

## Minutes of the Full Meeting of the IQAC held on 10<sup>th</sup> October, 2020 from 12.30 p.m.

### Members Present:

1. Dr Sharmila De, Principal, P.N. Das College
2. Dr Madhuchhanda Lahiri, Coordinator, IQAC
3. Dr Basumita Tarafdar, Member
4. Prof Sanjib Dhar, Member
5. Prof Suman Ranjan Bandyopadhyay, Member
6. Prof Dipa Chakraborty, Member
7. Prof Kakali Sen Banerjee, Member
8. Dr Bablu Biswas, Member
9. Sri Prasenjit Pramanick, Member
10. Smt Prativa Acharya, Member
11. Dr Kamal Bardhan, External Member
12. Dr Shephali Vidyanto, External Member

An Online Meeting of the IQAC was held on 10/10/2020 to discuss the following agenda:

### ❖ Agenda I: To read and confirm the proceedings of the last meeting held on 26/11/19

The Coordinator IQAC, Dr M.Lahiri read out the minutes of the last meeting held on 26/11/19 which was unanimously accepted by the House.

Agenda No.	Agenda of 26/11/19 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 17.06.2019	Read and Confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To report about the completion of the Academic and Administrative Audit conducted by the WBSU on 9th Nov, 2019	Coordinator informed the House about the successful completion of AAA
Agenda IV:	To discuss about the preparations for the submission of the AQAR for the session 2018-19	Topic-wise criterion had been allocated to the members for data collection and compilation.
Agenda V:	To Report about the WBSU Results of the Semester II students	Results of some students have been received as RW
Agenda VI:	To discuss the scope and feasibility of providing Seed Money for the Session 2019-20 to the Faculty members to promote Research Activities	To be continued as earlier
Agenda VII:	To discuss about the forthcoming activities as per the Event Calendar 2019-20	Coordinator informed that activities undertaken by college, IQAC, Departments, NCC, NSS proceeding as per their schedule in Event Calendar
Agenda VIII:	To discuss the plan of action for the remainder of the	Done. Stress to be given more on

	current session	conduct of extension activities
<b>Agenda IX:</b>	Miscellaneous, if any	Discussed

❖ **Agenda II: To report on Action Taken measures of the Proposals of the last meeting**

The Coordinator placed the following Action Taken Report of Proposals of the last Full Meeting of IQAC held on 26.11.2019:

<b>S.No.</b>	<b>PROPOSAL</b>	<b>ACTION TAKEN</b>
1.	To invite applications for providing Seed Money for the remainder of the Session 2019-20 to the Faculty members to promote Research Activities	Under process. Will be disbursed once the normal college starts
2.	To discuss about the process of filling the Google Form by the Faculty for the sharing of research and publication information	Shared on the college group WA; To be mailed again individually today.
3.	to avail Major Research Project from other Universities/ Institutions.	Not Done
4.	the urgent need for arranging a Reunion	Not Done, to be finalized today.
5.	To contact the Reliance group for imparting training to a batch of 50 college students and at the conclusion of a successful training, job can be obtained by two students	Could not be held because of the subsequent closure of college due to Govt. directives.
6.	To start programmes on Skill Development such as a course on Karate and Yoga	Workshop on Self defence held on 6 <sup>th</sup> March, 2020; Workshop on Yoga for beginners held on 21.06.2020; Weekly Online yoga Programmes started for Students and teaching and Non-teaching Staff.
7.	A workshop on the Corona Virus pandemic decided to be held	Successfully conducted an Online Webinar on the College Foundation Day on 20 <sup>th</sup> Aug, 2020 on Science and Pandemic by Paschimbango Bigyan Mancho
8.	A programme on Career Fair to be held	Programme "Career Fair 2020" held on 15.02.2020
9.	A Seminar on Revised Accreditation Framework to be held by NAAC	One-day University level workshop on Strategic approaches to the Revised Accreditation Framework, conducted by Dr B.S. Madhukar, Advisor, NAAC

❖ **Agenda III: To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20**

The Coordinator Dr M Lahiri presented the following Compliance Report of the last Meeting:

**Compliance Report of the Action Plan for 2019-20**

<b>S.No.</b>	<b>Action Planned for 2019-20</b>	<b>Compliance Status thereof</b>
1.	To increase the number of in-house trainings conducted for e-module preparation by teachers so as to maximise the participation of teachers in the process	Done <ol style="list-style-type: none"> <li>i. A series of Department-wise Workshops conducted by Prof Suman Ranjan Bandyopadhyay in Nov, 2019 on E-module Development</li> <li>ii. 3 -day Online Workshop conducted by Prof Suman Ranjan Bandyopadhyay, Dr Bablu Biswas and Sri Prasenjit Pramanick on 06.06.2020, 08.06.2020, and 09.06.2020 on “The Innovative Use of Information and Communication Technology in Teaching – Learning and Research”</li> <li>iii. Workshop on Development of e-LRMS and e-Modules conducted by Prof Suman Ranjan Bandyopadhyay on 26.11.2019 at Prasanta Chandra Mahalanobis College</li> <li>iv. Workshop on e-Module Development conducted by S. R. Bandyopadhyay in DBRASM on</li> </ol>
2.	To introduce internship programmes for students	Not Done Dr. Bardhan had suggested that Internship in Remote Sensing from ISRO may be arranged for the Students of the Department of Geography: Not Done
3.	Introduction of Induction programme and structured mentoring	A fresh list of students with their contact numbers have been provided. The groups have been reconstructed so as to include one male and one female mentor. Online mentoring to be done.
4.	Increase in the number of extension activities	Physical conduct of Extension Activities could not be pursued for a part of 2019-20 because of corona virus pandemic. <ol style="list-style-type: none"> <li>i. Cancer Awareness Programme on 26.11.2019</li> <li>ii. Thalassaemia Awareness and Screening Programme held on 04.12.2019</li> <li>iii. Christmas Day Celebration with orphan children of Shishu Bhavan with distribution of Cakes, Confectionaries inside Socks etc on 24.12.2019</li> <li>iv. Distribution of Blankets to the children of Shishu Bhavan on 27.12.2019</li> <li>v. Dengue &amp; Chikungunya Awareness Programme on 29.02.2020</li> <li>vi. Workshop on Self- defence on 06.03.2020</li> <li>vii. Cleanliness drive and Awareness Programme on Dengue &amp; Chikungunya conducted on 08.03.2020</li> </ol>

5.	Academic and Administrative Audit by Peer Team	Academic and Administrative Audit for the post- NAAC period of three years from 2016-17, 2017-18, 2018-19 was held on 9 <sup>th</sup> November, 2019 by a three-member panel constituted by the West Bengal State University, comprising of Dr Samantak Das (Jadavpur University), Dr Subir Biswas (WBSU) and Dr. D. Biswas (Calcutta University). For this, an Annual Report for each of the three years had been prepared and presented to them. They have lauded the efforts and activities of the college, the IQAC, the teaching as well as the non-teaching staff and called upon all to document and showcase all the good works properly.
6.	Continuation of Earn-While-You-Learn scheme by the College	The Scheme was successfully continued in Library for the current session also
7.	MOU with neighbouring college/s to enable the teachers to teach their subject of expertise to students of other institutions.	MoU signed with Dr. B. R. Ambedkar SatabarshikiMahavidyalaya, Helencha; Virtual Classes of DBRASM started by the Department of Physical Education on 21.09.2020 and by the Department of English from 06.10.2020
8.	To arrange a Reunion program for ex-students	An Online Reunion Programme arranged on 19.09.2020. comprising of cultural programmes, sharing of experiences and memories by both faculties and ex-students. Registration done by 83 ex-students and attended by over 63.
9.	Analysis of results to evaluate the effect of CBCS Curriculum	Not yet done
10.	Scanned copy of the IQAC resolutions to be stored	Uploaded on the college website
11.	Office should initiate the storage of scanned copies of Marksheets	Done
12.	Rainwater harvesting project to be taken up	Could not be pursued because of the lack of fund
13.	All faculty records to be documented through Google Doc files for collective documentation and editing prior to upload as well as to facilitate better storage of data.	Google Form shared with the faculty for record-keeping of RC /OP/ Seminar/ Conference/Webinar/ STC attended by them

The Coordinator also presented the following Plan of Action for the session 2020-21:

**Action Plan for the Session 2020-21**

1. Timely submission of AQAR 2019-20
2. To continue organizing qualitative enrichment programmes for Teachers regarding e-module preparation, LMS, online conduct of Teaching- Learning and use of E-Resources.
3. To organize extension and outreach programmes with NSS
4. To introduce internship programmes for students.
5. Introduction of Online Structured mentoring
6. Online Induction programme
7. Academic and Administrative Audit for 2019-20

8. Continuation of Earn-While-You-Learn scheme by the College
9. To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents
10. To register the Alumni Association.
11. Rainwater harvesting project to be taken up.
12. To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC
13. Introduction of Digital Literacy programme for the elderly

❖ **Agenda 4: To present the Academic and Event Calendar for 2020-21**

The Convenor, Academic Committee Prof. Dipa Chakraborty placed the Academic Calendar for the session 2020-21. In view of the unprecedented situation arising out the world-wise COVID-19 pandemic and the associated closure of off-line teaching-learning process in educational institutions and suspension of all University Examinations, only a tentative schedule was presented and was unanimously decided to be modified as per the future Government Orders and notifications.

The Coordinator presented the following Event Calendar for the Session 2020-21:

**Event Calendar for 2020-21**

Month/Year	Events
July 2020	Orientation of Hons Students
	Orientation of General Students
	Online Coaching for Competitive Exams (Online Entry-in-Service Scheme)
August 2020	Extension Programme on Science and Pandemic
	Online Celebration of College Foundation Day
	Weekly Online Classes on Yoga for Students
	Weekly Online Classes on Yoga for Staff
	Webinar on Portal based Data Management
September 2020	Online Celebration of Teacher's Day
	Webinar on Online Evaluation System
	Online Alumni Meeting/ Online Reunion
	International Webinar by Department of Commerce (collaboration with IQAC)
October 2020	Departmental Webinar by Physical Education (collaboration with IQAC)
	Inter-departmental Webinar on Research Methodology by Economics and Education (collaboration with IQAC)
	Initiation of Digital Literacy Programme for the Elderly
November 2020	Orientation Programme of 1 <sup>st</sup> Sem Students
	Sensitizing Students to maintain Cleanliness and Hygiene in association with NSS
	To organize a National level webinar on Qualitative Issues/ Submission of AQAR according to RAF in collaboration with NAAC
December 2020	Gender Sensitization Programmes
	Departmental Webinar by History (collaboration with IQAC)
	Webinar/ web-workshop on Entrepreneurship
January 2021	Programme on Moral Values/ Ethics on the National Youth Day
	Extension/ Outreach Programme on Popular Mathematics with local educational institutions

	In-house annual training programme series on e-content development
February 2021	Academic and Administrative Audit for 2019-20
	Programme on Environmental Issues
	Programme on Cancer Awareness on World Cancer Day
	Programme on International Mother Language Day
March 2021	Programme on Sustainability of the CBCS Curriculum
	Extension and outreach Programme to be conducted with industry/ community
	Programme on Girl Child on International Women's Day
April 2021	Programme on Earth Day by Department of Geography
	Web-Workshop on Intellectual Property Rights/ Copyrights/ Patents (April 26)
May 2021	Awareness Programme on Thalassaemia and AIDS
	Webinar on Teaching-Learning and Research
June 2021	Extension/ Outreach Programme on World Environment Day involving local school students
	Programme on Yoga for the Elderly

❖ **Agenda 5: To present the SWOC analysis**

The Coordinator presented the SWOC analysis of the college which was further discussed by the members.

**SWOC Analysis P.N. Das College**

**Strength:**

1. The College has a well-qualified and dedicated faculty.
2. Fully automated central library on KOHA cloud having Nearly 15,000 books, periodicals as well as CDs. Doing Photocopy, Scanning and Printing facilities are available to both students and faculty. N-list membership, conducted by INFLIBNET, which ensures access to over 35 lakhs of books and thousands of e-journals. Departmental Academic and Event Calendars, Syllabus and Test as well as University Question Papers are maintained in both soft copy and hard copy format. 5 computers specifically earmarked in the central library for use by students and the faculty Separate wifi connectivity for the central library
3. A separate departmental library and computer/ laptops allotted to each department.
4. Cent percent of the teachers use ICT tools to qualitatively improve upon the learning experience of the students through the use of Google classroom, providing 4 -quadrant e-modules to the students, uploading videos of Tutorials on youtube and providing the students with the links, taking live online classes using zoom/ teamlink/ Google Meet platform during the closure of college as a result of the COVID 19 pandemic and upload of study materials, tutorials and assignments both MCQ and broad answer type on the Learning Management System in college website.
5. Mechanism is available for direct mentoring and counselling of students by faculty, interacting with students, and directing them to upgrade their skills.
6. A friendly and fully automated college office with nearly the entire data maintained in soft copy form.

**Weakness:**

1. Number of volumes and journals in the department library need to be increased. Number of journals in the Central Library also needs to be increased. Also, the footfall of staff and students needs to be increased in the central library so that there is maximum utilization of the available library resources. Also, there should be an increase in the use of enlist membership that has been obtained by the college at a considerable fee.
2. There should be an Industry Academia Interaction Cell to consider all possible ways to initiate a continual and sustainable interaction with the industry. This can be in the field of preliminary trainings provided by the industries, conducting on-campus as well as off-campus recruitment drives for general degree holders so as to improve upon their job market opportunities.
3. More effort is needed to increase the number of state/central government funded projects to improve upon the inflow of financial resources to the institution.
4. a) Soft skills and communication skills of students need to be improved.  
b) Programmes and courses on soft skills, life skills, ethics need to be introduced.
5. Student and staff are to be encouraged for paper presentation at various National/ International conferences, workshops and seminars as well as publication of quality papers in SCI/ SCIE/SSCI/AHCI/SCOPUS/ Google Scholar/UGC- listed or UGC Care listed journals.
6. Programmes on Gender Sensitization at the community as well as institutional level needs to be initiated and pursued.

#### **Opportunities:**

1. The location of the college in a semi- rural area with a mixed population comprising of middle class semi-rural families, small traders, on one hand and agricultural labourers, daily wage earners, a substantial number of SC population and tribal people in the vicinity of the college provide ample scope for the college to engage in community-based awareness activities and extension programmes.
2. As the college is situated in a rural and backward locality, so programmes on development of soft skills like tailoring, handworks etc by the poor, illiterate and semi-literate rural people can be initiated.

#### **Challenges/ Threats:**

1. The presence of a number of Degree Colleges in the vicinity pose serious challenges to the enrolment of sufficient students in our college during the admission procedure.
2. The dreams of the local people to get admitted to the colleges in the heart of the city, also provides a serious challenge to the admission to the first-year degree course of a rural college like ours.
3. The college is facing severe challenge with the drying up of different sources of grants and govt funding. This has led to an ever-widening gap between the revenue and expenditure which has consequently led to a continual erosion of the asset base of the college.
4. Country-wide labour market trend has been posing serious challenges to the employment potential of degree college graduates. This has resulted in fewer industry- academia interaction at the level of general degree colleges, and even fewer campus recruitments. This produces a further dampening effect on the enthusiasm and inclination of higher secondary pass outs with good marks to get admitted in a rural degree college like ours.

- ❖ **Agenda 6: To present the analysis on Feedback Reports of SSS, Staff Feedback, AlumniFeedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.**

The Feedback Reports of the Student Satisfaction Survey, Alumni, Feedback on Library and Activities Undertaken were presented by the Coordinator. The

S. No.	Feedback Analysed	Percentage of Respondents satisfied with the services/ Activities	Suggestions for further Improvement, if any.
1.	Student Satisfaction Survey	70 -80 %	<ol style="list-style-type: none"> <li>1. Ease and increase in no. of provision of Reference Books</li> <li>2. Improvements in canteen, girls' toilet and drinking water facilities</li> </ol>
2.	Alumni	Over 90%	<ol style="list-style-type: none"> <li>1. Registering the Alumni Association</li> <li>2. Organising a Reunion Programme annually, if not more frequently</li> <li>3. Having an you tube channel</li> </ol>
4.	Library	Over 80%	<ol style="list-style-type: none"> <li>1. Scope of improvement in the use of WEBOPAC and e-resources like NDL, NLIST, NMEICT and others;</li> <li>2. Increase in the reference books of certain subjects like English, Bengali, History, Computer and Chemistry</li> <li>3. Improvement in wifi facilities in library and increase in the number of computers for students</li> </ol>
5.	Activities	Over 90%	<ol style="list-style-type: none"> <li>1. A few suggestions regarding improvements in technical aspects of online programmes conducted.</li> </ol>
6.	Syllabus	60-70%	<ol style="list-style-type: none"> <li>1. Scope for improvement in stating the Learning objectives</li> <li>2. Suggestions for including certain topics in some subjects</li> <li>3. Suggestions for reducing the syllabus to suit the semester system</li> </ol>

It was decided further that Feedbacks from Parents/ Guardians and Staff needs to be taken.

❖ **Agenda 7: To discuss the preparation for submission of AQAR for the session 2019-20**

The AQAR was divided criterion- wise and each criterion was allotted to one of the members for collection of data and other information. It was decided that a few teachers will assist each of the member teachers in the process.

❖ **Agenda 8: To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay**

The Proposal for Promotion of Prof Suman Ranjan Bandyopadhyay from Stage 2 to Stage 3 under Career Advancement Scheme was presented by the Principal. After a thorough checking of all sections of the CAS proposal, it was unanimously accepted that Prof S.R.



Bandyopadhyay satisfies all the requirements and hence the coordinator requested the Principal to do the needful.

❖ **Agenda 9: To consider the application of Jhumpa Ghosh and Debaroti Das for Grant of Seed Money**

The coordinator placed the applications of both Prof. J. Ghosh and Prof D. Das along with the documents submitted by them. The Principal put forth the proposal that may it be discussed in the next Finance Committee Meeting.

❖ **Agenda 10: Miscellaneous, if any**

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