

# ANNUAL QUALITY ASSURANCE REPORT

2016-2017



**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:**

DR. BASUMITA TARAFDAR

**Mobile:**

9831495349

**IQAC e-mail address:**

iqacpndas@gmail.com

**1.3 NAAC Track ID (For ex. MHC0GN 18879)**

WBC0GN25639

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

EC(SC)/19/A&A/12.1

dated December 02,2016

**1.5 Website address:**

pndacollege.in

**Web-link of the AQAR:**

pndacollege.in/pdf/ssr/aqar-2016-17.pdf

**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**

23/11/2013

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

2016-17

**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 \_\_\_\_\_ (N/A)
- ii. AQAR \_\_\_\_\_ (N/A)
- iii. AQAR \_\_\_\_\_ (N/A)
- iv. AQAR \_\_\_\_\_ (N/A)

**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

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

00

2.6 No. of any other stakeholder and  
community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

03

2.9 Total No. of members

14

**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**

- Enhanced use of technology in teaching and learning
- Value added programmes for students
- Environment and social awareness and responsibility
- Career advancement of teachers

**2.14 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 \***

<b>PLAN OF ACTION</b>	<b>OUTCOME</b>
1)Enhanced teaching learning through ICT	<ul style="list-style-type: none"> <li>• Projectors have been installed in approximately 50% of the classrooms.</li> <li>• Wi-fi in the campus.</li> <li>• Virtual classroom has been set up.</li> <li>• Seminar by the Librarian for introduction to NDL, NPTEL, Sakshat etc.</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: 43</li> <li>• Number of Resource persons: 01</li> <li>• Number of publications: 38</li> </ul>
4) To introduce skill-based learning	<ul style="list-style-type: none"> <li>• Computer Hardware and Networking training,</li> <li>• Mobile phone servicing repairing,</li> <li>• Modern office management</li> <li>• Application for introduction of PG diploma in taxation made to NSOU</li> </ul>
5) Entry in Services Coaching for all students: Initiative of the college	Interested students were given coaching after college hours.
6) To provide space and a computer in the library exclusively for Research work	Separate space and computer has been provided in the Library.
7)Provision of contingency for various departments	Contingency for all departments for different student activities sanctioned by the authority.

8) Development of Playground proposed	Work has been initiated.
9) Infrastructure addition proposed	Procured by the college and budgetary provision has been made.
10) To take up extension and outreach programmes	<p>Following programmes were undertaken:</p> <ul style="list-style-type: none"> <li>• Visit to neighbouring schools for creating Awareness on <b>Vector borne diseases</b>: July 2016</li> <li>• Tree Plantation and <b>Swachha Bharat</b> Programme: 15<sup>th</sup> August 2016</li> <li>• Seminar on <b>Values in Life</b>: 28<sup>th</sup> September 2016</li> <li>• Seminar on Wildlife conservation: <b>Go Wild for Life</b>: 03<sup>rd</sup> October 2016</li> <li>• Panel Discussion on <b>Demonetisation</b>: 29<sup>th</sup> Nov 2016</li> <li>• Vision of Swami Vivekananda on <b>Education and Society</b>: 18<sup>th</sup> December 2016</li> <li>• Survey on <b>Child Nutrition</b> in the adopted village by NSS: 15<sup>th</sup> February 2017</li> <li>• Seminar on <b>Awareness on Food habits</b>: 14<sup>th</sup> February 2017</li> <li>• <b>Theatre Workshop</b>: 8<sup>th</sup>-9<sup>th</sup> Feb 2017</li> <li>• Programme on <b>Bank Literacy</b>: 10<sup>th</sup> January 2017</li> <li>• Various <b>activities and regular visit to the adopted village and orphanage</b> by NSS Volunteers</li> <li>• <b>Thalassemia Awareness and Screening</b> for students and children of the adopted orphanage: 11<sup>th</sup> April 2017</li> </ul>

*\* Attach the Academic Calendar of the year as Annexure. (Annexure 1)*

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 11<sup>th</sup> August 2017

ITEM NO. 3. The Principal placed the Annual Quality Assurance Report, prepared by the IQAC, for the consideration of the house. After due scrutiny of the same followed by necessary deliberation of all the aspects recorded thereof, the house unanimously resolved to accept the said Report and approved it for upload on the college website and subsequent submission to the National Assessment and Accreditation Council.

**Part – B**

**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	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	00	03(skill development)		
<b>Total</b>	<b>11</b>	<b>03</b>		

<b>Interdisciplinary</b>				
<b>Innovative</b>				

**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	03

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

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

\*Please provide an analysis of the feedback in the Annexure( Annexure 2)

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	<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
	25+13 <sup>#</sup>	13*	05	01	06 <sup>†</sup> +13 <sup>#</sup>

\* Including

Librarian

<sup>†</sup>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
13*	01	05	00	01	00	06	00	19	01

\*Including Librarian

2.4 No. of Guest and Visiting faculty and Temporary faculty

Management Appointed: 13

Guest: 0

**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended	02	22	26
Presented	03	18	22
Resource Persons	00	00	01

**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, Industrial visits for students, Students' Attendance monitored, Youth Parliament, Quiz, group discussion, debates organised, Entry in Services Coaching provided, Self appraisal for teachers, theatre workshops.

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

160

**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)	176	0.00	1.13	25.00	46.02	72.15*
B.Sc.(H&G)	26	0.00	0.00	3.84	26.92	88.46*
B.Com.(H&G)	07	0.00	0.00	0.00	0.00	Result Awaited

\* PNC included as updated marksheets have not been received

## 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.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
<b>Refresher courses</b>	<b>0</b>
<b>UGC – Faculty Improvement Programme</b>	<b>0</b>
<b>HRD programmes</b>	<b>01</b>
<b>Orientation programmes</b>	<b>0</b>
<b>Faculty exchange programme</b>	<b>0</b>
<b>Staff training conducted by the university</b>	<b>02</b>
<b>Staff training conducted by other institutions</b>	<b>04</b>
<b>Summer / Winter schools, Workshops, etc.</b>	<b>09</b>
<b>Others</b>	<b>02</b>

## 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
<b>Administrative Staff (including office)</b>	<b>10</b>	<b>05</b>	<b>02</b>	<b>0</b>
<b>Technical Staff</b>	<b>01</b>	<b>0</b>	<b>01</b>	<b>0</b>
<b>Support Staff</b>	<b>01</b>	<b>01</b>	<b>01</b>	<b>02</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 IQAC has recommended to provide a token Contingency to Teachers and has been accepted by the college authority
- 3) 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
- 4) Encourages teachers to attend workshops and seminars for research motivation
- 5) Motivates faculty, staff and students to participate in various training programmes

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

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	03	01	
Outlay in Rs. Lakhs		6.20	2.30	

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	01	00
Non-Peer Review Journals	01	01	00
e-Journals	01	00	01
Conference proceedings	01	11	18

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

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	230,000/-	190,000/-
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>				

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	01	02	00	00
Sponsoring agencies		UGC	UGC	00	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="01"/>	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**

- Beti Bachao Beti Parhao: A campaign by NCC 13<sup>th</sup> June 2017
- Safe Sanitation : A campaign by NCC 13<sup>th</sup> June 2017
- Tree Plantation taken up jointly by NCC & NSS : 15<sup>th</sup> August 2016
- Dengue and Malaria Awareness Programme in the college and nearby school: July 2016
- Seminar on Values in life: 28<sup>th</sup> September 2016
- Seminar on Vision of Swami Vivekananda on Education and Society: 18<sup>th</sup> December 2016
- Program on Bank Literacy: 10<sup>th</sup> January 2017
- Survey on Child Nutrition and Awareness on Food habits: 14<sup>th</sup> February 2017
- Seminar on Wildlife Conservation: 3<sup>rd</sup> October 2016
- Seminar on Thalassaemia and Screening test by Institute of Tropical Medicines, Kolkata by NSS: 11<sup>th</sup> April 2017
- 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:**

<b>Facilities</b>	<b>Existing(in acres)</b>	<b>Newly created</b>	<b>Source of Fund</b>	<b>Total</b>
<b>Campus area</b>	<b>4.285</b>	<b>0</b>	<b>-----</b>	<b>4.285</b>
<b>Class rooms</b>	<b>20</b>	<b>0</b>	<b>UGC, State Govt. and College Fund</b>	<b>20</b>
<b>Laboratories</b>	<b>4</b>	<b>0</b>	<b>UGC, State Govt. and College Fund</b>	<b>4</b>
<b>Seminar Halls</b>	<b>1</b>	<b>0</b>	<b>Nihar Basu Trust and College fund</b>	<b>1</b>
<b>No. of important equipments purchased (≥ 1-0 lakh) during the current year.</b>		<b>Equipments for virtual class room (Rs. 300000)</b>	<b>State Govt Fund</b>	<b>1</b>
<b>Value of the equipment purchased during the year (Rs. in Lakhs)</b>		<b>6.28</b>	<b>UGC, State Govt. and College Fund</b>	
<b>Others</b>		<b>2.33</b>	<b>UGC, State Govt. and College Fund</b>	

#### 4.2 Computerization of administration and library

<p><b>COMPUTERISATION OF ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>❖ Wi-fi in the campus</li> <li>❖ Admission is online</li> <li>❖ Teachers are provided with laptop</li> <li>❖ New computers provided</li> <li>❖ New projectors installed in classrooms</li> <li>❖ A virtual classroom has been developed with financial assistance from the state government</li> <li>❖ The college office is computerized with student management software AIMS and Accounts System software</li> </ul> <p><b>COMPUTERISATION OF LIBRARY</b></p> <ul style="list-style-type: none"> <li>❖ Library is automated and the data is available on KOHA cloud</li> <li>❖ Subscription to NLIST has been made</li> <li>❖ Students are encouraged to access National Digital Library and other e resources</li> <li>❖ Computers provided for browsing by students</li> </ul>
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	<b>13485</b>	<b>1,249,944/-</b>	<b>327</b>	<b>43,974</b>	<b>13812</b>	<b>1,293,918</b>
<b>Reference Books</b>	<b>INCLUDED IN TEXT BOOKS</b>					
<b>e-Books</b>	<b>135000</b>	<b>5725</b>	<b>3000000</b>	<b>25</b>	<b>3135000</b>	<b>5750</b>
<b>Journals</b>	<b>6</b>	<b>13220</b>	<b>1</b>	<b>1264</b>	<b>7</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>0</b>	<b>0</b>	<b>1</b>	<b>1000</b>	<b>1</b>	<b>1000</b>
<b>Others (specify)</b>	<b>NIL</b>		<b>NIL</b>			

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	53	12	512Kbps	03	0	08+03 (Librarian)	05	22
Added	01	00	1Mbps	00	0	01	00	00
Total	54	12		03	0	12	05	22

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

ORGANISED BY IQAC

Sl.	Programme	Date	Venue	Resource Person
1.	1. Library User Orientation Programme for first year students.	18.08.2016-20.08.2016	P.N. Das College	Prosenjit Pramanik, Librarian, P.N. Das College
2.	Library User Orientation Programme for students	26.09.2016	P.N. Das College.	Prosenjit Pramanik, Librarian, P.N. Das College.
3.	A series of ICT User Orientation Programme for students (Total no. of Lectures in the session is 34)		P.N. Das College	Mr. Biswajit De,, Computer Instructor, P.N. Das College
4.	Training for NTS on office management and accounts software	22/03/2017	P.N. Das College	Infotech Lab
5.	Training for faculty members on Virtual Class	31.03.17-30.05.17	P.N. Das College	Digitech Solutions
6.	Training for NDL for faculty members	29.05.2017 and 2.6.2017.	P.N. Das College	Prosenjit Pramanik, Librarian, P.N. Das College

**ORGANISED BY OTHER AGENCY/OTHER INSTITUTION**

<b>Sl.</b>	<b>Programme</b>	<b>Date</b>	<b>Venue</b>	<b>Attended By</b>
1	Disaster Preparedness	29 <sup>th</sup> Aug, 2016	Jadavpur University	Sm. D. Das
2	Sexual Harrassment and Institutes of Higher Education	14 <sup>th</sup> Sep,2016	West Bengal State University	Sri. S. Sarkar
3	Workshop on International Financial Reporting Standards	21 <sup>st</sup> January 2017	IAA, Kolkata	Sri A.K. Bhakat
4	Workshop on HRMS sub-module ,	9 <sup>th</sup> February, 2017	Treasury office, Barrackpore, North 24 Parganas organized by Govt. of India	Mr. Asim Sarkar, Accountant, P.N. Das College
5	Workshop for Academic Administrator on Catalytic Role of IQAC in Higher Education Institution	23-24 <sup>th</sup> March, 2017.	University College of Science and Technology , University of Calcutta	Dr. Madhuchhanda Lahiri, Assistant Professor, Dept. of Economics
6	Introduction to the study of Linguistics and Training on Language Documentation	27 <sup>th</sup> March,2017	Jadavpur University	Sm. K.S. Banerjee
7	Workshop on E-Pension	27-28 March, 2017	ATI, Saltlake, Kolkata, organized by Govt. of India	Mrs. Pratiba Acharya, Head Clerk, Mr. Asim Sarkar, Accountant, and Mr. Atanu Giri, Office Staff, P.N. Das College
8	Workshop on HRMS sub-module	10 <sup>th</sup> April, 2017.	Treasury Office, Barrackpore, North 24 Parganas organized by Govt. of India.	Mr. Asim Sarkar, Accountant, and Mr. Atanu Giri, Office Staff, P.N. Das College
9	Workshop on HRMS sub-module,	18 <sup>th</sup> April, 2017	Centre for Nanoscience and Technology, Kolkata, organized by Govt. of India	Dr. Sharmila De, Principal and Mr. Asim Sarkar, Accountant, P.N. Das College
10	Perspective of Recent Trends in ELT	08 <sup>th</sup> May,2017	School of Humanities,NSOU	Sm. K.S. Banerjee

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

i) ICT	0.51
ii) Campus Infrastructure and facilities	20.91
iii) Equipments	1.90
iv) Others	2.60
<b>Total :</b>	<b>25.92</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 programmes is held in the Library

All informations are 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**

For record of progress of students in studies, regular internal assessments are done. Remedial classes are arranged for students. 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>741</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>345</b>	<b>46.6</b>

**Men**

<b>No</b>	<b>%</b>
<b>396</b>	<b>53.4</b>

**Women**

<b>Last Year</b>						<b>This Year</b>					
<b>General</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Physically Challenged</b>	<b>Total</b>	<b>General</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>Physically Challenged</b>	<b>Total</b>
<b>431</b>	<b>326</b>	<b>08</b>	<b>46</b>	<b>00</b>	<b>811</b>	<b>413</b>	<b>268</b>	<b>10</b>	<b>49</b>	<b>01</b>	<b>741</b>

**Demand ratio 1:1**

**Dropout % : 02**

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

Entry in Services Coaching provided by Teachers, Communicative English classes arranged, Basic Computer Training arranged for students.

Prospective employers are invited to make the students aware of the job opportunities

Programme by Regional Employment Exchange on Government job opportunities

Gymnasium for students

Quiz on current affairs organised

Computers with wifi in library, students take various quiz tests with the help of the Librarian for enriching their general knowledge

**No. of students beneficiaries**

~200, all programmes taken together
-------------------------------------

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

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

## 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>
<b>Number of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Number of Students Placed</b>
			<b>17 in Government jobs*</b>

**\*From record of student verification; the data of employment in non-government sectors not available**

## 5.8 Details of gender sensitization programmes

On **8<sup>th</sup> March**, International Women's Day a programme on **Gender Parity and Beyond** was arranged by the **Committee of Gender Sensitization**. The programme was arranged in the Auditorium at 11.a.m. Principal, Dr. Sharmila De opened the programme with a brief speech on women, their plights and problems in the world today. Prof. Kakoli Sen Banerjee gave a brief lecture on Women's Day, specifying the motto of "Be Bold For Change" the slogan for 2017. The day celebrates social, economic, cultural and political achievements of women, and marks a call to action for accelerating **Gender Parity**.

Prof. Amrita Sarkar and Prof. Jhumpa Bose also spoke on Gender Equality and Gender Parity in ancient India and Recent Times in India.

The first year students and second year students of our college participated in a debate :" **Do Women have Equal Rights like Men in the present time.**" The debate was judged by Prof. Sanjib Dhar and Dr. Madhuchanda Lahiri. The programme was summed up by Prof. Suman Ranjan Badyopadhyay with different discussions on gender issues and their probability in our lives.

## 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	18	5585/-
Financial support from government (Kanyashree K1 & K2)	64	1,357,500/-
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

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: NIL



## 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.

#### 6.2 Does the Institution has a management Information System

The college has an MIS software named AIMS which runs from a central database in networked condition and student data is stored there.

Descriptive and analytical data can be retrieved.

Accounts software takes care of the financial management

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

#### **6.3.1 Curriculum Development**

Curricula are developed by the Parent University

Teachers attend workshops on syllabi revision where they offer their suggestions

Teaching plan is prepared by the departments

Department meetings and Academic Committee meetings appraise the

#### **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' 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 13485 books, various career digests
- Book bank facility for economically backward students

#### **ICT IN LIBRARY:**

3 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

Industrial visits arranged by the departments of Commerce and Economics.

### 6.3.9 Admission of Students

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

## 6.4 Welfare schemes for

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

### 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		NO	
Administrative	NO		NO	

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 check up 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) Internal and Statutory Audit conducted and completed upto 2015-16. Audit for 2016-17 is expected to be completed in short time.
- 2) Credit given for participation in NSS, NCC and class attendance
- 3) Career oriented programmes for students
- 4) Skill development programmes initiated
- 5) Theatre workshop for students arranged
- 6) Setting up of virtual classroom
- 7) Use of NDL by students and teachers
- 8) Orientation programme for students
- 9) Extension and outreach programmes
- 10) Clean and green campus
- 11) Well defined lesson plan
- 12) Educational tours for students

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

- 1) Technical and skill development programmes initiated.
- 2) Separate space for academic matters in the Library
- 3) Renovation of Boys' Common Room
- 4) Regular updates on college website
- 5) Sanction of contingency for activities by departments



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

1)

❖ **P.N. DAS COLLEGE EXTENSION PROGRAMME**

The college focuses on the overall personality development of the students. It is located in a rural area and most of the students come from economically weaker sections of the society. There are a number of first generation learners and it is a challenge for them to complete formal education. In order to motivate them, the college undertakes many programmes; regular counselling and mentoring by the teachers, various cultural programmes are organised. Spoken English classes are conducted, basic computer training is offered. Students are taken on educational tours, regular quiz sessions are organised and various other competitions are organised. Students contribute to the publication of wall magazines.

Measures are also taken to instil a spirit of nationalism and a sense of pride in the rich cultural texture and heritage that go into making the idea of India. Students are trained in performing arts, like drama, elocution, recitation, music, etc. with the express intent of making them aware of the cultural heritage of the nation as well as to develop the attributes of leadership.

To impart value based and value added education to breed a set of socially responsible and self-confident citizens for the future, the college encourages its students to engage in social work. The NSS unit makes regular visits to a local orphanage, named Shishu Bhavan, and work towards the upliftment of the educational standards of the inmates thereof as well as to provide emotional support with the quality time that our students spend with them.

The college also takes up various programmes to generate environmental awareness among all stakeholders. Awareness programmes on wildlife conservation, renewable sources of energy, etc. are held on regular intervals.

Above all, the parents are kept informed of the activities taking place in the college.

Regular meetings are held during which they are taken to the classrooms and the library to give an idea of the facilities available.

2)

❖ **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 students 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 Counselling 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.

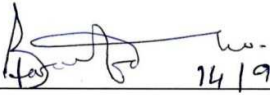
**Challenges:**

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

**8. Plans of institution for next year**

- ❖ Introduction of Certificate Courses for students.
- ❖ Workshop on Free Open Source Software(FOSS).
- ❖ E-content development by teachers.
- ❖ Setting up of Language Lab.

Name DR. BASUMITA TARAFDAR Name DR. SHARMILA DE

  
14/9/2017

*Signature of the Coordinator, IQAC*

  
14/9/17

*Signature of the Chairperson, IQAC*

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News Category : NEWSNews : Academic Calendar for 2016-17 (P.N.Das College)

Published On 19/8/2016

## Academic Calendar for 2016-17

July	18/07/16	New Academic Session begins.
	22/07/16	Provisional Admission to 3 <sup>rd</sup> Year B.A./B.Sc./B.Com. begins.
August	01/08/16	Registration process for 1 <sup>st</sup> Yr. begins.
	16/08/16	Provisional Admission to 2 <sup>nd</sup> Yr. B.A./B.Sc./B.Com. begins.
September	12/09/16 - 25/9/16	Class Tests for B.A./B.Sc./B.Com. (1 <sup>st</sup> Yr. / 2 <sup>nd</sup> Yr. / 3 <sup>rd</sup> Yr.) begin.
October	06/10/16	Puja Vacation begins.
November	03/11/16	College Reopens after vacation.
	21/11/16 - 28/11/16	Class Tests of Part –I, Part – II, Part – III begin.
December	05/12/16	Mid-Term Exam for Part-I begins.
January	10/01/17	Part – III Test begins.
	24/01/17	3 <sup>rd</sup> year Remedial Classes begin.
	30/01/17	Submission of application for financial aid by the economically backward students (General Category) begins.
February	As per University dates	Filling of forms for B.A./B.COM./B.SC. (HONS. & GEN.) Part-III University Exams.
	13/02/17	Part – II College Test begins
	27/02/17	2 <sup>nd</sup> 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.
	09/03/17	College Test of Part – I begins.
April	03/04/17	1 <sup>st</sup> Yr Remedial Classes begin.
	As per University dates	Filling of forms for B.A./B.COM./B.SC. (HONS. & GEN.) Part-I University Exams.
May	16/05/17	Summer Recess begins.

**Annexure II**

**DEPARTMENT-WISE STUDENT FEEDBACK**

