assistant Professor Stage II to III
- c) Smt Bonny Samanta from Assistant Professor Stage I to II

The Coordinator Dr M. Lahiri informed the House that the promotion procedure under CAS of Sri Suman Ranjan Bandyopadhyay, Dr Ajit Das and Smt Bonny Samanta has been successfully completed with the Screening/ Selection Committee Meeting held on 19.06.2024. She requested the Principal to do the needful hereafter, once the bounded volumes, in triplicate, are handed over by the incumbents.

**12. To consider the application for promotion under CAS of the following faculty members**

- a) Dr Bablu Biswas from Assistant Professor Stage III to IV
- b) Sri Ajay Choudhury from Assistant Professor Stage III to IV
- c) Sri Gautam Bose from Assistant Professor Stage I to II

The applications for promotion under CAS of the itemised teaching staff namely, Dr Bablu Biswas (from Assistant Professor Stage 3 to 4); Sri Ajay Choudhury (from Assistant Professor Stage III to IV) and Sri Gautam Bose (from Assistant Professor Stage I to II) were placed by the coordinator. On verification of the forms submitted by the incumbents, the House concluded that the incumbents satisfy the eligibility conditions for the respective stages and so requested the Principal to do the needful.

**13. To invite applications for grant of Seed Money for the forthcoming session 2024-25 from faculties for undertaking Research -related activities**

The Coordinator Dr M Lahiri informed the House that as per the resolution of the Research Committee, proposals for Seed Moner applications from faculties undertaking research - related activities are invited for the session 2023-24.

**14. Miscellaneous, if any**

- I. The Principal informed the House that the college has applied for NSOU UG and PG subjects in several subjects. The Programmes are expected to commence from the new academic session.
- II. The Coordinator proposed that the Sri Sreekumar Pal Chowdhury be included as a member of the IQAC, P.N. Das College. The House unanimously agreed to the proposal.

As there was no further agenda to be discussed, the meeting ended with a vote of thanks to the chair.

*M. Pal*  
Co-ordinator, IQAC  
P. N. Das College  
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