



# P. N. DAS COLLEGE

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

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## ACTIVITY REPORT 2024-25

1. Name of Department / Committee / Cell: *Internal Quality Assurance Cell (IQAC), P.N. Das College*
2. Name of the Event / Activity: *7-Day Retraining Program on ICT-based Teaching-Learning*
3. Date(s) of the event: *6/09/2024 - 13/09/2024*
4. Venue of the Event: *P.N. Das College*
5. Nature of the Activity (Tick / underline the applicable choice): *programme / function / event / competition / lecture / exhibition / camp / workshop / retraining / extension activity / rally / campaign / drive / celebration of days / extending help in terms of students, expertise, experience, etc.:*
6. Level of the activity (Tick / underline the applicable choice): *International / National / State / University / District / College / Local / Village / Gram Panchayet*
7. Purpose / Aims / Objectives of the event: *The aim of the 7-day training program is to equip faculty members with cutting-edge ICT tools and methodologies to enhance their teaching capabilities. The objectives of the program include.*
  - *Introducing AI-powered tools like ChatGPT and Microsoft Copilot for more effective and efficient teaching.*
  - *Demonstrating how to create presentations, reports, and official documents using AI tools effortlessly.*
  - *Educating participants on the use of personal websites and Learning Management Systems (LMS) to improve the overall learning experience.*
  - *Preparing e-modules that can be seamlessly integrated into the teaching process*
8. Programme Outline:
  1. *Introduction to AI-powered Tools for Effective Teaching*  
*Resource Person: Sri S.R. Bandyopadhyay*
    - i) *How to prompt for effective use of ChatGPT and MS Copilot:*  
*The session will cover basic and advanced prompting techniques to maximize the use of AI in various educational scenarios. Participants will learn how to ask precise questions and generate well-structured responses for teaching materials.*
    - ii) *Creating Presentations Effortlessly Using AI:*  
*Faculty members will learn to design creative and professional presentations using AI tools. This section will provide hands-on training on how to save time while maintaining high-quality output.*
    - iii) *Report and Meeting Resolution Generation Using ChatGPT:*  
*This module focuses on how to use AI to draft detailed reports, meeting resolutions, and other official documents efficiently with minimal manual effort.*



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## 2. Personal Websites as Teaching Tools

Resource Person: Dr. B. Biswas

Faculty members will be introduced to innovative ways of using personal websites for teaching. The session will demonstrate how to host e-learning content, provide students with extra materials, and create a customized teaching platform that enhances student engagement.

## 3. E-Module Preparation

Resource Person: Sri A. Chaudhary

This session focuses on preparing e-modules for various subjects. Participants will be trained on how to design interactive and user-friendly modules that students can access online or through the college's Learning Management System (LMS).

## 4. College Learning Management System (LMS)

The final module will offer training on using the College LMS, focusing on course management, online quizzes, grading systems, and how to integrate AI-generated content for a seamless teaching experience.

### 9. Names and designations / professions of dignitaries, guests, participants:

Capacity	Name	Designation / Profession / Affiliating Institute / Organization
Chairperson	Dr. Sharmila De	Principal, P.N. Das College
Inaugurator	Dr. Madhuchchanda Lahiri	Co-Ordinator, IQAC
Resource Person(s)	Prof. Suman Ranjan Bandyopadhyay	Assistant Professor, Department of English, P.N. Das College
	Dr. Bablu Biswas	Assistant Professor, Department of Mathematics, P.N. Das College
	Prof. Ajay Choudhary	Assistant Professor, Department of Hindi

10. Name(s) of the Anchor(s): Prof. Kakali Sen Banerjee, Associate Professor, Department of English, P.N. Das College

11. Beneficiaries / participants / audience (Type and/or number): 36 Participants



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12. Outcome of the activity [Tick or underline the suitable alternative(s) and give details]:  
*Enhanced knowledge of ICT tools like ChatGPT and MS Copilot for effective teaching.*

*Ability to create AI-driven presentations, reports, and e-modules.*

*Increased efficiency in using the College LMS for course management and student engagement.*

*Improved digital literacy among faculty, with a direct impact on student outcomes*

13. Evidence produced (Lists, Certificates, letters, newspaper cuttings, etc.):

- *Attendance Lists*
- *Flyer*
- *Pictures*
- *Training Certificates*

## 7-DAY RETRAINING PROGRAM ON ICT-BASED TEACHING AND LEARNING

06/09/2024 to 13/09/2024

Venue: P. N. Das College

Santinagar, Palta, North 24 Parganas, west Bengal

### Program Outline:

1. Introduction to AI-powered Tools for Enhanced Teaching

- (i) Effective use of ChatGPT and MS Copilot for teaching purposes
- (ii) Effortless creation of presentations using AI
- (iii) Automated generation of reports, meeting resolutions, etc., with ChatGPT

2. Innovative Use of Personal Websites for Teaching Efficiency

3. E-Module Preparation

4. Utilization of the College Learning Management System (LMS)

### Resource Persons



Sri S. R. Bandyopadhyay



Dr. B. Biswas



Sri A. Chaudhary

Registration Link: <https://forms.gle/nSahAsir26rg57eE8>

Registration Fee: NIL

Mode: Offline

Participants: All Teaching Staff





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## 7- Day Retraining Program on ICT based Teaching- Learning

Organised by IQAC, P.N. Das College

06.09.2024 –13.09.24

Everyday from 2.30 p.m. to 3.30 pm

### Programme Schedule

Sl. No.	Date	Topic	Resource Persons
1.	06.09.2024	<ul style="list-style-type: none"><li>Inaugural Speech:</li><li>Introduction to using AI-powered Tools to make Teaching Easy and Effective</li></ul> Mode: offline	Dr. Sharmila De Principal, P.N. Das College  Dr. Bablu Biswas Assistant Professor, Dept. of Mathematics, P.N. Das College
2.	07.09.2024	Creating a report, resolution of a meeting etc using Chatbots  Mode: Offline	Prof. Suman Ranjan Bandyopadhyay Assistant Professor, Dept. of English, P. N. Das College
3.	09.09.2024	Learning Management System  Mode: Offline	Prof. Ajay Choudhary Assistant Professor, Dept. Of Hindi, P.N. Das College
4.	10.09.2024	E- Module Creation  Mode: offline	Prof. Suman Ranjan Bandyopadhyay Assistant Professor, Dept. of English, P. N. Das College
5.	11.09.2024	Creating Presentation using AI  Mode: Offline	Dr. Bablu Biswas
6.	12.09.2024	How to prompt for effective use of Chatbots  Mode: Offline	Prof. Suman Ranjan Bandyopadhyay Assistant Professor, Dept. of English, P. N. Das College
7.	13.09.2024	Editing E- Modules using different Application	Prof. Ajay Choudhary Assistant Professor, Dept. Of Hindi, P.N. Das College



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1. "7-Day Retraining Programme on ICT-Based Teaching Learning" organised by IQAC, P.N. Das College

6-13 September, 2024.

Conducted by: Dr. Sablu Biswas  
Attendance Sheet

Date: 06/09/24

1. Anmol Kr. Bhattacharya 06/09/24
2. Sumanika Bhatnagar 06/09/24
3. Dipa Chakrabarty
4. Prosenjit Pramanick 06/09/2024
5. Ajit Das 06/09/24
6. Sananu K. Singha 06/09/24
7. Papiya Samanta 06/09/24
8. Sangita De. 06/9/24
9. Debina Bhattacharya (S.W.) 06/09/24
10. Meenal Kanti Saha
11. Bonny Samanta
12. Partha P. Bhattacharya 6/9/24
13. Mrutika Malakar 6/9/24
14. Sachindra Choudhury 6/9/24
15. Sakshat Hossain 6.9.24
16. Sagar Choudhury 06.09.24
17. Karoli Sen Samanta 6.09.24
18. Chanderdas Laha 6/09/24
19. Abhishek Ray 6/09/24
20. Goutam Biswas 06.09.2024
21. Rajarshi Ghosh 06.09.2024
22. Sunamar Samar 06.09.2024
23. Tapank Kumar Paul 6/9/24
24. Aniya Biswas 6.9.2024



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Date .....

Sl. No.	Name	Department	Signature & Date
1.	Bipray Chakraborty	Philosophy	7/9/24
2.	Chandan Sanyal	Geography	Chandan Sanyal 7/09/24
3.	GOUTAM BISWAS	HISTORY	G. Biswas 07.09.24
4.	Santana K. Singha	Sanskrit	Singha 07/09/24
5.	SAHAN CHANDHURY	History	07/09/2024
6.	Chandrabas Choudhury	Pol. Sci.	07/09/24
7.	Ajit Das	Phys. Educ.	07/09/24
8.	Mrutika Malakar	English	Mr. 7/09/24
9.	Amita Bhattacharya	Education	Amita 07/09/2024
10.	Debasoli Das	Geography	07/09/24
11.	Prosenjit Pramanick	Library	07/09/2024
12.	Ranjit Kumar Dhan	History	07/09/2024
13.	Rishi Singh Mishra	Political Science	07/09/24
14.	Tapash Kumar Paul	Commerce	07/09/24
15.	BABLU BISWAS	Mathematics	07/09/24
16.	Ajay Choudhary	Hindi	07/09/24
17.	Suman Das	English	07/09/24
18.	Subhankar Karanika	Bengali	07/09/24
19.	Sangita De	Pol. Sci.	07/09/24
20.	Rajivati Ghosh	Geography	07/09/24
21.	Debasree Chatterjee	Education	07/09/24
22.	Sakshita Hossain	Bengali	07.9.24
23.	Amal K. Bhattacharya	Commerce	07.9.24
24.	Aniya Biswas	Economics	07.09.24



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06.09.2024 -13.09.24

ATTENDANCE SHEET

Conducted by  
Dr. Bablu Biswas

Date: 10.9.24

Sl. No.	Name	Department	Signature & Date
1.	Sanjib Kumar Das	History	10/09/24
2.	Sakshat Hossain	Bengali	S. Hossain 10.9.24
3.	Lakshmi Banerjee	English	KS 10.9.24
4.	Goutam Bhuiyas	History	G. Bhuiyas 10.09.24
5.	Dr. Taposh Kumar Paul	Commerce	10/9/24
6.	Amal K. Bhattacharya	Commerce	10/9/24
7.	Dr. Tapash Kumar Paul	Pol. Sc.	10/9/24
8.	Dr. Tapash Kumar Paul	Economics	10.09.2024
9.	Chandan Sanyal	Geography	Chandan Sanyal 10/09/24
10.	Bablu Biswas	Mathematics	10/09/24
11.	Suman Bandyopadhyay	English	10/9/24
12.	Sukumar Samanta	Political Science	10/09/24
13.	Dr. Tapash Kumar Paul	History	10/09/24
14.	Santana K. Singh	Sanskrit	10/09/24
15.	Papaya Samanta	Guest Faculty (Beng)	10/09/24
16.	Mr. N. N. Das	SACT	10/09/24
17.	Manas K. Das	SACT	10/09/24
18.	Dr. P. K. Das	SACT	10/09/24
19.	Dr. P. K. Das	SACT	10/09/24
20.	Sangita Das	SACT	10/09/24
21.	Dr. P. K. Das	Guest Faculty	10/09/24
22.	Sachin Das	Philosophy	10/09/24
23.	Sangita De.	Pol. Science	10/09/24
24.	Dr. P. K. Das	Education	10/09/24
25.	Dr. P. K. Das	Education	10/09/24
26.	Pooja Sarkar	Physics	10/09/24
27.	Dr. P. K. Das	Commerce	10/09/24
28.	Dr. P. K. Das	Geography	10/09/24
29.	Dr. P. K. Das	Phy. Edu.	10/09/24
30.	Prasenjit Pramanick	Library	10/09/2024



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Conducted by  
*Dr. Bablu Biswas*  
Date: *11.9.2024*

Sl. No.	Name	Department	Signature & Date
1.	Prodesh Sankar	Physics	<i>Prodesh Sankar</i> 11/09/24
2.	Sakhamat Hossain	Bengali	<i>S. Hossain</i> 11.9.24
3.	Manas K. Ghosh	Sanskrit	<i>Manas</i> 11.9.24
4.	Bonay Samanta	Education	<i>BS</i> 11/09/24
5.	Ajit Das	Phy. Edu.	<i>Ajit</i> 11/09/24
6.	Prosenjit Pramanick	Library	<i>P. Pramanick</i> 11/09/2024
7.	Santanu K. Singha	Sanskrit	<i>S. Singha</i> 11/09/2024
8.	Dr. Taposh K. Paul	Commerce	<i>Dr. Paul</i> 11/9/2024
9.	Chandrashekhar	Police	<i>Chandrashekhar</i> 11/9/24
10.	Meenal Kanti Saha	Commerce	<i>Meenal</i> 11/9/24
11.	Bablu Biswas	Mathematics	<i>Bablu</i>
12.	SAYAN CHOUDHURY	History	<i>S</i> 11/09/24
13.	Shampa Bose	History	<i>Shampa</i> 11/09/24
14.	Subhankar Karmakar	Bengali	<i>Subhankar</i> 11/09/24
15.	Debanu Datta (Yadav)	Education	<i>Debanu</i> 11/09/24
16.	Partha P. Bhattacharya	Chemistry	<i>Partha</i> 11/9/24
17.	Knika Biswas	Economics	<i>Knika</i> 11.9.24

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**06.09.2024 -13.09.24**  
**ATTENDANCE SHEET**

Conducted by  
*Prof. Suman Ranjan Bandopadhyay*  
Date: *12/09/2024*

Sl. No.	Name	Department	Signature & Date
1.			
2.	Kakoli Lendhanjee		
3.	Chandrashekhar	Pol. Sc	<i>Chandrashekhar</i>
4.	Ajay Choudhary	Hindi	<i>Ajay</i>
5.	Sumanjan Bandyopadhyay	English	<i>Sumanjan</i>
6.	Mrutika Malakar	English	<i>Mrutika</i>
7.	Suranjan Samal	Pot. Sciences	<i>Suranjan</i>
8.	Tapish Kumar	Comm	<i>Tapish</i> 12/9/24
9.	Bonay Samanta	Education	<i>BS</i> 12/9/24
10.	Sakhamat Hossain	Bengali	<i>S. Hossain</i> 12.9.24
11.	Knika Biswas	Economics	<i>Knika</i> 12.09.24



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		Conducted: <i>Ajay Choudhary</i>	
		Carwa Pro	
		Date: <i>13/09/24</i>	
Sl. No.	Name	Department	Signature & Date
1.	Poolesh Sarkar	Physics	<i>Poolesh</i> 13/09/24
2.	Abhisek Roy	Bengali	<i>Abhisek</i> 13/09/24
3.	Sukumar Sarkar	Political Science	<i>Sukumar</i> 13/09/24
4.	Sakhaunt Hossain	Bengali	<i>S. Hossain</i> 13.9.24
5.	Benny Palmanla	Education	<i>BS</i> 13/9/24
6.	Prosenjit Proamanick	Library	<i>PS</i> 13/09/2024
7.	PARIYA SAMANTA	Bengali	<i>PS</i> 13/09/24
8.	Sargita De.	Pol. Sc.	<i>S</i> 13/09/24
9.	PARTHA PRATIM BHATT	CHEMISTRY	<i>PPB</i> 13/9/24
10.	Shumpa Bose	History	<i>bose</i> 12/09/24
11.	Iniya Biswas	Economics	<i>iniya</i> 12/09/2024
12.	Moumita Kanti Bhatta	Commerce	<i>MKB</i> 13/9/2024
13.	Sargan Choudhury	History	<i>S</i> 13/09/2024
14.	Karoli Samanta	English	<i>K</i> 13/09/24
15.	Lipa Chakrabarty	Philosophy	<i>L</i> 13/9/24
16.	Ajit Das	Phy. Edu.	<i>A</i> 13/09/24
17.	Goutam Biswas	History	<i>G. Biswas</i> 13.09.24
18.	Charanadas Choudh	Pol. Sc	<i>Ch</i>
19.	Rajamati Ghosh	Geo.	<i>R</i>
20.	Nandini Malakar	English	<i>N</i> 13/9/24
21.	Tapish Kumar	Comm	<i>T</i> 13/9/24
22.	Debasree Chatterjee (D)	Education	<i>D</i> 13/9/24
23.	Santanu K. Singh	Sanskrit	<i>S</i> 13/9/24
24.	Amal M. Bhattach	Commerce	<i>A</i> 13.9.24



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*Sharmila*

Signature of the Principal