



# P. N. DAS COLLEGE

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Ref.: .....

Date .....

A Meeting of the IQAC comprising of both internal and external members will be held on 17<sup>th</sup> August, 2023 from 12.30 p.m. in the IQAC Room to discuss the following:

## Agenda:

1. To read and confirm the proceedings of the last Meeting
2. To present the Action Taken Report on Plan of Action for 2022-23
3. To discuss Plan of Action for the session 2023-24
4. To prepare the draft IDP as per NEP-2020
5. To present the Academic Calendar for 2023-24
6. To report on Analysis done for the Feedbacks collected during 2022-23
7. To report on the Add-On Certificate Courses completed during the year
8. To place the application for promotion under CAS of
  - a) Prof. Suman Ranjan Bandyopadhyay from Assistant Professor Stage 3 to Stage 4
  - b) Dr. Ajit Das from Assistant Professor Stage 2 to Stage 3
9. To frame the schedule for Internal AAA for the session 2022-23
10. To discuss forthcoming NAAC Peer Team Visit
11. Miscellaneous, if any.

All are requested to attend the meeting.

U. Sahin  
08/08/23

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

08/08/23

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

A full Meeting of IQAC comprising of both Internal and External members is being held on 17/8/23 from 12.30 p.m. in the IQAC Room.

Members present —

- |                                   |                        |
|-----------------------------------|------------------------|
| 1. Pde                            | 9.                     |
| 2. Madhuschandra Lahiri. 17/8/23. | 10. Aparna Das 17/8/23 |
| 3. Kamal K Bardhan 17/8/23        | 11. Purna Ram 17/8/23  |
| 4. Shephali Vidyaanta 17/8/23     | 12.                    |
| 5. <del>Sanjay</del> 17/08/2023.  | 13.                    |
| 6. Achal Kumbh 17/8/23            | 14.                    |
| 7. Prosenjit Pramanick 17/8/23    | 15.                    |
| 8. Sanjay Kumar Shaw. 17/08/23    | 16.                    |
| 9. Rakshi Sen Banja. 17/08/23.    |                        |




A Meeting of the IQAC comprising of both internal and external members was held on 17<sup>th</sup> August, 2023 from 12.30 p.m. in the IQAC Room to discuss the following:

**Agenda:**

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

The coordinator read out the proceedings of the last meeting held on 04.04.2023 which was unanimously confirmed by the House.

Agenda No.	Agenda of the last meeting held on 04.04.2023	Action Taken
1.	To read and confirm the proceedings of the last Meeting	Read and confirmed
2	To report on Action Taken measures of the Proposals of the last meeting	Action Taken measures of the proposals of the meeting were reported by the coordinator
3	To invite suggestions for framing the Action Plan for the session 2023-24	Suggestions received on increasing MoU related collaborative activities between HEIs, and no. of certificate / value added courses
4	To discuss on the compliance reports of departments and library on AAA and students' feedbacks for 2020-21	Compliance reports of Departments and library for 2020-21 discussed; all Compliance reports for 2021-22 handed over to departments and library
5	To report on the Add-on/ Value added certificate courses organized for the session 2022-23	Reported that Add-on Certificate Courses on Self-defence (Karate), Yoga, Employability Skills completed till April 2023
6	To report on the PO-CO attainment of the departments for the students admitted in 2019 and actions needed to be taken thereof	Procedure and actions to be taken discussed
7	To report on the quality initiatives of IQAC during the last five years	Report on Quality initiatives of IQAC and annual incremental changes presented by Coordinator
8	To report on the contributions of different committees and cells towards qualitative upgradation of the institution during 2017-22	Reports presented by Convenors of the Committees
9	To frame the schedule for Internal AAA for the session 2022-23	Resolved that the schedule will be finalised after the academic session ends
10	To report on the submission of IQA	Reported that IQA was submitted on 23rd March 2023
11	To report on promotion under CAS of Prof Bonny Samanta	Reported that the names of Government Nominee and Subject Experts for the said CAS promotion received

  
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## 2. To present the Action Taken Report on Plan of Action for 2022-23

CRITERION	S.No.	PROPOSED PLAN OF ACTION	ACTION TAKEN
<b>I</b>  <b>CURRICULAR PLANNING AND IMPLEMENTATION</b>	1.	To continue Academic Calendar and e-monitoring of adherences	Academic Calendar prepared and e-monitoring of adherences done by all departments
	2.	Conduct class tests (CIE) during the last week of each month	Centralised CIE conducted during October 2022 and May 2023; Departments conducted CIE throughout
	3.	Develop a Methodology for PO-CO attainment	Methodology for PO-CO attainment was designed, PO-CO attainment computed by all departments for student batch 2019-2022 and measures to be taken identified; uploaded on website
	4.	Introduction of new format for self-appraisal from the academic session 2022-23	New format for self-appraisal introduced from 2022-23 which includes report on use of ICT and LMS uploads
	5.	More Add-on / Certificate Courses to be introduced for 2022-23	06 nos of Add-on/ Certificate courses introduced during 2022-23
	6.	Add-on Course on Blog Writing	To be done in the current session
	7.	Teachers and Alumni to be sensitized over feedback	
<b>II</b>  <b>TEACHING, LEARNING AND EVALUATION</b>	8.	Continuous assessment in form of two class tests and an assignment/ quiz to be introduced for all	Centralised CIE conducted during October 2022 and May 2023; Departments conducted CIE throughout
	9.	Continue retraining programmes on module development	Held on 02.09.22, 06.09.22, 22.09.22
	10.	Workshop on pedagogical methods to be held	
	11.	Guidelines to be framed for resource sharing with other institutions	
	12.	Result analysis to be continued with	Result analysis was continued with special emphasis on tracking the progress of Slow and advanced learners
	13.	Feedback on teaching -learning to continue; Feedback on LMS to be included	All feedbacks continued with
<b>III</b>  <b>RESEARCH, INNOVATIONS AND EXTENSION</b>	14.	Seed money proposal to be structured	Seed money proposal structured with report to be submitted along with utilization certificate
	15.	Submission of Project Reports by teachers to be ensured	Reports submitted
	16.	Publication of College Journal	Invited from the faculty
	17.	Extension Activities on Vector borne diseases, AIDS awareness, environment conservation, adult education to	Conducted by NSS Unit

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		be conducted	
	18.	Promotion of club activities to be done	Activities of Nature Club, Music Club increase
	19.	Seminar on IPR and Research Methodology to be conducted	
	20.	Plan for academic exchange with institutions with whom MoU has been signed	Academic exchanges in the form of faculty exchanges done, seminar, workshops conducted
	21.	Workshop on Life skills to be organized	Certificate Courses on Self Defence (Karate), Yoga conducted
<b>IV</b> <b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	22.	Introduce more ICT-enabled classrooms	2 added; 14/25
	23.	To improve student-computer ratio	More computers for student use to be arranged
	24.	To enrich Departmental Library	Departmental Library to be provided with 50 more books increasing the departmental stock of books to 100
	25.	To set up Yoga and Meditation Room	Yoga and Meditation Room set up
	26.	Use of E-content development facility to be promoted	3 no. of programmes conducted
	27.	Create facilities for sports	
	28.	Upgradation of module- Introduction of ERP	
	29.	Induction Programme to be continued	Induction Programmes for Semester I students initiated by the Departments, REports to be submitted,
<b>V</b> <b>STUDENT SUPPORT AND PROGRESSION</b>	30.	Awareness programmes on different scholarship schemes to be undertaken	Awareness Programme on different scholarship schemes conducted by Sri Biswajit Dey; also provided a detailed introduction in the Orientation Programmes
	31.	Registration of Alumni members to be strengthened	Alumni Association, P.N. Das College registered in April 2023; Divyang Toilet constructed, books donated
	32.	Awareness on National Apprenticeship Schemes	Awareness Programme on BOPTER held
	33.	Counselling programmes for students to be continued	Counselling programme for students done on 21.02.2022; Motivational Session conducted on 13.01.23, Motivational Programme for All conducted on 28.02.2023
	34.	To seek Departmental Action Plan, Long term and Short term plan and chalk out the Action Plan for the Institution	
<b>VI</b> <b>GOVERNANCE AND</b>	35.	To monitor the compliances of all committees and cells	Committees and Cells presented their reports

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LEADERSHIP	36.	Compliance of NAAC, Academic, Administrative, Green, Financial Audits and related works	Compliances of NAAC PTV Recommendations, AAA etc
	37.	Empowerment programmes for non-teaching staff to be conducted	03 nos of Empowerment programmes for NTS conducted on 27.12.23 to 29.12.23, 24.01.23, 06.05.23
VIII INSTITUTIONAL VALUES AND BEST PRACTICES	38.	Environmental consciousness programmes to be conducted	Environment Day celebrated on 05.06.23, Activities of Nature Club Conducted
	39.	Seminar on the impact of single use plastic to be conducted	To be conducted by the Nature Club in collaboration withy NSS
	40.	Waste generation to be monitored and reduced	To be done by Nature Club
	41.	Survey on Carbon Footprint to be conducted	To be done by Nature Club on nactive guidance of Faculties, Departnt of Education.

### 3. To discuss Plan of Action for the session 2023-24

The Coordinator Dr M Lahiri presented the criterion-wise Plan of Action for 2023-24

#### Plan of Action for 2023-24

##### Criterion I

1. Conduct of Extensive Orientation Programmes for students on the UCCF to be adopted by WBSU from 2023-24.
2. At least one Certificate Value-added Course to be introduced by each Department
3. To encourage students to register and complete SWAYAM courses
4. To ensure creation of ABC account by students
5. To plan Career guidance by Notable Alumni
6. To consider applying for Major course in some subjects.
7. To start Employability Skill Courses for all

##### Criterion II

1. To plan for steps for improving Admission to various programs
2. To ensure that the 7-day Induction Programme for Semester I students by all departments is continued with
3. To ensure that Remedial classes begin within a month of start of classes (Support Program)
4. Students Profile Mapping (Semester I) to be completed and shared
5. Staff Retraining programs to be continued

##### Criterion III

1. To motivate teachers to publish in UGC CARE Journals
2. To ensure that students enrol for 4 Year Honours Course with Research, and also to motivate teachers to work for supervision of PhDs
3. To plan for collaboration with different HEIs to enable offering 4 Year Honours with Research
4. Event Calendar for Extension activities, at least one by each department
5. Institutional Incubation Centre to be strengthened,
6. Scope for internship to be explored
7. NSS event Calendar to be published
8. Publication of Newsletter by NSS continued with

##### Criterion IV

1. To apply for fund for development of the Playground (rear side)
2. To Procure books as per new curriculum
3. To plan for the phase wise development of a new Computer Centre



Criterion V

1. Annual plan for Student Support Activities to be prepared
2. Counseling and Mentoring programs to be continued
3. Schedule for Soft Skills, Life Skills, ICT and other skill development programs to be prepared
4. Mock Interview sessions for students to be started by the Career Counselling Cell
5. To introduce Institutional Scholarship for Meritorious students
6. To plan for Alumni Day Celebration

Criterion VI

1. Audit for E-governance
2. To consider publication of College Manual
3. Faculty Development programs

Criterion VII

1. To prepare Event Calendar highlighting the days of importance
2. Sensitisation to Constitutional rights and duties: Electoral Literacy Club
3. Programs providing an inclusive environment

4. To prepare the draft IDP as per NEP 2020

5. To present the Academic Calendar for 2023-24

The Academic Calendar was presented by Prof Sanjib Dhar, Academic -in- Charge, P.N. Das College

P.N.DAS COLLEGE			
ACADEMIC CALENDAR, 2023-24			
SL. NO	YEAR	DATE	PROGRAMME
1	AUGUST, 2023	01/08/2023	ORIENTATION PROGRAMME FOR SEM-1(H) & (G) OF 2023-24
		04/08/2023	INDUCTION PROGRAMME FOR SEM1(H) & (G) FOLLOWED BY CLASSES
2	SEPTEMBER, 2023		COMMENCEMENT OF CLASSES FOR SEM-3 & SEM-5
		26/09/2023	CONTINUOUS INTERNAL ASSESSMENT (I) FOR SEM-1(H) & (G)
3	OCTOBER, 2023	16/10/2023	CONTINUOUS INTERNAL ASSESSMENT (I) FOR SEM-3(H)&(G) & SEM-5(H)&(G)
		20/10/2023	PUJA VACATION
4	NOVEMBER, 2023	20/11/2023	CONTINUOUS INTERNAL ASSESSMENT (II) FOR SEM-1(H)&(G)
5	DECEMBER, 2023		INTERNAL ASSESSMENT FOR SEM-1(H)&(G)
		26/12/2023	REMEDIAL CLASSES FOR SEM-1(H)&(G)
		27/12/2023	CONTINUOUS INTERNAL ASSESSMENT -(II) FOR SEM-3(H)&(G) & SEM-5(H)&(G)
		AS PER UNIVERSITY GUIDELINES	- INTERNAL ASSESSMENT FOR SEM-3(H)&(G) & SEM-5(H)&(G)

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6	JANUARY, 2024	29/01/2024	REMEDIAL CLASSES FOR SEM-3(H)&(G) & SEM-5(H)&(G)
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**6. To report on Analysis done for the Feedbacks collected during 2022-23**

Feedbacks on 10 different areas collected for 2022-23. Feedbacks on five forms – Alumni, Guardian, Library, Student Feedback on Administration and Student Feedback on Syllabus analysed and uploaded on website.

**7. To report on the Add-On Certificate Courses completed during the year**

The Coordinator reported that the following Add-on Courses were successfully completed during the Session

S.No.	Add-on / Value added Courses
1.	Mahindra Employability Skill
2.	36-Hours Add -on Course on Self -Defence (Karate())
3.	36 Hours Add on Certificate Course on Yoga
4.	40-Hours Add on Certificate Course on Ancient Indian Knowledge System
5.	Add-on Certificate Course on Indian Tax
6.	Add on Course on Basic Statistics and SPSS

**8. To place the application for promotion under CAS of**

a) Prof Suman Ranjan Bandyopadhyay from Assistant Professor Stage 3 to Stage 4 (Associate Professor)

b) Dr Ajit Das from Assistant Professor Stage 2 to Stage 3

a) It was found that the documents submitted by Prof Suman Ranjan Bandyopadhyay, Assistant Professor Stage (III) , Department of English satisfies the eligibility criterion for promotion under CAS from Stage III to Stage IV and so the House unanimously requested the Principal to do the needful.

b) It was found that the documents submitted by Dr Ajit Das, Assistant Professor Stage I in Department of Physical Education satisfies the eligibility criterion for promotion under CAS from Stage I to Stage II and so the House unanimously requested the Principal to do the needful.

**9. To frame the schedule for Internal AAA for the session 2022-23**

The House unanimously resolved that the Internal Academic & Administrative Audit for the session 2022-23 will be conducted after Peer Team Visit is completed by October 2023.

**10. To discuss forthcoming NAAC Peer Team Visit**

The Coordinator informed he House that the process of Assessment and Accreditation for Cycle II has been initiated and the following stages have been completed successfully. The Principal informed that the dates for the NAAC visit are awaited.

IIQA submitted on 23<sup>rd</sup> March 2023

IIQA accepted on 18<sup>th</sup> April 2023

SSR uploaded on 31<sup>st</sup> May 2023

DVV clarifications responded to 20<sup>th</sup> June 2023

NAAC PTV dates awaited

**11. Miscellaneous, if any.** 1) The Coordinator informed the members that a 30- hours course on Jewellery Designing will be starting soon.

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

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