

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211



**Internal Quality Assurance Cell (IQAC)**

### Notice

Dated: 02.08.2019

Notice is hereby given that a meeting of the IQAC will be held on 13.08.2019 (Tuesday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

#### Agenda:

1. Read and confirm the proceedings of the last meeting held on 28.06.2019.
2. To discuss about the implementation of different academic planning for the session 2019-20.
3. To discuss regarding new quality initiatives to improve administrative activities of the institution.
4. To adopt the Annual Quality Assurance Report (AQAR) of the college for the session 2018-2019.
5. To discuss regarding new formation of IQAC.
6. To adopt the Administrative Calendar of IQAC for the session 2019-20 and to chalk out a Plan of Action (POA) for IQAC in accordance with Administrative Calendar.
7. Miscellaneous, if any, with the permission of the chair

*Anupam Parua*

Dr. Anupam Parua  
Principal

Narajole Raj College  
Members, Pin-721 211

(1) Dr. Tanuka Acharya

*Tanuka Acharya*

(2) Dr. Tapnendu Kamilya

*Tapanendu Kamilya*

(3) Smt. Baisali Guha

*Baisali*

(4) Dr. Akul Rana

*Akul*

(5) Dr. Dipak Shom

*Dipak*

(6) Sk. Taher Ali

*Taher*

(7) Rajkumar Khan

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

*OK*  
15/07/2019  
Principal  
Narajole Raj College  
Pin-721211



Sl. No.

রেজল্যুশন / Resolution Adopted

1. Anupam Parua
2. Nilanjana Bhattacharyya
3. Tapasendu Karmiln
4. Tanuka Acharya
5. Dr. Debbari S.
6. Abul Kalam



Proceedings of the meeting of the IQAC held on 13.08 2019 (Tuesday) in the  
Office Chamber of the Principal  
Meeting 1 of the Academic Session 2019 -20

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. The resolutions of the previous meeting held on 28.06.2019 were read out and confirmed without any amendment.

2. Members discussed at length regarding academic planning of the college and resolved the followings:

a) Members present put emphasis on improvement in ICT based teaching learning environment in the College. Resolved that to have ICT enabled classes in larger number and with enhanced quality, more in-house on-the-job training programs for faculties be arranged throughout the year. Besides that, Hon'ble Principal gave emphasis on computer learning for all the teachers specially in Humanities section to make them more technology savvy to cope with changing paradigm of teaching learning environment.

14/08/19  
Principal  
NARAYANA COLLEGE  
13/08/2019



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Proceedings of the meeting of the IQAC held on 13.08 2019 (Tuesday) in the  
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b) Hon'ble Principal also sensitized all the members about the **Student Mentoring Programme (SMP)** of the College. He suggested a comprehensive approach towards the matter. So, not only the academic issues of the students but also physical issues, emotional and psychological well beings, financial and family related issues of the students would be looked after. He also proposed a **Data Capturing Format (DCF)** for generation and collection of data and management of information with a view to have purity and completeness in data and timely sharing of information to concerned internal and external authorities and agencies. All the confidential reports regarding the matter will be preserved by the IQAC Office.

c) During NAAC peer team visit, Peer team members pointed out that the process of identification of **Advanced and Slow Learners** should more structured. So, members recommended arrangement of special examination for the very purpose. The questions of this special examinations will be moderated by the concerned head of the departments. It would be comprised of three types of questions i.e. easy, moderately hard and hard. Categorization would be done on the basis of their performance in those special examinations. Also resolved that after categorization of students into slow and advanced learners a structured system would be formulated to have adequate **Remedial and Special Classes**.

d) From this session 2019-20, feedback and student satisfaction survey will be done on online mode. A consultation with a software developer will be arranged as to handle the matters efficiently.

3. Members discussed regarding introduction of some quality initiatives in the College. Hon'ble Principal suggested the preparation of an **Organizational Chart (OC) and Work Flow Analysis (WFA)** of the institution by himself as to run a robust administration in the College. Besides that, he gave emphasis on proper documentation of all the activities. For this very purpose, he proposed to develop various data capturing format. Here, he added that he is going to introduce **online system in different administrative works i.e. Fees Collection, Bill Payment, Voucher Generation, Budgeting, Preparation of Due List, Asset Management, Preparing of Office Ledger etc.**





**Proceedings of the meeting of the IQAC held on 13.08 2019 (Tuesday) in the  
Office Chamber of the Principal**  
*Meeting 1 of the Academic Session 2019 -20*

He also proposed to reconstruct the college website in a quick time. Members unanimously agreed with all the proposals of Hon'ble Principal.

4. IOAC coordinator, Dr. Nilanjana Bhattacharyya, informed the members that IQAC has completed the AQAR of the college for the session 2018-19 and now it is ready for submission. But institutional portal in NAAC website not yet activated for our college. It will be activated after completion of one year of NAAC accreditation i.e. after 26.09.2019 and then our institution will be able to submit the same. Members gave their consent regarding the matter and forwarded the report to the Governing Body for necessary approval. Here, members unanimously decided that Dr. Tapanendu Kamilya, NAAC coordinator of the college will look after the total procedure of online uploading of AQAR.

5. Members resolved that as the tenure of IQAC has been completed, so, Hon'ble Principal is requested to take necessary initiatives for selection of new members and placed the same in Governing Body meeting.

6. Members unanimously adopted the Administrative Calendar of IQAC and decided to upload the same on college website. In connection with that, members accepted the Plan of Action (POA) of IQAC for the session 2019-20.

With no other issues left to be discussed, the meeting ended with a reciprocal vote of thanks to from the chair.

*Anupam Parua*

**Dr. Anupam Parua**  
(Chairman)  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

*13/08/19*  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 10.01.2020

Notice is hereby given that a meeting of the IQAC will be held on 20.01.2020  
(Monday) at 04-00 PM in the Office Chamber of the Principal to discuss the  
following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the last meeting held on 13.08.2019.
2. New formation of IQAC and criterion wise distribution of work among the members.
3. To discuss regarding submission of AQAR for the session 2018-19.
4. To discuss about adherence of Administrative Calendar of IQAC.
5. To discuss about Half yearly report of Academic Committee.
6. To discuss regarding insertion of 'publication' section in IQAC tab.
7. To initiate a new outreach activity with Cine Club of the college.
8. Miscellaneous, if any, with the permission of the Chair

*Anupam Parua*  
Dr. Anupam Parua  
(Principal)

Principal

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

Members: **Narajole Raj College**  
Narajole, Pin-721 211

- (1) Dr. Tanuka Acharya *Tanuka Acharya*
- (2) Dr. Tapendu Kamilya *Tapendu Kamilya*
- (3) Smt. Baisali Guha *Baisali Guha*
- (4) Dr. Dipak Shom *Dipak Shom*
- (5) Dr. Akul Rana *Akul Rana*
- (6) Sk. Taher Ali *Sk. Taher Ali*
- (7) Rajkumar Khan

*15/01/20*  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



1. Anupam Parua
2. Nilanjana Bhattacharyya
3. Tanuka Acharya
4. Dipak Shom
5. Guha
6. Tapanendu Kamilya
7. Smt. Soma Debray
8. Abul Rana



**Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the  
Office Chamber of the Principal**

*Meeting 2 of the Academic Session 2019-20*

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the Chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. The resolutions of the previous meeting held on 13.08.2019 were read out and confirmed without any amendment.
2. Hon'ble Principal welcomed the new members of IQAC and noted the following names as IQAC members for the coming two years as resolved in Governing Body meeting dt. 17.01.2020:
  - a) Dr. Anupam Parua (Chairman)
  - b) Dr. Nilanjana Bhattacharyya (Co-ordinator)
  - c) Dr. Tanuka Acharya (Teacher Member)
  - d) Dr. Tapanendu Kamilya (Teacher Member & NAAC Coordinator)
  - e) Smt. Soma Debray (Teacher Member)
  - f) Smt. Baisali Guha (Teacher Member)
  - g) Dr. Dipak Shom (Teacher Member)

*Handwritten signature and date: 21/01/20*



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2019 -20

- h) Dr. Uttam Kr. Kanp (Teacher Member)
- i) Dr. Sk. Md. Aziz (Teacher Member)
- j) Dr. Arindam Gupta, Professor, Dept. of Commerce, Vidyasagar University (External Expert on Quality Management)
- k) Dr. Bhaskar Bhowmik, Assistant Professor, Rajendra Misra school of engineering Entrepreneurship, IIT, Kharagpur (Invitee Member and External Expert on Entrepreneurship)
- l) Sri Gagan Chandra Samanta (Local Representative)
- n) Dr. Susanta Kr. Dolai (Alumni Member)
- o) Sk Taher Ali (Member as Administrative Official)
- p) Students' Representative in IQAC - Vacant and to be filled up by the Principal in due course of time.

Hon'ble Principal here mentioned that as to make the regular activity of IQAC more robust and decentralized, he preferred the criterion wise work distribution among the internal teaching members. The distribution is as follows:

- a) Dr. Tanuka Acharya- Criteria I (Curricular Aspect)
- b) Dr. Tapanendu Kamilya- Criteria III (Research, Innovation and Extension)
- c) Smt. Soma Debray- Criteria VII (Institutional Values and Best Practices)
- d) Smt. Baisali Guha- Criteria VI ((Governance, Leadership and Management)
- e) Dr. Dipak Shom- Criteria II (Teaching-Learning and Evaluation)
- f) Dr. Uttam Kr. Kanp-Criteria - IV (Infrastructure and Learning Resources)
- g) Dr. Sk. Md. Aziz- Criteria V (Student support and Progression)

Members unanimously gave their consent regarding the matter.

3. Dr. Nilanjana Bhattacharyya, Coordinator, IQAC, informed the members that the College successfully submitted the AQAR to NAAC in due time and members expressed their satisfaction regarding the matter.

4. Members discussed at length regarding the adherence of the Administrative Calendar as it is a new effort by the IQAC. Dr. Bhattacharyya, assured the members that the





Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the Office Chamber of the Principal

Meeting 2 of the Academic Session 2019 -20

activities of IQAC are going satisfactorily according to the Administrative Calendar and as per Plan of Action (PoA) prepared by the Cell.

5. The half -yearly report of Academic Committee was read out and members discussed at length regarding the matter. Hon'ble Principal here added that committee should motivate the faculties in ICT based teaching -learning methods and teaching plans should be followed seriously. If needed, study material should be distributed among the students and the record of circulation should be preserved accordingly.

6. Members discussed at length regarding a new initiative by IQAC, that is, insertion of "publication" section in IQAC tab. Hon'ble Principal agreed with the proposal and he added that successful implementation of this effort will serve as a 'ready reckoner' for the faculties specially for the young teachers. He proposed that the write-ups should be collected on various teaching methods, different policies and dimension of student mentorship, different theories and applications of intuitional management etc. The write-ups should be collected from internal and external experts as well on their field of expertise. Members unanimously approved the proposal.

7. Members discussed at length regarding a new scheme of community outreach programme i.e. special educational programme with the students of local primary school. Here Hon'ble Principal suggested to engage the cine club of the college to make the programme more attractive. He added that through the cine club students of the locality can be enriched themselves with some new ideas which is not so far available in their regular syllabus. Members felt the viability of the programme and accepted the proposal unanimously.

8 a). Members unanimously appreciated the effort of Smt. Pragna Paramita Mondal as she presented a praiseworthy research paper in an international symposium on 'consuming Gender, Intersections on Identity and consumption in the Global South-under the Andrew W. Mellon Foundation funded project "Governing Intimacies". In school of Literature, Language and Media, University of the Witwatersrand, Johannesburg, South Africa on 20.10.2019.





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Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the  
Office Chamber of the Principal

*Meeting 2 of the Academic Session 2019 -20*

b) Members greeted all the new comer faculties of the College and wished their successful professional career as well.

c) Members, here, appreciated the efforts and generousities of the Hon'ble Principal and members of the Technology Committee for their efforts to recognize and upload of the departmental programs and individual success of students and faculties on official website of the college.

No other issues left to be discussed, meeting ended with reciprocal vote of thanks to and from the chair.

Dr. Anupam Parua  
(Chairman)  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

Handwritten notes and stamps, including a date stamp: 21/01/2020



মিটিং রেজল্যুশন বই  
MEETING RESOLUTION BOOK



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 02.03.2020

Notice is hereby given that a meeting of the IQAC will be held on 10.03.2020 (Tuesday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the last meeting held on 21.01.2020.
2. To discuss the forthcoming initiatives of college Incubation Centre from the session 2020-21.
3. To discuss on operation of management information system (MIS) in the college.
4. To discuss regarding applications of ICT in teaching -learning system and possibilities in our college perspective.
5. To discuss about Annual report of Academic Committee.
6. Miscellaneous, if any, with the permission of the Chair

*Anupam Parua*  
Dr. Anupam Parua  
(Principal)  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

Members  
Narajole Raj College  
Narajole, Pin-721 211

- (1) Prof. Arindam Gupta *Arindam*
- (2) Sri Gagan Chandra Samanta
- (3) Dr. Tanuka Acharya *Tanuka Acharya*
- (4) Dr. Tapendu Kamilya *Tapanendu Kamilya*
- (5) Smt. Soma Debray *Soma Debray*
- (6) Smt. Baisali Guha *Baisali*
- (7) Dr. Dipak Shom *Dipak Shom*
- (8) Dr Uttam Kr. Kanp *Uttam Kumar Kanp*
- (9) Dr. Sk Md. Aziz *Sk Mohammed Aziz*
- (10) Dr. Susanta Kumar Dolai *Susanta Kr Dolai*
- (11) Sk. Taher Ali *Taher*

*DRB*  
15/03/20  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



নং/No.

রেজল্যুশন / Resolution Adopted

1. Anupam Parua
2. Niladhar Bhattacharyya
3. Tannu Acharya
4. Tapaswita Kamilya
5. SK Mohamunad Akter
6. Dipak Ghosh
7. Saha
8. SK. Tanu Ali
9. Uttam Kumar Karf.
10. Sama Debroy
11. Akshay
12. Susanta Kr. Deka



Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2019 -20

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. The resolutions of the previous meeting held on 21.01.2020 were read out and confirmed without any amendment.
2. Discussion started regarding the future activities of College Incubation Centre. From their previous experience, members who were connected with this Centre mentioned the difficulties in running the Centre which included lack of specialized training programmes required for ensuring quality and variety of products to be made by the students and absence of proper marketing and distribution channel. Members here also added that during NAAC Peer Team visit, Peer Team members mentioned that institution may introduce certificate programmes on such activities for aspiring students. It will also enhance the employability of the students who engage themselves in the activities of incubation centre. Here, members suggested the following proposals for further development of the Incubation Centre:

65/07/20  
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# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2019 -20

- a. Arrangement of training programmes for the students to enhance their creativity and capability.
- b. Arrangement of trade fare in the college campus to promote the product made by our students.
- c. To establish a tinkering lab for the science students.
3. Members proposed to establish Management Information System (MIS) in the college administration. Here, the Hon'ble Principal opined that full-fledged MIS cannot be introduced in one go. He suggested that as a preparatory to MIS a Centralized Data Management System (CDMS) be developed. He also suggested that a separate committee will be formed to handle the Centralized Data Management System (CDMS) for data storage and information retrieval. Hon'ble Principal explained that such single point data management system is the only mechanism with which we can avoid the data - discrepancies among various sections of the College. In course of discussion Hon'ble Principal also mentioned that the institution is aspired to operate the MIS gradually in multiple intensive and extensive ways to run the administration in better manner.
4. As application of ICT is becoming a viable issue in the field of higher education, members gave emphasis on the point and proposed few initiatives as the forthcoming academic initiatives:
  - a. To arrange virtual classes and uploading of e- learning modules in our college website to initiate the e-learning system.
  - b. To explore the possibilities of organizing of e-seminars, e-workshops, e- training programmes with the help of Learning Management system (LMS).
  - c. To train and facilitate the faculties and students to practice the online mode of learning system.
  - d. To organize awareness and motivational programme to make the faculties and students acquainted with the new procedure of education.

The Annual report of Academic committee was read out. Reports indicates the surprising graph of outreaching- learning system and members proposed the following as the development measures:



Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the  
Office Chamber of the Principal  
Meeting 3 of the Academic Session 2019 -20

- a. Tutorials and Remedial classes will be given more importance.
- b. Through the mentoring system the academic mentorship must be intensively practiced.
- c. Book resource of the departmental library may be improved by the procurement of e-books.
- d. Class routine of the new semester may be re- drafted as to avoid the class room conflict among the departments and to hold maximum number of classes as mentioned by affiliated university.

No other issues left to be discussed, meeting ended with reciprocal vote of thanks to and from the chair.

Dr. Anupam Parua  
(Chairman)  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

DRP  
15/07/20  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR: PIN-721211

**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 17.06.2020

Notice is hereby given that a meeting of the IQAC (through video-conferencing) will be held on 23.06.2020 (Tuesday) at 3-30 PM to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

- (1) To discuss & evaluate the student services of Academic Departments of the College during the period of lock down due to pandemic of Covid 19;
- (2) To discuss the proposals of Dr. Bhaskar Bhowmik, External Member, IQAC, NRC regarding the functioning of College Incubation Centre;
- (3) To discuss regarding functioning of different student centric cells & to prepare the Data Capturing Format (DCF) to collect their performances and activities to be accommodated in Annual Reports of the College for the Session 2019-2020;
- (4) To discuss about the procedure of Result Analysis of different UG & PG courses of the College;
- (5) To discuss regarding completion of pending procedure of collection of Feedback from stake holders & analysis of the same.
- (6) To initiate the preparation of:
  - i) Annual Compliance Report.
  - ii) To chalk out the Plan of Action (POA) of IQAC for the session 2020-21.
  - iii) To prepare AQAR for the session 2019-20.
  - iv) To prepare Administrative Calendar of IQAC for the Session 2020-21.
  - v) To revisit the Intuitional Code of Conduct.
- (7) Miscellaneous, if any, with the permission of the Chair.

*Anupam Parua*  
Dr. Anupam Parua  
(Principal) Principal  
Narajole Raj College  
Narajole Pin-721 211

*Dr. Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Co-ordinator)

Copy forwarded for information and necessary action to:

- (1) Dr. Arindam Gupta, Professor, Dept. of Commerce, Vidyasagar University as External Member; *A Gupta*
- (2) Dr. Bhaskar Bhowmik, Assistant Professor, Rajendra Mishra School of Engineering Entrepreneurship, IIT, Kgaragpur as External Member;
- (3) Sri Gagan Chandra Samanta, Pradhan, Nij Narajole Gram Panchayat as Member from Local Society;



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	Nileshjan Bhattacharyya
3.	Sa Mohammad Azize
4.	Tanuka Acharya
5.	Subha
6.	Dipak Ghosh
7.	Tapaswinda Kanulya
8.	SX. Taha Ali
9.	Mittam Kumar Karip
10.	Soma Debroy
11.	Amita
12.	Susanta K. Saha



Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
Video Conferencing

Meeting 4 of the Academic Session 2019 -20

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Detailed discussion was made regarding the student services by the Academic departments during the period of lockdown due to pandemic of COVID-19. A presentation by the Hon'ble Principal explicitly described the utmost effort of the institution towards their students, during this tough time. Hon'ble Principal mentioned that during the period of lockdown, the young and committed members of Technology Sub-Committee trained all other faculties in the matter of holding of Virtual classes, preparing of e-materials, conducting video conferencing meetings, organizing webinars and so on. The statistics of the e-activities are mentioned below:

Principal  
NARAJOLE RAJ COLLEGE  
NARAJOLE, DIST. BURDIGHATA  
W.BENGAL, INDIA - 741101



মিটিং রেজল্যুশন বহি  
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Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
Video Conferencing  
Meeting 4 of the Academic Session 2019 -20

(A) Uploading of e-learning materials in College website, namely  
www.narajolerajcollege.ac.in

Name of the Department	Total uploading	Name of the Department	Total uploading
Zoology	93	Chemistry	25
Political Science	63	Philosophy	93
English	67	Physics	101
Mathematics	65	Geography	52
Bengali	242	Education	38
Sanskrit	107	Physiology	7
Botany	150	Physical Education	14
History	92	<b>Total</b>	<b>1209</b>

(B) Holding of Classes using online platform

Name of the Department	Total Count of VCC		
Bengali	145	Philosophy	89
Botany	117	Physical Education	10
Chemistry	36	Physics	68
Education	15	Physiology	7
English	84	Political Science	78
Geography	19	Sanskrit	84
History	76	Zoology	34
Mathematics	63	<b>Total</b>	<b>925</b>

(C) Holding of Webinars

Date	Name of Webinar	No. of Registered Participants
06/05/2020	Corona Abohe Pariksha Prostuti - Hobena Bighnito 'Mukto o Jor' Rakhle Mone	NA
29/05/2020	"Awareness and Preventive Measure"	432







Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through Video Conferencing

Meeting 4 of the Academic Session 2019-20

	of COVID-19"	
05/06/2020	"Responsibility of the Citizens to Make the Globe Clean, Green and Healthy: Special Reference of Water, Air & Waste."	569
14/06/2020 & 15/06/2020	"Recent Trends In Nanomaterials & Nanobiomaterials (RTNN)	629
16/06/2020	"Covid 19 Pandemic, A Battle We Have To Win	725
21/06/2020	6 <sup>th</sup> International Yoga Day	244

In this issue, Dr. Arindam Gupta, external member of IQAC and Professor of Dept. of commerce, expressed his satisfaction regarding the efforts given by the HEI and faculties as well.

2. As discussed by the members in previous meeting dated 10.03.2020, members here described the emerging problems of Incubation Centre at length. Dr. Bhaskar Bhowmick, one of the external members of IQAC who is also an expert on Entrepreneurship at IIT Kharagpur, assured the members regarding the rejuvenation of the Centre and explained the possible ways of the activities. Hon'ble Principal affirmed with him and assured the members that institute must take the matter seriously for the betterment and holistic development of the students. It is only the obstacles of pandemic situation which restricts the speedy progression of the necessary and further actions.

3. Discussion were made regarding the functioning of different student centric cells during the period of lockdown. Hon'ble Principal informed the members that convenors of different student centric cells, such as NSS, Green Club, Yoga Centre, Cine Club already organized webinars and business programmes for the students and institution has the plan to hold few more webinars and training programmes. He also added that a circulation will be made shortly to submit their year-wise activities, to the office of IQAC, in specified Data Capturing Format (DCF).



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Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
Video Conferencing

Meeting 4 of the Academic Session 2019 -20

4. Members mentioned that, result analysis of different UG and PG courses in this academic session not yet completed due to late publication or non-publication of the results by the affiliating university, particularly due to lockdown. Academic departments are instructed to complete the activity in earliest possible time after resumption of activities of the College.

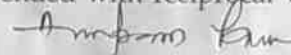
5. Hon'ble Principal informed the members that Technology Sub-committee of the college has prepared the Feedback Form in Google Forms for filling out in online mode. Feedback has been prepared for the four groups of stake holders i.e. Students, Faculties, Alumni and Parents. As this the first time that institution adopted the online mode for filling out the forms so, Hon'ble Principal preferred to engage the Head of the Departments to instruct their students properly regarding procedural issues involved. Members expressed their satisfaction regarding the matter and acknowledged the system as more transparent than previous manual one.

6. Members unanimously entrusted the responsibility to the Coordinator, IQAC, regarding the completion of regular activities, like,

- i) Preparing of Compliance Report of the Cell for the session 2019-20;
- ii) Preparing of Plan of Action (POA) of the Cell for the coming session 2020-21;
- iii) Preparing of Annual Quality Assurance Report (AQAR) of the institution for the session 2019-20;
- iv) Preparing of Administrative Calendar of the Cell for the session 2020-21;
- v) To revisit and make necessary updation of the Code of Conduct of the institution, and to display it in institutional website.

7. Head of the Institution acknowledged the enthusiasm and spontaneous cooperation of the students and the diligent efforts of the faculties during the period of lockdown as to adopt the new learning method. He also added that the activities and approach of the institution are highlighted and appreciated by the media. Neighboring institutions are also recognizing the service of the institution amidst this torrid time

No other issues left to be discussed, meeting ended with reciprocal vote of thanks to and from the chair.



Dr. Anupam Parua

(Chairman)

Principal

Narajole Raj College

Narajole, Pin-721 211





## Compliance Report of IQAC for the session 2019-20

SL. No.	Decision Taken	Action Taken	Compliance
01.	To initiate the ICT enabled classes.	i) Optimum use of smart class room. ii) To train the faculties to make them accustomed with virtual classes & workshops. iii) Uploading of e-materials on College website. iv) Arrangement of classes via Google suit platform in lockdown.	Complied
02.	To enhance the functions of running Incubation Centre.	i) To encourage the students to create of his/her own. ii) Conducted training programmes for the students. iii) A plan has been taken to arrange for a trade fare to promote the products of the students.	Complied
03.	College will take initiatives to enhance the research activities of the faculties.	i) Research committee regularly circulated the relevant information and updation to the faculties. ii) Principal motivates the faculties and acknowledged their research work / publications as far as practicable.	Complied
04.	To make an effective plan for student mentoring.	i) To prepare a data capturing format and questionnaire to collect the data and relevant information from the students. ii) Department-wise mentoring programme has been started.	Complied
05.	To create a structured system to identify the slow learners and advanced learners as the suggestion given by NAAC peer team members.	i) To arrange special examinations for the students for identifying their knowledge level. ii) To arrange remedial classes for slow learners & special / tutorial classes for advanced learners.	Complied

15/07/20  
Principal  
Narayana College  
Maddur, Bangalore





## Compliance Report of IQAC for the session 2019-20

SL. No.	Decision taken	Action taken	Compliance
06	To enhance the sports and cultural activities of the students and to nurture the creativity among the students.	i) Need based financial assistance from the institution. ii) To create a page on college website to promote the creative activities of the students. iii) Regular publications of departmental wall- magazines, departmental journals.	
07.	To prepare structured online system for collecting feedback and to conduct student satisfaction survey.	i) institution developed online system to collect feedback from the stakeholders in Google analyzing system but not yet started the SSS on e-mode.	Partially done
08	To conduct student seminars.	i) Academic departments are arranging Seminars and Webinars of International/ National/State level.	Complied
09.	To organize training programmes for non-teaching staff as to upgrade their technical skill.	Not initiated.	Non-compliance
10.	To upgrade the college library and speedy completion of library automation system.	i) Process of automation are going on.	Partially done.
11.	To initiate the extension activities in adopted villages.	i) Data collection and analysis were done by the UBA committee.	Partially done.
12.	To provide more student support services to enhance their course employability.	i) Career counselling programme has been done by the institution. ii) Career path analysis also taken place. iii) Conducted career -oriented workshop for the girl students.	Complied

*Handwritten signature*  
15/07/20  
Principal  
NARAYAN RAJ COLLEGE  
MANGALURU





## Compliance Report of IQAC for the session 2019-20

SL no.	Decision Taken	Action Taken	Compliance
13.	To initiate various technological progression in administrative domain.	<p>i) Upgradation of College website (<a href="http://www.narajolcollege.ac.in">www.narajolcollege.ac.in</a>) to accommodate more tabs and also filled with these with important current contents.</p> <p>ii) Creation of domain email (<a href="mailto:@narajolcollege.ac.in">@narajolcollege.ac.in</a>) in favour of all the teaching members and in favour of a good number of non-teaching members of the College so as to have better quality incoming and outgoing document sharing.</p> <p>iii) Initiate networking system among all the stakeholders of the college.</p> <p>iv) Initiation of CDMS (Centralised Data Management System) as a preparatory measure to MIS for the storing of data and sharing information with elements of completeness, timeliness etc. in these.</p> <p>v) Informal On-the-job Peer Training on Computer Applications for members of Technology Sub-Committee to have a pool of in-house technology experts so that affairs like holding of virtual classes by all the teachers irrespective of their level of technology reception, holding of webinars, preparation and uploading of e-learning materials etc. can be managed without depending too much of formal external agencies and service providers. The number of webinars held during this period, number of virtual classed held and number of e-learning materials are few examples of our success stories in this filed.</p>	Complied



## Compliance Report of IQAC for the session 2019-20

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Dated: 13.10.2020

Prepared By

*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya

Coordinator-IQAC

**CO-ORDINATOR,  
IQAC**

**NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR**



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211

**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 11.08.2020

Notice is hereby given that a meeting of the IQAC (Through Video conferencing) will be held on 14.08.2020 (Friday) at 10-00 AM to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. To discuss regarding progress of preparing of AQAR for the session 2019-20.
2. To discuss regarding organizing of e-workshop on Gender Equity.
3. To chalk out a plan to conduct a webinar on IPR for the session 2019-20.
4. To discuss regarding completion of online feedback process for the session 2019-20.
5. To discuss regarding continuation of online academic activities of the institution for the coming session 2020-21, as lockdown continues in academic institutions.
6. Miscellaneous, if any, with the permission of the chair

*Anupam Parua*  
Dr. Anupam Parua  
(Principal) **Principal**

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

**Narajole Raj College**  
Narajole, Pin-721 211

- Members
- (1) Prof. Arindam Gupta *A Gupta*
  - (2) Sri Gagan Chandra Samanta
  - (3) Dr. Tanuka Acharya *Tanuka Acharya*
  - (4) Dr. Tapendu Kamilya *Tapendu Kamilya*
  - (5) Smt. Soma Debray *Soma Debray*
  - (6) Smt. Baisali Guha *Bale*
  - (7) Dr. Dipak Shom *Dipak Shom*
  - (8) Dr Uttam Kr. Kanp *Uttam Kr. Kanp*
  - (9) Dr. Sk Md. Aziz *Sk Mohammed Aziz*
  - (10) Dr. Susanta Kumar Dolai *Susanta Kr. Dolai*
  - (11) Sk. Taher Ali *TA*
  - (12) Dr. Mongal Nayak ( Invitee ) *Mongal*

*11/08/20*  
Principal  
Narajole Raj College  
Paschim Medinipur - 721211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Ambaras Pano
2.	Nilanjana Bhattacharyya
3.	Tannika Acharyya
4.	Bhla.
5.	Tapanendu Kamilya
6.	Su Mohammed Asiz
7.	Pranab
8.	SX. Tana Ali
9.	Mitani Kumar Kamp
10.	Soma Debroy
11.	Arun
12.	Susanta K. Dolai
13.	Mangal Kumar Nayak



**Proceedings of the meeting of the IQAC held on 14.08.2020 (Friday) through  
Video Conferencing with the code**

*Meeting 5 of the Academic Session 2019 -20*

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Dr. Nilanjana Bhattacharyya, coordinator IQAC, here informed the members that NAAC has announced in its website (Notification date: 10.07.2020) that, due to pandemic situation, the submission time of AQAR has been extended; as period of session also extended. So, she proposed to complete the pending activities of the institution for the session 2019-20 as to prepare the report within reasonable time. Hon'ble Principal gave his consent regarding the matter and instructed the speedy completion of pending activities. Here, Dr. Nilanjana Bhattacharyya proposed to take initiative regarding Gender Equity and IPR programmes and HOI and other members accepted her proposal. Here, Dr. Bhattacharyya added that activities which have already took place off-line and online mode, have been processed for AQAR. Dr. Tapanendu Kamilya, proposed to prepare DCF s in Microsoft excel format for the collection and preservation of the required data. Hon'ble Principal affirmed with his proposal and gave his consent to Dr. Kamilya to proceed accordingly.





# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 14.08.2020 (Friday) through  
Video Conferencing with the code  
*Meeting 5 of the Academic Session 2019 -20*

2. Detailed discussion was made regarding holding of e-workshop on Gender Equity for the session 2019-20. Members discussed that in absence of dedicated Gender Equity Cell in the college, this time IQAC will organize the workshop. Here, Hon'ble Principal added that for regular sensitization of these activities, a dedicated cell on the gender equity issues should be constituted from the coming session. In the course of discussion, the following decisions regarding the upcoming e-workshop has been taken unanimously:

- i. the date of the e-workshop was scheduled on 21<sup>st</sup> and 22<sup>nd</sup> August, 2020.
- ii. On behalf of IQAC, Prof. Baisali Guha, Assistant Professor, Dept. of History will be nominated as the convenor the e- workshop.
- iii. The target group of the workshop will be the girl students of our UG courses.
- iv. the area of discussion of workshop would be 'Women Entrepreneurship' and an awareness programme on gender equity, would be arranged on 20.8.2020 for the participating girl students.

3. Dr. Tapanendu Kamilya, Convenor of Institutional IPR Cell proposed to organize a workshop on IPR for the session 2019-20 along with his Department, namely Department of Physics. Members unanimously nodded with his proposal. He added that workshop will be organized on IPR and Plagiarism issues as well. He also proposed that the workshop should remain confined amongst our faculties as our prime target is to enlighten the faculties, regarding the issues. Members accepted his proposal. Here, hon'ble Principal advised that the e-workshop should be organized under the supervision of our external members of IPR cell as they have the required expertise in the matter.

4. Dr. Nilanjana Bhattacharyya, coordinator IQAC, reminded the members that online feedback process remained pending due to time consumed in completing various academic activities. Members also thought it fit to complete the feedback collection and analysis system in a time bound manner so as to prepare AQAR in time. Hon'ble Principal affirmed with the proposal and assured that resumption of the procedure will be announced in quick time.





**Proceedings of the meeting of the IQAC held on 14.08.2020 (Friday) through  
Video Conferencing with the code**

*Meeting 5 of the Academic Session 2019 -20*

5. Hon'ble Principal informed the members that due to pandemic situation higher education institutions would remain closed and no sign of resumption of normal physical teaching was on the card. Members opined that online classes and e-materials uploading process should continue.

6. Hon'ble Principal informed the members that on 03.08.2020 during this lockdown, three new teachers in the form Prof. Subhasis Das, Prof. Ishita Biswas in Geography and Dr. Soumendu Bisoi in Chemistry joined in this institution. Members expressed their pleasure regarding the matter.

As no other business left, meeting ended with reciprocal vote of thanks to and from the Chair.

**Dr. Anupam Parua**  
Chairman  
Principal  
**Narajole Raj College**  
Narajole, Pin-721 211

১৫/০৮/২০  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



# মিটিং রেজল্যুশন বহি



Estd. 1966

**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



Estd. 1966

## Internal Quality Assurance Cell (IQAC)

### Notice

Dated: 20.11.2020

Notice is hereby given that a meeting of the IQAC will be held on 27.11.2020 (Friday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

### Agenda:

1. Read and confirm the proceedings of the last meeting held on 14.08.2020.
2. To discuss about the implementation of different academic planning for the session 2020-21.
3. To discuss regarding new quality initiatives to improve academic activities of the institution.
4. To adopt the Annual Quality Assurance Report (AQAR) of the college for the session 2019-2020.
5. To adopt the Administrative Calendar of IQAC for the session 2020-21 and to chalk out a Plan of Action (POA) for IQAC in accordance with Administrative Calendar.
6. Miscellaneous, if any, with the permission of the chair

*Anupam Parua*  
Dr. Anupam Parua  
Principal & Chairman

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

Members:  
Principal  
1. Prof. Arindam Gupta



2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

5. Dr. Tapendu Kamilya

6. Smt. Soma Debray

7. Smt. Baisali Guha

8. Dr. Dipak Shom

9. Dr. Uttam Kr. Kanp

10. Dr. Sk Md. Aziz

11. Dr. Susanta Kumar Dolai

12. Sk. Taher Ali

*Tanuka Acharya*  
*Tapendu Kamilya*

*Soma Debray*

*Baisali*

*Dipak Shom*

*Sk Mohammed Aziz*

*Susanta Kumar Dolai*

*SK Taher Ali*

*Dr. Anupam Parua*  
Principal  
20/11/2020



নং / No.	রেজল্যুশন / Resolution Adopted
	Members Present:
	1. Anupam Parua
	2. Niloye Chakraborty
	3. A. Saha
4.	Tannu Acharya
5.	Baisali Guha
6.	Sx Mohammad Aziz
7.	Mittam Kumar Das
8.	Tapaswini Komilya
9.	Sx. Datta
10.	Soma Debroy
11.	Bhaha
12.	Dipak Ghosh
	Susanta Kumar Datta



**Proceedings of the meeting of the IQAC held on 27.11 2020 (Friday) in the  
Office Chamber of the Principal  
Meeting 1 of the Academic Session 2020-21**

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the Chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Proceedings of the last meeting held on 14.08.2020 were read and confirmed without any amendment.

2. To discuss about the implementation of different academic planning in the session 2020-21: Members discussed at length regarding academic planning of the college and recommended the followings:

a) Members present put emphasis on improvement in ICT based teaching learning environment in the College. Resolved that to have ICT enabled classes in larger number and with enhanced quality, more in-house on-the-job training programs for faculties be arranged throughout the year. Besides online classes, Lecture Capturing System (LCS) may be encouraged; possibilities of arranging Google Class room may be explored. Hon'ble Principal gave emphasis on continuation and advancement of computer learning for all the teachers to cope with changing paradigm of teaching learning environment.

DRP  
65/6-1/24





# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 27.11 2020 (Friday) in the  
Office Chamber of the Principal

Meeting 1 of the Academic Session 2020 -21

b) Hon'ble Principal enquired about the progression of the **Student Mentoring Programme (SMP)** of the College. Due to pandemic situation not only the academic issues of the students are hampered but also physical issues, emotional and psychological well beings, financial and family related issues of the students also affected. So, he proposed to continue the comprehensive attitude towards the students in mentoring programme. He advised to continue the system of maintaining **Data Capturing Format (DCF)** for generation and collection of data and management of information with a view to have purity and completeness in data and timely sharing of information to concerned internal and external authorities and agencies. He also proposed to form a dedicated data management body namely MIS Committee for central management of institutional data.

c) The process of identification of **Advanced and Slow Learners** should be continued. But in the face of online mode of teaching-learning wherein personal contact between the students and teachers was somehow weakened the process in greatly hampered. Members were of the opinion that special emphasis and care in that particular issue be put in as soon as normalcy was back and physical mode of teaching-learning was restored.

### 3. To discuss regarding new quality initiatives to improve academic activities of the institution:

Members discussed regarding introduction of some quality initiatives in the College. Hon'ble Principal suggested that in addition to our existing initiatives, institution should continue the e-learning programme intensively. Besides that, **Faculty exchange programme (FEP)** may take place, academic collaborations with other institutions may be explored, online lectures, webinars, workshops, training programmes may be arranged on a regular basis. He also proposed that as lot of time was saved due to closure of normal activities of the College all the teachers should engage themselves in research and publication work which would benefit both the concerned teachers and the institution. He also requested the members to sensitize all the teachers through Heads of concerned departments. He requested the Co-ordinator of IQAC to do the needful in that matter. Members unanimously agreed to all the proposals of Hon'ble Principal.

Handwritten signature and date: 27/11/2020





**Proceedings of the meeting of the IQAC held on 27.11 2020 (Friday) in the  
Office Chamber of the Principal**

*Meeting 1 of the Academic Session 2020 -21*

**4. To adopt the Annual Quality Assurance Report (AQAR) of the college for the session 2019-2020:**

IQAC coordinator, Dr. Nilanjana Bhattacharyya, informed the members that IQAC has completed the AQAR of the college for the session 2019-20 and now it is ready for submission.

So, members forwarded the report to the Governing Body for necessary approval. Here, members unanimously decided that Dr. Tapanendu Kamilya, NAAC coordinator of the college will look after the total procedure of online uploading of AQAR.

**5. To adopt the Administrative Calendar of IQAC for the session 2020-21 and to chalk out a Plan of Action (POA) for IQAC in accordance with Administrative Calendar**

Members unanimously adopted the Administrative Calendar of IQAC and decided to upload the same on college website. In connection with that, members accepted the Plan of Action (POA) of IQAC for the session 2020-21.

With no other issues left to be discussed, the meeting ended with a reciprocal vote of thanks to from the chair.



*Anupam Parua*

**Dr. Anupam Parua  
(Chairman)**

Principal  
Narajole Raj College  
Narajole-721211

*27/11/20*  
Principal  
Narajole Raj College  
27.11.2020



# মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK



Estd. 1966

**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. – Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211



Estd. 1966

**Internal Quality Assurance Cell (IQAC)**

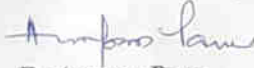
## Notice

Dated: 05.01.2021


Notice is hereby given that a meeting of the IQAC will be held on 15.01.2021 (Friday) at 4.00 PM to discuss the following agenda. Please make it convenient to attend the meeting.

### Agenda:



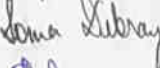






1. To read and confirm the proceedings of the meeting held on 27.11.2020.
2. To discuss regarding submission of AQAR 2019-20.
3. To discuss on criterion wise delegation of responsibilities among the internal members.
4. To follow up the yearly activities of the cell and to approve the POA of the cell for the session 2020-21.
5. To follow up the functioning of Incubation Centre, Language Lab, Career Counselling Cell.
6. To discuss regarding functioning of Research Committee to initiate institutional care towards enhancement of research activities of the institution.
7. To discuss regarding reconstruction and functioning of Gender equity Cell of the institution.
8. Miscellaneous, if any, with the permission of the chair.


  
Dr. Anupam Parua  
Principal & Chairman  
Narajole Raj College  
Narajole-721211



  
Dr. Nilanjana Bhattacharyya  
(Co-ordinator)

### Members:

1. Prof. Arindam Gupta
2. Dr. Bhaskar Bhowmik
3. Sri Gagan Chandra Samanta
4. Dr. Tanuka Acharya 
5. Dr. Tapendu Kamilya 
6. Smt. Soma Debray 
7. Smt. Baisali Guha 
8. Dr. Dipak Shom 
9. Dr Uttam Kr. Kanp 
10. Dr. Sk Md. Aziz 
11. Dr. Susanta Kumar Dolai 
12. Sk. Taher Ali 

  
15/01/21  
Principal  
Narajole Raj College  
Narajole-721211



নং / No.

রেজল্যুশন / Resolution Adopted

1. Anupam Parua

2. Nilanjana Bhattacharya

3. Tamik Schaefer

4. Tapaswini Kamalya

5. Sama Debroy

6. Sa Mohammad Aziz

7. Buba

8. SK. Taher Ae

9. Dipak Ghosh

10. Uttam Kumar Kar

11. Susanta Kumar Dolai

12.

13.

14.

24  
 15/01/2021  
 Principal  
 Narajole Raj College  
 Narajole, West Bengal



Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2020 -21

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the Chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

Agenda 1. To read and confirm the proceedings of the meeting held on 27.11.2020:

The resolutions of the previous meeting held on 27.11.2020 were read out and confirmed without any amendment.





# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2020 -21

**Agenda 2. To discuss regarding submission of AQAR 2019-20**

Dr. Nilanjana Bhattacharyya, Co-ordinator, IQAC informed the members that the Annual Quality Assurance Report (AQAR) of the Institution for the session 2019-20 was submitted and accepted within due time and without any query from DVV Mechanism of NAAC. Members expressed their satisfaction regarding the matter. Hon'ble Principal here opined that though Annual quality Assurance Report (AQAR) of the session 2019-20 depicted improvement in almost all the areas over those of the previous year, still there were ample scope of improvement, specially in the area of research activities and extension services. Though, institution done well in the field of ICT based teaching-learning, there was a scope of further improvement which needed to be explored in coming days.

**Agenda 3. To discuss on criterion-wise delegation of responsibilities among the internal members of IQAC:**

Discussion took place regarding criterion wise delegation of responsibilities among the internal members, adopted in the meeting dated 21.01.2020. Hon'ble Principal read out the criterion wise responsibilities of the members once again and asked them to discuss about their planning.

a) Dr. Tanuka Acharya, who is responsible for the activities of Criteria I (Curricular Aspect), mentioned that she has planned to give more emphasis on curriculum delivery and informed the Academic Committee accordingly; she also added that opportunities of opening of Value-added courses, add - on courses may be explored in the coming years.

b) Dr. Tapanendu Kamilya, responsible for Criteria III (Research, Innovation and Extension), informed that activities of Research Committee will be enhanced in the current session, publication of the faculties will be checked in regular intervals and necessary advice/suggestions must be given to the faculties regarding their improvement or achievement. He also proposed that Library should be properly facilitated with relevant books and journals which will be needful for the faculties.

Dr. Nilanjana Bhattacharyya  
Co-ordinator, IQAC  
Date: 15.01.2021  
Page: 2/2





Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2020 -21

c) Smt. Soma Debray, who looks after the Criteria VII (Institutional Values and Best Practices), gave emphasis on qualitative and quantitative improvement of our institutional programmes related to institutional core values and she also suggested workshops for the students and employees regarding the matter.

d) Smt. Baisali Guha, responsible for the activities of Criteria VI ((Governance, Leadership and Management), gave emphasis on faculty and employee training programmes. She also proposed for awareness programmes to inculcate the Mission and Vision concept of the institution and its viabilities.

e) Dr. Dipak Shom, for the development of Criteria II (Teaching-Learning and Evaluation) suggested to give emphasis on Remedial and Special classes for the improvement of teaching – learning process of the institution.

f) Dr. Uttam Kr. Kanp, responsible for criterion IV (Infrastructure and Learning Resources), proposed the intensive practices of ICT oriented techniques in this criterion, with the help of Technology Sub-committee and MIS Sub-committee.

g) Dr. Sk. Md. Aziz, who is looking after the Criteria V (Student support and Progression proposed more career-oriented programmes for the students and suggested to practise career path analysis by the faculties to build a clear conception of the students regarding their career.

Hon'ble Principal accepted their planning and suggested them to do actively in their concerned areas for the holistic development of the institution.

*Agenda 4. To follow up the yearly activities of the cell and to approve the POA of the cell for the session 2020-21:*

Discussion took place and members discussed that due to continuation of partial closure in academic institutions, activities are going on in slow pace and certain activities could not be performed. However, IQAC already prepared its pending list of

Handwritten signature and date: 15/01/21  
Principal  
Narajole Raj College  
Established in 1966





# মিটিং রেজল্যুশন বহি



## Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the Office Chamber of the Principal

Meeting 2 of the Academic Session 2020 -21

work and working sincerely towards its completion in a timely manner: Committees were functioning well for the preparation of Academic Calendar, Administrative Calendar; faculty training programmes also took place.

In connection with the regular activities of the cell, Co-ordinator IQAC, placed and read out the half yearly Plan of Action (POA) of the Cell for its perusal and necessary approval. After careful discussion and minor changes members accepted the document. Hon'ble Principal here reminded the members about the adherence to the document in its letter and spirit.

**Agenda 5. To follow up the functioning of Incubation Centre, Language Lab, Career Counselling Cell:**

Discussion took place and Hon'ble Principal mentioned that as partial closure/lock down persisted in Academic institutions, it was difficult to do substantial progress in those issues. However, he advised the Co-ordinator to continue the work through online mode, wherever possibilities found.

**Agenda 6. To discuss regarding functioning of Research Committee to initiate institutional care towards enhancement of research activities of the institution:**

Discussion took place and Dr. Tapanendu Kamilya, Convenor of the Committee proposed the following, -

- Central library of the institution are proposed to be facilitated with the books and journals which will be helpful for the young faculties for the progress of their research work.
- Research Committee may publish regular bulletin on various Research Projects announced by the government and non-government organizations to make the young faculties aware regarding the matter.
- Institution may recognize the faculties annually, based on their research performance.

Principal  
Narajole Raj College  
15/01/21





Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the  
Office Chamber of the Principal  
*Meeting 2 of the Academic Session 2020 -21*

*Agenda 7. To discuss regarding reconstruction and functioning of Gender Equity Cell of the institution:*

Discussion took place and members unanimously gave their consent regarding the reconstruction of Gender Equity Cell of the college as it is necessary for NAAC evaluation. Members here requested the Hon'ble Principal to complete the formation of the Gender Equity cell and engaged them in regular activities.

With no other issues left to be discussed, meeting ended with reciprocal vote of thanks to and from the chair.



*Dr. Anupam Parua*

**Dr. Anupam Parua  
(Chairman)**

Principal  
Narajole Raj College  
Narajole-721211

*Dr. Anupam Parua*  
15/01/21



# মিটিং রেজল্যুশন বহি



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. Aided College)  
NARAJOLE, PASCHIM MEDINIPUR: PIN-721211

**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Dated: 02.02.2021**

Notice is hereby given that a meeting of the IQAC will be held on 13.02.2021 (Saturday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the last meeting held on 15.01.2021;
2. To discuss regarding conducting online examinations in the institution;
3. To introduce Institutional Examination Portal for conducting online examinations;
4. To discuss about Half Yearly Report of Academic Committee;
5. To initiate a new outreach activity with Green Club of the College;
6. Miscellaneous, if any, with the permission of the Chair.

*Anupam Parua*  
Dr. Anupam Parua  
Principal & Chairman  
Principal  
Narajole Raj College

Members: Narajole-721211  
1. Prof. Arindam Gupta

2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

5. Dr. Tapendu Kamilya

6. Smt. Soma Debray

7. Smt. Baisali Guha

8. Dr. Dipak Shom

9. Dr. Uttam Kr. Kamp

10. Dr. Sk Md. Aziz

11. Dr. Susanta Kumar Dolai

12. Sk. Taher Ali

*Tanuka Acharya*

*Tapendu Kamilya*

*Soma Debray*

*Baisali Guha*

*Dipak Shom*

*Sk. Mohammed Aziz*

*Susanta Kumar Dolai*

*Sk. Taher Ali*

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)



*Principal*  
13/02/21  
Narajole Raj College  
Paschim Medinipur - 721211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anurag Sam
2.	
3.	Nilanjana Bhattacharyya
4.	Soma Debroy
5.	Tapanendu Kamilya
6.	Tanuki Acharya
7.	Uttam Kumar Kumbh
8.	Buha
9.	Dipak Ghosh
10.	Sr. Mohammed Aziz
11.	SK. Taher Ak
12.	Susanta Kumar Dolai
13.	



Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2020 -21

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the Chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Read and confirm the proceedings of the last meeting held on 15.01.2021:

The resolutions of the previous meeting held on 15.01.2021 were read out and confirmed without any amendment.

2. To discuss regarding conducting online examinations in the institution:

Discussion started on conducting online examinations in the institutions. As partial closure/lockdown persisted in academic institutions, affiliating university continued online mode in End Semester Examinations. Members proposed the following to maintain a system in online examinations regarding distribution of questions papers, receiving of answer scripts, distribution of answer scripts among the examiners, preservations of answer scripts, etc. -





# মিটিং রেজল্যুশন বহি



## Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the Office Chamber of the Principal

Meeting 3 of the Academic Session 2020 -21

- i. Two dedicated domain email id will be generated for the purpose of UG and PG examinations: (for UG Courses and programs) and (for PG Courses). All the IA question papers will be submitted by the examiners through these mails. In addition to that, PG answer scripts will be submitted in their dedicated email id.
- ii. All the answer scripts will be submitted in departmental email id.
- iii. Answer scripts will be preserved in departmental drive under the supervision of departmental heads.
- iv. Marks will be submitted by the examiners in a prescribed DCF and will be sent to departmental email id.
- v. Through departmental heads marks will be centrally preserved at the office of the HOI.

### To introduce Institutional Examination Portal for conducting online examinations:

Hon'ble Principal proposed to introduce institutional examination portal for facilitating conduct of online examinations of the college. He mentioned that Technology sub-committee should check the viability of the proposal and will talk to technology service provider of the institution regarding the matter.

### To discuss about Half yearly report of Academic Committee:

The half -yearly report of Academic Committee was read out and members discussed at length regarding the matter. Hon'ble Principal here added that committee should

motivate the faculties in ICT based teaching -learning methods, teachers should equip themselves in Learning Management System (LMS). Lecture Capturing System (LCS) should be practiced intensively and teaching plans should be followed seriously.

### To initiate a new outreach activity with Green Club of the College:

Members discussed at length regarding a new scheme of community outreach programme i.e. special environmental educational programme with the students of local primary and secondary schools. Here Hon'ble Principal suggested to engage the

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Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2020 -21

Green Club of the college to conduct the programmes. He added that through the Green Club, students of the locality could enrich themselves with some new ideas which is not

so far available in their regular syllabus. Besides that, young people of this locality may get awareness about their neighbouring environment. Members felt the viability of the programme and accepted the proposal unanimously.

With no other issues left to be discussed, the meeting ended with a reciprocal vote of thanks to from the chair.



*Anupam Parua*

Dr. Anupam Parua  
(Chairman)

Principal  
Narajole Raj College  
Narajole-721211

*Dr. Anupam Parua*  
8/5/21  
Principal  
Narajole Raj College  
Narajole-721211





# মিটিং রেজল্যুশন বহি



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE, PASCHIM MEDINIPUR, PIN-721211

**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Dated: 04.05.2021**

Notice is hereby given that a meeting of the IQAC will be held on 15.05.2021 (Saturday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

## Agenda:

1. Read and confirm the proceedings of the last meeting held on 13.02.2021;
2. To discuss on operation of Management Information System (MIS) in the College;
3. To discuss regarding introduction of Google Classroom in teaching -learning system and possibilities in our College perspective;
4. To discuss about Annual report of Academic Committee;
5. To initiate Faculty Exchange Programme and Academic Collaborations with neighbouring institutions;
6. Miscellaneous, if any, with the permission of the Chair.

*Anupam Parua*

Dr. Anupam Parua  
Principal & Chairman  
Principal

Members: Narajole Raj College  
1. Prof. Arindam Gupta



*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

*Tanuka Acharya*  
*Tapanendu Kamilya*

5. Dr. Tapanendu Kamilya

6. Smt. Soma Debray

*Soma Debray*

7. Smt. Baisali Guha

*Baisali Guha*

8. Dr. Dipak Shom

*Dipak Shom*

9. Dr. Ultam Kr. Kanp

*Ultam Kr. Kanp*

10. Dr. Sk Md. Aziz

*Sk Mohammed Aziz*

11. Dr. Susanta Kumar Dolai

*Susanta Kumar Dolai*

12. Sk. Taher Ali

*Sk. Taher Ali*

*15/05/21*  
Principal  
Narajole Raj College  
Paschim Medinipur



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	
3.	Nilanjana Bhattacharya
4.	Tamara Acharjee
5.	Dipak Ghosh
6.	Soma Debroy
7.	Tapasendu Kamal
8.	Baba
9.	Uttam Kumar Sanyal
10.	SK Mohammad A212
11.	SK. Tahar Ak
12.	Susanta Kumar Datta



**Proceedings of the meeting of the IQAC held on 15.05.2021 (Saturday) in the  
Office Chamber of the Principal**

*Meeting 4 of the Academic Session 2020 -21*

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 13.02.2021:**

The resolutions of the previous meeting held on 13.02.2021 were read out and confirmed without any amendment.

**2. To discuss on operation of management information system (MIS) in the College:**

Members discussed about the functioning of Management Information System (MIS) in the college administration. Hon'ble Principal mentioned earlier that the full-fledged MIS cannot be introduced in one go. He suggested that as a preparatory to MIS a Centralized Data Management System (CDMS) be developed. He also suggested that a separate committee is formed to handle the Centralized Data Management System (CDMS) for data storage and information retrieval from previous session, 2019-20. Hon'ble Principal proposed the names of Dr. Akul Rana and Prof. Arif Iqbal Mallick for maintaining the CDMS. The committee started their activity initially and the performance is satisfactory.





# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 15.05.2021 (Saturday) in the  
Office Chamber of the Principal

Meeting 4 of the Academic Session 2020 -21

3. To discuss regarding introduction of Google Classroom in teaching -learning system and possibilities in our college perspective:

Members started discussion on "Google classroom". Dr. Tapanendu Kamilya mentioned the following to explain the features of the system:

- a. Google classroom is a free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from college, from home, or on go.
- b. Here we can add students directly, or share a code or link so the whole class can join.
- c. To set up a class in minutes and create class work that appear on students' calendars.
- d. We can easily communicate with guardians and automatically send them updates.
- e. We can store frequently used feedback in our comment bank for fast, personalized responses.
- f. We can grade the students consistently and transparently with rubrics integrated into student work.
- g. We can enable originality reports to let students scan their own work for potential plagiarism.
- h. We can connect with our students from anywhere with a hybrid approach for in-class and virtual classes.
- i. We can communicate important announcements to the Stream page.
- j. We can enable face-to-face connections with students using Google Meet built into Classroom.
- k. We can ensure each user has a unique sign-in to keep individual accounts secure.
- l. We can Restrict Classroom activity to members of the class.
- m. We can protect student privacy - student data is never used for advertising purposes.
- n. We can post the Online Video Lecture Link.
- o. PPT, Word, Pdf, etc. files can be posted as study material.
- p. Questions, Assignment, Quiz can be posted.
- q. Assessment, posting of marks and declaration of result can be made.
- r. Google classroom is a free Learning Management System (LMS).

DRG  
15/05/21 2/4  
Principal  
Narajole Raj College  
Kolkata - 700011





Proceedings of the meeting of the IQAC held on 15.05.2021 (Saturday) in the  
Office Chamber of the Principal  
Meeting 4 of the Academic Session 2020 -21

Members realized the advantages of the system and proposed to explore the system from next semester in the academic session 2021-22. Dr. Kamilya was requested to run a pilot project in the current session to check the advantages/disadvantages of the system.

**4. To discuss about Annual Report of Academic Committee:**

The Annual report of Academic Committee was read out. Reports indicates the uprising graph of outreaching- learning system and members proposed the following as the development measures:

- a. Tutorials and Remedial classes will be given more importance;
- b. Through the mentoring system the academic mentorship must be intensively practiced;
- c. Book resource of the departmental library may be improved by the procurement of e-books;
- d. Class routine of the new semester may be re- drafted as to avoid the class room conflict among the departments and to hold maximum number of classes as mentioned by affiliated university;

**5. To initiate Faculty Exchange Programme and Academic Collaborations with neighboring institutions:**

Members discussed on Faculty exchange programme (FEP) and academic collaborations with neighboring colleges.

- i. Member suggested that departments may be benefitted with diverse faculty through this programme. Revitalization of course content may be occurred through the interactions among the faculties. So, members proposed to initiate the programme with neighbouring colleges. Hon'ble Principal proposed to initiate the project with Dept. of Bengali and Dr. Nilanjana Bhattacharyya, HoD, Bengali, affirmed with the proposal.
- ii. Members took positive approach regarding academic collaborations with other institutions. Through these academic collaborations, the expertise and resources may be enhanced and fostered.

*Handwritten signature and date: 15/07/21*  
Principal  
Narajole Raj College  
15.07.21





# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 15.05.2021 (Saturday) in the  
Office Chamber of the Principal

*Meeting 4 of the Academic Session 2020 -21*

With no other issues left to be discussed, meeting ended with reciprocal vote of thanks  
to and from the chair.



*Anupam Parua*

**Dr. Anupam Parua  
(Chairman)**

Principal  
Narajole Raj College  
Narajole-721211

*Dr. Anupam Parua*  
15/05/21  
Principal  
Narajole Raj College  
Narajole-721211





## Compliance Report of IQAC for the session 2020-21

Sl. No.	Decision Taken	Action Taken	Compliance
01.	To initiate the ICT enabled classes.	i) Optimum use of smart classroom. ii) To train the faculties to make them accustomed with virtual classes & workshops. iii) Uploading of e-materials on college website. iv) Arrangement of classes via Google suit platform in lockdown.	Complied
02.	To enhance the functions of running Incubation Centre.	i) To encourage the students to create of his/her own. ii) Conducted training programmes for the students. iii) A plan has been taken to arrange for a trade fare to promote the products of the students.	Complied
03.	College will take initiatives to enhance the research activities of the faculties.	i) Research committee regularly circulated the relevant information and updation to the faculties. ii) Principal motivates the faculties and acknowledged their research work / publications as far as practicable.	Complied
04.	To make an effective plan for student mentoring.	i) To prepare a data capturing format and questionnaire to collect the data and relevant information from the students. ii) Department-wise mentoring programme has been started.	Complied
05.	To create a structured system to identify the slow learners and advanced learners as the suggestion given by NAAC peer team members.	i) To arrange special examinations for the students for identifying their knowledge level. ii) To arrange remedial classes for slow learners & special tutorial classes for advanced learners.	Complied





## Compliance Report of IQAC for the session 2020-21

SL. No.	Decision taken	Action taken	Compliance
06	To enhance the sports and cultural activities of the students and to nurture the creativity among the students.	i) Need based financial assistance from the institution. ii) To create a page on college website to promote the creative activities of the students. iii) Regular publications of departmental wall- magazines, departmental journals.	Partially done
07.	To prepare structured online system for collecting feedback and to conduct student satisfaction survey.	i) institution developed online system to collect feedback from the stakeholders in Google analyzing system but not yet started the SSS on e-mode.	Complied
08	To conduct student seminars.	i) Academic departments are arranging Seminars and Webinars of International/ National/State level.	Complied
09.	To organize training programmes for non-teaching staff as to upgrade their technical skill.	i) Workshops are conducted.	Complied
10.	To upgrade the college library and speedy completion of library automation system.	i) Process of automation are going on.	Partially done.
11.	To initiate the extension activities in adopted villages.	i) Data collection and analysis were done by the UBA committee.	Partially done.
12.	To provide more student support services to enhance their course employability.	i) Career counselling programme has been done by the institution. ii) Career path analysis also taken place. iii) Conducted career -oriented workshop for the girl students.	Complied

*Handwritten signature and date:*  
24/07/21





## Compliance Report of IQAC for the session 2020-21

SL no.	Decision Taken	Action Taken	Compliance
13.	To initiate various technological progression in administrative domain.	<p>i) Upgradation of College website (<a href="http://www.narajolecollege.ac.in">www.narajolecollege.ac.in</a>) to accommodate more tabs and also filled with these with important current contents.</p> <p>ii) Creation of domain email (@narajolecollege.ac.in) in favour of all the teaching members and in favour of a good number of non-teaching members of the College so as to have better quality incoming and outgoing document sharing.</p> <p>iii) Initiate networking system among all the stakeholders of the college.</p> <p>iv) Initiation of CDMS (Centralised Data Management System) as a preparatory measure to MIS for the storing of data and sharing information with elements of completeness, timeliness etc. in these.</p> <p>v) Informal On-the-job Peer Training on Computer Applications for members of Technology Sub-Committee to have a pool of in-house technology experts so that affairs like holding of virtual classes by all the teachers irrespective of their level of technology reception. holding of webinars, preparation and uploading of e-learning materials etc. can be managed without depending too much of formal external agencies and service providers. The number of webinars held during this period, number of virtual classes held and number of e-learning materials are few examples of our success stories in this filed.</p> <p>vi) Introduced Examination portal for conducting online examinations.</p>	Complied

*Phalms.*

Vice-Principal  
Narajole Raj College  
P.O. - Narajole  
Dist - Paschim Medinipur, Pin-721211



Pragna Paramita Mondol  
28-06-2022





# মিটিং রেজল্যুশন বহি



Estd.-1966

**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited B Grade Govt. - Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



Estd.-1966

**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Dated: 03.09.2021**

Notice is hereby given that a meeting of the IQAC will be held on 18.09.2021 (Saturday) at 4-00 PM to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the last meeting held on 15.05.2021;
2. To discuss regarding progress of preparing of AQAR for the session 2020-21;
- i. To discuss regarding functioning of different student centric cells & to prepare the data capturing format (DCF) to collect their performances and activities;
- ii. To initiate the procedure of result analysis of different UG/PG courses with the help of Academic Committee;
- iii. To discuss regarding completion of online feedback process for the session 2020-21;
3. To discuss regarding organizing of e-workshop on Gender Equity;
4. To initiate the preparation of:
  - i. Annual Compliance Report;
  - ii. To chalk out the Plan of Action (POA) of IQAC for the session 2021-22;
  - iii. To prepare Administrative Calendar of IQAC for the session 2021-22;
  - iv. To revisit the Institutional Code of Conduct;
5. To discuss regarding continuation of online academic activities of the institution for the coming session 2021-22, if Covid 19 restrictions continues in academic institutions;
6. Miscellaneous, if any, with the permission of the chair

*Anupam Parua*

Dr. Anupam Parua  
(Principal & Chairman)

Principal

Members: Narajole Raj College

(1) Prof. Arindam Gupta

(2) Dr. Bhaskar Bhowmik

(3) Sri Gagan Chandra Samanta

(4) Dr. Tanuka Acharya

(5) Dr. Tapendu Kamilya

(6) Smt. Soma Debray

(7) Smt. Baisali Guha

(8) Dr. Dipak Shom

(9) Dr Uttam Kr. Kanp

(10) Dr. Sk Md. Aziz

(11) Dr. Susanta Kumar Dolai

(12) Sk. Taher Ali



*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya  
(Coordinator)

*Dr. Anupam Parua*  
18/09/21



Principal  
Narajole Raj College  
Narajole, Pin-721211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	
3.	Tapasendu Kamilya
4.	Tammy Acharya
5.	Bala
6.	Soma Subray
7.	Dipak Ghosh
8.	Sr Mohammad Aziz
9.	Sr. Tara A.
10.	Nilanjana Bhattacharyya
11.	Uttam Kumar Karm
12.	Susanta Kumar Bala
13.	
14.	



**Proceedings of the meeting of the IQAC held on 18.09.2021 (Saturday) in the  
Office Chamber of the Principal**

*Meeting 5 of the Academic Session 2020 -21*

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 15.05.2021:**

The resolutions of the previous meeting held on 15.05.2021 were read out and confirmed without any amendment.

**2. To discuss regarding progress of preparing of AQAR for the session 2020-21:**

Dr. Nilanjana Bhattacharyya, coordinator IQAC, here informed the members that NAAC has announced in its website (Notification date: 11.05.2021 & 30.08.2021) that, due to pandemic situation, the submission time of AQAR has been extended; as period of session also extended. So, she proposed to complete the pending activities of the institution for the session 2020-21 as to prepare the report within reasonable time. Hon'ble Principal gave his consent regarding the matter and instructed the speedy completion of pending activities.



Principal  
Narajole Raj College  
Narajole, Pin-721 211





# মিটিং রেজল্যুশন বহি



**Proceedings of the meeting of the IQAC held on 18.09.2021 (Saturday) in the  
Office Chamber of the Principal  
Meeting 5 of the Academic Session 2020 -21**

Here, Dr. Bhattacharyya added that activities which have already taken place, have been processed for AQAR. Dr. Tapanendu Kamilya, proposed to prepare DCFs in Microsoft excel format for the collection and preservation of the required data. Hon'ble Principal affirmed with his proposal and gave his consent to Dr. Kamilya to proceed accordingly.

i. Discussion were made regarding the functioning of different student centric cells during the period of lockdown. Hon'ble Principal informed the members that convenors of different student centric cells, such as NSS, Green Club, Yoga Centre, Cine Club already organized webinars and awareness programmes for the students. He also added that a circulation will be made shortly to submit their year-wise activities, to the office of IQAC, in specified Data Capturing Format (DCF).

ii. Members mentioned that, result analysis of different UG and PG courses in this academic session not yet completed due to late publication or non-publication of the results by the affiliating university, particularly due to lockdown. Academic departments are instructed to complete the activity in earliest possible time after resumption of activities of the College.

iii. Hon'ble Principal informed the members that Technology Sub-committee of the college has prepared the Feedback Form in Google Forms for filling out in online mode. Feedback has been prepared for the four groups of stake holders i.e., Students, Faculties, Alumni and Parents. The institution already adopted the online mode for filling out the forms. Hon'ble Principal preferred to engage the Head of the Departments to instruct their students properly regarding procedural issues involved. Members expressed their satisfaction regarding the matter and acknowledged the system as more transparent than previous manual one and that the experience of the previous year was also good.

Principal  
Narajole Raj College  
Narajole, Pin-721 211



Principal  
Narajole Raj College  
Narajole, Pin-721 211





**Proceedings of the meeting of the IQAC held on 18.09.2021 (Saturday) in the  
Office Chamber of the Principal**

*Meeting 5 of the Academic Session 2020 -21*

**3. To discuss regarding organizing of e-workshop on Gender Equity:**

Here, Dr. Nilanjana Bhattacharyya mentioned that a one-day workshop on Gender Equity will be held on 22.09.2021 and on behalf of IQAC Smt. Baisali Guha will look after the matter. The girl students of the institution will be the target group of the workshop.

**4. To initiate the preparation of:**

**i. Annual Compliance Report.**

**ii. To chalk out the Plan of Action (POA) of IQAC for the session 2021-22.**

**iii. To prepare Administrative Calendar of IQAC for the session 2021-22.**

**iv. To revisit the Institutional Code of Conduct**

Members unanimously entrusted the responsibility to the Coordinator, IQAC, regarding the completion of regular activities, like,

i) Preparing of Compliance Report of the Cell for the session 2020-21;

ii) Preparing of Plan of Action (POA) of the Cell for the coming session 2021-22;

iii) Preparing of Administrative Calendar of the Cell for the session 2021-22;

iv) To revisit and make necessary updation of the Code of Conduct of the institution, and to display it in institutional website.

**5. To discuss regarding continuation of online academic activities of the institution for the coming session 2021-22, if Covid 19 restrictions continues in academic institutions:**

Detailed discussion was made regarding the student services by the Academic Departments if restrictions due to Covid 19 protocol is extended in academic institutions. Hon'ble Principal appreciated the utmost effort of the institution towards their students, during this tough time in previous semesters. Hon'ble Principal added that the role of Technology Sub-Committee will remain same. Holding of Virtual classes, preparing of e-materials, conducting video conferencing meetings, organizing webinars will remain unchanged. Initiation of arranging of Google class room may be initiated, faculties should give emphasis on LCS.

*Handwritten signature and date: 18/09/21*



*Handwritten signature and date: A.A. 24/9/21*  
Principal  
Narajole Raj College  
Narajole Pin-721 211





# মিটিং রেজল্যুশন বহি



## Proceedings of the meeting of the IQAC held on 18.09.2021 (Saturday) in the Office Chamber of the Principal

Meeting 5 of the Academic Session 2020 -21

### 6. Miscellaneous, if any, with the permission of the Chair:

Hon'ble Principal appreciated Dr. Tapanendu Kamilya, Assistant Professor, Dept. of Physics, for his academic achievements during this session. Dr. Kamilya got best paper presentation award in Two-day national level webinar titled "Nanomaterials Physics & Chemistry: Recent Developments & Applications". Besides that, Prof. Debasis Aich, his research scholar, awarded with Ph.D degree from Vidyasagar University. Members congratulated him and wished him every success in the years ahead.

As no other business left, meeting ended with reciprocal vote of thanks to and from the Chair.



*Anupam Parua*

**Dr. Anupam Parua**  
**Chairman**

Principal  
Narajole Raj College  
Narajole-721211

*AKC*  
18/09/21  
Principal  
Narajole Raj College  
Narajole-721211



*AKC*  
18/09/21  
Principal  
Narajole Raj College  
Narajole-721211





**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited 'B' Grade Govt.-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 11.04.2022

It is hereby notified that a meeting of the IQAC will be held on 18.04.2022, Monday, at 11:00 a.m. at the Vice Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the previous meeting held on 18.09.2021;
2. Discuss the reconstitution of the IQAC as per the resolution of the Governing Body;
3. Discuss the Plan of Work (POW) of IQAC in the next academic session;
4. Discuss the proposals of the IQAC Coordinator;
5. Miscellaneous, if any, with the permission of the Chair

*Ranajit*  
(Dr. Ranajit Kumar Khalua)  
Signature of the Vice Principal  
Narajole Raj College

Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin - 721211

**Members:**

1. Dr. Nilanjana Bhattacharyya
2. Prof. Pragna Paramita Mondal *Pragna Paramita Mondal*
3. Dr. Rajasree Debnath *Rajasree Debnath*
4. Dr. Tapanendu Kamilya
5. Dr. Akul Rana
6. Prof. Anustup Chattopadhyaya *Anustup*
7. Dr. Sk Mohammad Aziz *Sk Mohammad Aziz*
8. Dr. Avradip Pradhan *Avradip Pradhan*
9. Dr. Shreyasi Jana
10. Shri Kumaresh Bhunia
11. Dr. Susanta Kumar Dolai
12. Dr. Prabir Kumar Chakraborty *Prabir Kumar Chakraborty*
13. Dr. Amal Kanti Chakraborty *Amal Kanti Chakraborty*
14. Sk. Taher Ali
15. Sri Gagan Chandra Samanta

*AK*  
15/04/22  
Principal  
Narajole Raj College  
Narajole, Pin - 721211



Principal  
Narajole Raj College  
Narajole Pin-721211



নং / No.	রেজল্যুশন / Resolution Adopted
	The first meeting of the Internal Quality Assurance Cell (IQAC) of Narajole Raj College was held on 18.01.2022. The following members were present in the meeting of the newly formed IQAC of Narajole Raj College:
1.	Ranajit Kumar Khalua -
2.	Amal Kanti Chakraborty
3.	Pradip Kumar Chakraborty
4.	Pragna Sasamita Mondal
5.	Kumaressh Bhunia
6.	Dr. Tanu Ali
7.	Jagor G. Samanta
8.	Shreyan Jona
9.	Aurodip Pradhan
10.	Atul Kaul
11.	Sr. Mohammad Aziz
12.	Rajasree Chhetri 18-04-22
13.	A. Chattopadhyaya. 18.04.22
14.	Niharjan Bhattacharya
15.	Susanta Kumar Datta: 18/4/2022
16.	Tapanendu Kamilya 18/4/2022



**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
Meeting 1 of the Academic Session 2021-22**

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the Chair; detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Read and confirm the proceedings of the last meeting held on 18.09.2021:

The resolutions of the previous meeting held on 18.09.2021 were read out and confirmed without any amendment.



# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
Meeting 1 of the Academic Session 2021-22

## 2. Discussion on the reconstitution of the IQAC and the charge hand-over to the new IQAC Coordinator

As per the resolution framed by the Governing Body in its meeting held on 29.03.2022 vide Item No. 10, the charge of the IQAC Coordinator is officially handed over to Prof. Pragna Paramita Mondal on and from this date, i.e. the 18<sup>th</sup> of April, 2022, by the present IQAC Coordinator, Dr. Nilanjana Bhattacharyya. Furthermore the IQAC is reconstituted and the following members are incorporated in place of the former members: Dr. Prabir Kumar Chakraborty & Dr. Amal Kanti Chakraborty as External Members (Senior Administrative Official), Dr. Susanta Kumar Dolai as Nominee from Alumni, Sri Kumaresh Bhunia as Member from Management, Sri Gagan Chandra Samanta as Local Member, Dr. Rajasree Debnath, Dr. Akul Rana, Dr. Tapanendu Kamilya, Prof. Anustup Chattopadhyay, Dr. Sk Mohammad Aziz, Dr. Shreyasi Jana & Dr. Avradip Pradhan as Teacher Representatives and Sk Taher Ali as representative of the Non-teaching staff of the college. The proposal to include a student representative was also spelled out and it was resolved that such inclusion would be facilitated at the earliest.

## 3. Discussion on the Plan of Work (POW) of the IQAC in the current year from May to December 2022

Detailed discussion on the Plan of Work (POW) was conducted and the following resolutions were adopted:

- The NAAC Peer Team Report and the recommendations therein must be strictly complied with.
- IQAC must take initiatives to introduce skill-based courses outside the prescribed curriculum of Vidyasagar University. Such courses may include Value-Added Courses & Add-on Courses that could be offered as Certificate Courses following UGC guidelines. The courses must cater to the needs of the students and must train them in a set of transferable life skills. Some of the preferred courses may be based on Yoga, Language Use & Writing Skills, Human Rights, Ethics, Value Education, Indian Culture & History, Gender Awareness, Functional English and Application-based Courses in the Science disciplines.



Principal  
Narajole Raj College  
Narajole Pin-723 211







**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
Meeting 1 of the Academic Session 2021-22**

- iii. The proposal to introduce new Postgraduate Courses was discussed. The Vice Principal expressed his intention to introduce PG Courses in History, Botany and Geography in the next academic session and indicated the benefits that students may avail as part of this initiative. It was further resolved that the proposal for the introduction of the aforementioned courses will be submitted in due time as per the official regulation.
- iv. The proposal to offer Computer Science as General subject in the UG level in combination with Mathematics and Physics Honours under the CBCS curriculum was also discussed and the Vice Principal observed that this subject combination could be extremely useful for students in their higher education. It was therefore resolved that the modalities of introducing this new subject will be followed up with the affiliating university.
- v. The recommendation of the NAAC Peer Team to develop an effective framework for the identification of Slow & Advanced Learners was discussed and it was resolved that the IQAC will pursue this mandate in the meeting of the Academic Committee and conclusively design a uniform and comprehensive framework for segregation of learners based on their level of learning. It was also resolved that the IQAC would frame the institutional codes of conducting Feedback Sessions and Remedial Classes for the academic improvement of students.
- vi. The status of Library Automation was discussed by the members and it was resolved that the institution should make the best efforts to shift from partial to full automation in the course of the next few months. The shortage of trained library staff must be duly considered and the human resource management must be accomplished with discretion to identify the gaps in the automation procedure and to address the needs with time-bound response system and adequate software support. The members unanimously agreed to the proposal of the new IQAC Coordinator to conduct library classes and library orientation to increase footfalls in the library and to keep the circulation section mobile. The need to improve Reading Room facilities was also discussed.
- vii. The recommendation of the NAAC Peer Team to develop an innovation ecosystem was discussed and it was resolved that new projects in the



Principal  
Narajole Raj College  
Narajole Pin-721 211





**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
*Meeting 1 of the Academic Session 2021-22***

Sciences would be launched to support the innovation needs of the institution. Such scope might be provided by introduction of some courses on Mushroom Cultivation, Plant Propagation, LED Technology or Vocational Training. The proposal would be further expanded by the IQAC to map the potential and capacity of the institution to initiate feasible changes in this direction. It was further resolved that Innovation in the Humanities departments would be broadly based on some aspect of training in research methodology.

- viii. The need to upgrade the infrastructure development strategy and to formalize the strategic planning was discussed. It was indicated by the External Members that the HEI should take the initiative to mobilize grants for infrastructural development and should spell out the provisions for expansion of physical infrastructure through civil surveying and vetting. It was agreed that this will be acted upon after careful consultation with members of the Building Sub-Committee.
- ix. The need to develop sports facilities was thoroughly discussed. It was resolved that the IQAC would take necessary steps to improve the sports activities of the college and should make necessary arrangements to encourage student participation in the university level sports & cultural competitions.
- x. The proposal for employing waste management techniques inside the college campus was discussed and it was resolved that the IQAC should explore opportunities for the implementation of a Green Audit strategy. It was further observed that the Dept. of Chemistry was presently in charge of the waste management unit owing to the disposal of the chemical waste generated in the chemical laboratory. However, it was specifically resolved that the energy and waste management planning would be systematically executed by the newly formed IQAC.
- xi. The need to conduct an Administrative and Academic Audit was discussed and it was resolved that the consultation with a professional auditor will be sought. It was pointed out by the Vice Principal that the financial audit was conducted regularly and the academic self-appraisal

*Principal*  
18/04/22

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*MA*  
18/04/22

Principal  
Narajole Raj College  
Narajole, Pin-721 211





**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
Meeting 1 of the Academic Session 2021-22**

was also performed by the faculty members. But a systematic academic audit will be adopted in near future.

- xii. The functioning of the Research Committee was discussed and it was proposed by the External Members that a seed money of at least Rs . 10000/- could be allocated to promote quality research initiatives by faculty members. It was resolved that the proposal would be referred to the Governing Body and the primacy of research activities would be significantly highlighted in the course of academic operation within the institution.

**4. Discussion on the proposals forwarded by the incoming IQAC Coordinator**

The incoming IQAC Coordinator was asked to place her proposals and ideas for collective consideration. Prof. Pragna Paramita Mondal put forward the following suggestions:

- I. Different categories of add-on certificate courses will be introduced after careful consultation with the teaching faculty of the different departments. There would be specifications for student enrolment given the fact that several courses would be running simultaneously and no overlap should therefore hinder the hours of instruction in the courses or affect the feasibility of students registered for these courses.
- II. The IQAC Coordinator asserted the need to upgrade the ICT facilities of the college and to create a systematic framework for conducting ICT-enabled classes from the current semester onwards. It was resolved that the technical issues with the Smart Classroom and the departmental projectors would be immediately addressed.
- III. As part of the need to finalize the infrastructural development planning, it was indicated that the requirement of a playground was very integral to the independent operation of sports activities inside the college. Thus the scope of securing a playground for college students will be seriously considered.
- IV. The formation of sports teams by selecting and training players from different departments throughout the year and the need to form Cultural Units to provide students the right opportunities and the

Principal  
18/04/22

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18/04/24

Principal  
Narajole Raj College  
Narajole Pin-721 211



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**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
*Meeting 1 of the Academic Session 2021-22***

- platform to hone their creative and artistic skills were seriously considered and seconded by the IQAC members.
- V. The Coordinator pointed out the vision to generate employment among students by improving their employability quotient and my mentoring them to update their job profile. She stated that there was an urgent need to create a Placement Cell that would coordinate with the Career Counselling Cell of the college and connect students to job networks. The proposal to facilitate internship opportunities for students or arrange industrial training to enhance their professional abilities was also much appreciated by all members present.
- VI. The Coordinator conveyed to the members the immediacy with which the extension activities of the college needed to be resumed. The pandemic had caused significant delay in the operationalization of extension services at the adopted village of Boramara. So in the post-pandemic situation there was a need to conduct a fresh pilot survey or a focus group discussion with different categories of stakeholders for proper identification of local needs. It was resolved that community mobilization for resumption of extension services would be subsequently undertaken.
- VII. The proposal to conduct free coaching classes for competitive exams was placed and it was unanimously resolved that such guidance initiative would be much lauded by all categories of stakeholders.

## 5. Miscellaneous

It was resolved that the IQAC would convene at regular intervals as adequate review and monitoring of tasks and responsibilities of the Cell would ensure its effective functioning.

With no other issues left, the meeting ended with paying reciprocal thanks to the Chair.

*Signature*  
18/04/22  
Principal  
Narajole Raj College  
Narajole, Pin-721211



Principal  
Narajole Raj College  
Narajole, Pin-721211

*Signature*  
CHAIRMAN  
(DR. RANAJIT KUMAR KHALUA)

Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin-721211



# মিটিং রেজল্যশন বহি



## NARAJOLE RAJ COLLEGE

(NAAC Accredited B grade)

NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



### IQAC

#### Notice

Dated 06/05/2022

Notice is hereby given that a meeting of the IQAC will be held on 10/05/2022, Tuesday, at 2:00 PM at Vice-Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

#### Agenda:

1. To read and confirm the resolutions of the previous meeting.
2. To discuss the CAS placement promotion files of 7 incumbents forwarded to the IQAC by the Pay Fixation Committee for approval.
3. To discuss the progress of the VAC and Add-on Courses to be introduced by different departments and committees.
4. Misc. (with the permission of the Chair)

*Ranajit*  
Dr. Ranajit Kumar Khalua  
Signature of the Vice-Principal  
Narajole Raj College  
**Vice-Principal**  
**Narajole Raj College**  
P.O. Narajole  
Dist. Paschim Medinipur, 721211

*Pragna Paramita Mondal*  
Pragna Paramita Mondal  
Signature of the IQAC Coordinator  
Narajole Raj College

CO-ORDINATOR,  
IQAC  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

#### Internal Members:

1. Dr. Rajasree Debnath *Rajasree Debnath 10/05/22*
2. Dr. Akul Rana *Tapanendu Kamillya*
3. Prof. Anustup Chattopadhyaya *Anustup Chattopadhyaya 10/5/22*
4. Dr. Tapanendu Kamillya *Tapanendu Kamillya*
5. Dr. Shreyasi Jana *Shreyasi Jana*
6. Dr. Avradip Pradhan *Avradip Pradhan 10/05/22*
7. Dr. Sk Mohammad Aziz *Sk Mohammad Aziz*
8. Sk Taher Ali

*SK. Taher Ali*

*Pragna*  
10/05/22  
Pragna  
Narajole Raj College  
Narajole, Paschim Medinipur



*AH-112*  
*MO*  
28/05/22

Principal  
Narajole Raj College  
Narajole Pin-721 211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	
2.	Pragne Paramita Mondal
3.	Rajivree Subrata
4.	Ankur
5.	Auradip Pradhan
6.	Sk. Mohammad Aziz
7.	Tapanendu Kamilya



**Proceedings of the meeting of the IQAC held on 10.05.2022 (Tuesday) in the office chamber of the Vice Principal**

*Meeting 2 of the Academic Session 2021 - 2022*

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the chair. Detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 18.04.2022:**

The resolutions of the previous meeting held on 18.04.2022 were read out and confirmed without any amendment.

**2. To discuss the CAS Placement Promotion files of 7 incumbents forwarded to the IQAC by the Pay Fixation Committee for approval:**

Pragna Paramita Mondal, the IQAC Coordinator, informed the Internal Members of the IQAC that the present meeting has been convened urgently to discuss the CAS (Placement Promotion) files of the seven incumbents that have been forwarded to the IQAC by the Pay Fixation Committee through the Vice Principal on 06.05.2022. It is hereby resolved that the report placed by the Pay Fixation Committee, vide Resolution No. 2 dt. 06.05.2022, in their meeting held on 06.05.2022 regarding the CAS (Placement Promotion) files of Dr. Sadhan Chandra Pandit (Stage-III to Associate Professor), Dr. Akul Rana (Stage-III to Associate Professor), Dr. Ranajit Kumar Khalua (Stage-III to Associate Professor), Dr. Tapanendu Kamilya (Stage-III to Associate Professor), Dr. Dipak Shom (Stage-II to Stage-III), Dr. Uttam Kumar Kanp (Stage-II to Stage-III), Dr. Sk. Mohammad Aziz (Stage-I to Stage-II), ascertaining the validation of the numbers/points claimed by the respective teachers in the different Categories and the documents submitted in support of their claims, is unanimously accepted by the Internal Members of the IQAC, Narajole Raj College, and based on the verification of the records and annexured documents by the Pay Fixation Committee, the files of the concerned incumbents are to be approved by the IQAC and forwarded to the Vice Principal for further action.

**3. To discuss the progress of the VAC and Add-on Courses:**

The members are informed that the Proposals for the introduction of the Value Added Courses and the Add-on Courses by the different academic departments, Committees and Cells, have been duly placed for consideration before the members of the Academic



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Committee and their feedback and suggestions have been duly solicited and incorporated. It is hereby resolved that the next course of action would involve the formal inviting of Course Proposals and Course Syllabus from the concerned departments, committees and cells, following which the Board of Studies for each course would be constituted by the Vice Principal.

#### 4. Miscellaneous, if any, with the permission of the Chair:

It is hereby resolved that the contingency required for to meet the stationery and other utilities of the IQAC would be released in due time and a requisition of the essential necessities would be placed before the Vice Principal for consideration.

As there was no other agenda, the meeting ended with reciprocal vote of thanks to and from the Chair.

*Khama*  
Dr. Ranajit Kumar Khama

Chairman  
Vice-Principal  
Narajole Raj College  
P.O.- Narajole  
Dist.- Paschim Medinipur, 721211



*AH-212*  
*MO 3/5/24*  
Principal  
Narajole Raj College  
Narajole, Pin 721 211



# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade Govt -Aided College

**ESTD.-1966**

Narajole ⊕ Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL

Email: nrcprincipal@narajolerajcollege.ac.in

Memo No. ....

Date .....

SI No	Plan of Action	Action Taken	Compliance
1.	To develop a centralized and robust system for identification of slow & advanced learners in all academic departments.	<p>The proposal for the introduction of the Slow &amp; Advanced Learners identification mechanism was placed and resolved in the Academic Committee and the Governing Body and the first Slow&amp; Advanced Learners' Assessment (SAL) was conducted in May 2022. Teaching at the right level and assessing the needs of the students through continuous evaluation enables them to minimize their learning gaps.</p> <p>The result publication, learner identification, feedback sessions will be subsequently conducted. Internal Assessments were held in June 2022 to support the system of continuous evaluation prescribed by the affiliating University.</p>	Complied
2.	To increase the number of seminars, workshops, and special lectures to bring together subject matter	After overcoming a long pandemic period we have succeeded to organize 09 seminars, workshops, and	Complied

AH-212  
MA 30/04/24  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

Principal  
Narajole Raj College  
Narajole, Pin-721 211





	experts and industry leaders to share their knowledge and thoughts among the students.	special lectures by different departments, committees and cells to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students and teachers	
3.	To increase ICT classes and innovative e-learning practices	Faculty members are conducted a large number of ICT enabled classes and they also provided many e-materials and video lectures in Google classroom LMS mode and college's official Youtube channel to cover the syllabus content and additional resources through an audio-visual approach.	Complied
4.	Augmentation of Library Infrastructure	After a long period of Lockdown, the college has taken to increase its Library Infrastructure. Rs. 8,614/- is utilized for purchasing 43 no of text and reference books for different departments as per their needs	Complied
5.	To encourage the faculties to participate in faculty development programmes, workshops, seminar, etc.	13 no of teachers participate in FDP programme (Refresher Course/Orientation Programme). Also, a large no of teachers participated in different seminars and workshops.	Complied
6.	To upgrade the students to participation at the district and university level	Prof. Partha Manna, SACT, Dept. of Physical Education of Narajole Raj	Complied



Principal  
Narajole Raj College  
Narajole, Pin-721 211



	competitions	<p>College, was appointed member of the Sports Committee of the Vidyasagar University on 01.11.2021. The proposal to form sports teams for both men and women students of Narajole Raj College, was forwarded by the IQAC to the Physical Education department in May 2022. The formation of the following college teams have been proposed:</p> <ol style="list-style-type: none"> <li>i. Women's Football team</li> <li>ii. Men's Football team</li> <li>iii. Men's Kho Kho team</li> <li>iv. Women's Kho Kho team</li> <li>v. Men's Kabaddi team</li> <li>vi. Women's Kabaddi team</li> <li>vii. Athletics team</li> </ol> <p>Proposal for purchase of sports equipments have been submitted for consideration.</p>	
7.	To facilitate energy conservation practices and green practices at the institution through systematic monitoring	<p>A large number of LED bulbs/tubes are introduced in campus. Many medicinal plants in Medicinal Plant Garden are introduced that were destroyed in lockdown period. Also, Green Club organized a online workshop on Joint Forest Management in South West Bengal on</p>	Complied

		28/11/2021	
8.	To improve the employability of students to provide free coaching for competitive exams	Workshop on WBCS & Allied Services was conducted by Career Counseling Cell in April 2022. Workshop on Career Opportunities in Government Sector was conducted by CC Cell in collaboration with Rice Education Medinipur Branch in June 2022. The Free Coaching Programme for WBCS & Allied Services commenced for current students & alumni members in June 2022. Classes are ongoing.	Complied
9	To increase library usage among the students following a period of compulsive online learning due to COVID-19 pandemic	The Central Library of Narajole Raj College organized the Library Orientation Week from 30th May to 8th June 2022 to familiarize students with the services, spaces and resources offered through the library. The orientation also introduced students to databases and subject guides specific to their disciplines.  An award has been instituted to recognize the Best Library Users in	Complied



Handwritten signature and date '28/07/24' above a circular stamp of Narajole Raj College. The stamp contains the text 'NARAJOLE RAJ COLLEGE Narajole, Pin-721 211'.



		terms of library attendance hours in the current academic session and this prize will be awarded by the Students' Council in its Annual Ceremony2022.	
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Attended  
[Signature]  
24/12/2023

Principal  
Narajole Raj College,  
Narajole, Pin-721 211



Attended  
[Signature]  
30/04/24  
Principal  
Narajole Raj College  
Narajole, Pin-721 211





**NARAJOLERAJCOLLEGE**  
(NAAC Accredited 'B' Grade Government-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR:PIN-721211  
E-mail: [narajolerajcollege@rediffmail.com](mailto:narajolerajcollege@rediffmail.com)  
Website:<http://narajolerajcollege.ac.in/>



## *Internal Quality Assurance Cell*

### ***Action Taken Report 2021-22***

#### **CONTEXT**

Narajole Raj College has functioned as a responsible higher education institution and has evolved as a centre of learning and development across all parameters of knowledge, resource provision, governance and academic administration. The institution has aptly implemented the mechanism of feedback collection from all categories of stakeholders and has analyzed the responses of the concerned members to derive optimal solutions to the existing problems and enhance its reputation as a premiere educational organization.

#### **TEACHING&CURRICULARASPECTS**

Most stakeholders have expressed an overwhelmingly positive response regarding the performance of the faculty and the quality of academic engagement promoted in the classroom. ICT based learning has been a priority for most stakeholders. Interestingly, the faculty members have themselves expressed their willingness to incorporate the elements of ICT-based pedagogy as part of their curriculum delivery. The administration and the IQAC has taken due note of this concern. The IQAC has forwarded the following proposals to the institutional management and has worked towards its implementation in the coming academic session:

- i. Faculty members are encouraged to contribute to the directory of VIDEO LECTURES for different semesters. These lectures will be published in the official YouTube Channel of the institute. Digital learning is an aspect that the



- institution will be rigorously practiced in a revised mode from the current semester.
- ii. Initiative has been taken to increase the number of smart classroom.
  - iii. Initiative will be taken to repair the projectors and other technological devices for smooth functioning of ICT classes.

### **EVALUATION&ASSESSMENT**

Respondents have been positive about the role of the institution in conducting continuous assessment and evaluation. The IQAC has augmented efforts to secure efficiency in this area through the following interventions:

- i. Efforts will be taken to formalize the Mentoring System at the institutional level. Career-path analysis and its further implementation will be discussed amongst mentoring groups.
- ii. Online remedial classes will be arranged under the guidance of the Academic committee and the IQAC as a follow-up of the Slow & Advanced Learners' Feedback session.

### **INFRASTRUCTURE &LEARNINGRESOURCES**

The following initiatives will be adopted from the upcoming academic session in response to the observations of stakeholders:

- i. Initiative will be taken to organize informative seminars and workshops with a student-centric approach.
- ii. Suggestions are taken to introduce new books in the Central Library.
- iii. Reading Room and Laboratory facilities are considering suggestions for improvement and expansion.
- iv. Initiative for improvement of Green campus initiatives will be undertaken and the requirement of the Green Audit Cell of the college and Green Audit will be communicated to the management.
- v. Suggestions for improvement of canteen facilities have also been forwarded.

### **SKILLDEVELOPMENT & EMPLOYMENT**

The following initiatives will be implemented to address issues on career building opportunities for students and alumni:

- i. The IQAC has submitted the proposal of Value Added Courses and Add-on




- Certificate Courses to Academic Committee to make students more career-oriented.
- ii. Some of these courses will offer Internship opportunities for the students.
  - iii. Initiative has been taken for the improvement of Career Counseling Cell.
  - iv. The Placement Cell will be formed in coming academic session.

*Approved*

*AM*  
*30/04/24*

Principal  
Narajole Raj College  
Narajole, Pin-721 211



*AM*  
*15/07/24*

Principal  
Narajole Raj College  
Narajole, Pin-721 211





Memo No. ....

Date .....

## TRUE COPY OF THE PROCEEDINGS OF THE GOVERNING BODY MEETING

Meeting No. - 11/52<sup>nd</sup>

Date: 28/11/2022 at 11.00 am

Place: Office Chamber of the Vice- Principal

### Members present:

1. Sri Sujit Kumar Banerjee – President
2. Dr. Ranajit Kr. Khalua, Vice- Principal and Secretary
3. Sri Kumaresh Bhunia – Govt. Nominee
4. Dr. Nilanjana Bhattacharya – Teacher Representative
5. Dr. Uttam Kumar Kanp - Teacher Representative
6. Sri Anupam Ghosh – Non-Teaching Representative

A meeting of the Governing Body was held on 28-11-2022 at 11.00 am in the Vice-Principal's Chamber under the chairmanship of Sri Sujit Kumar Banerjee, President of the College to discuss as follows:

### Item No. 04 (Miscl.)

Vice-Principal placed the resolutions of IQAC meeting held 27.09.2022 regarding action taken report on feedback analysis for the academic session 2021-2022 before the house and after discussion it is resolved that the resolutions of IQAC meeting held 27.09.2022 regarding action taken report on feedback analysis for the academic session 2021-2022 be accepted and approved.

With no other business left to be transacted, the meeting ended with reciprocal vote of thanks to and from the Chair.

*Attested*  
*Principal*  
*24/12/2023*

s/d

Principal  
Narajole Raj College  
Narajole, Pin-721 211

Sri Sujit Kumar Banerjee, President  
Governing Body of Narajole Raj College



*Principal*  
*24/12/2023*  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



*Attested*  
*Principal*  
*24/12/2023*

Principal  
Narajole Raj College  
Narajole, Pin-721 211







**NARAJOLE RAJ COLLEGE**  
 (NAAC Accredited 'B' Grade Govt.-Aided College)  
 NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Dated: 12.07.2022**

It is hereby notified that a meeting of the IQAC will be held on 13.07.2022, Monday, at 9:00 p.m. via Google Meet to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the previous meeting held on 10.05.2022;
2. Discuss the uploading of the revised AQAR for the academic session 2020-21;
3. Discuss the uploading of the revised Action Taken Report of the academic session 2020-21;
4. Discuss the responsibilities of IQAC members;
5. Discuss the status of the IQAC's proposed work;
6. Miscellaneous, if any, with the permission of the Chair

*[Signature]*

(Dr. Ranajit Kumar Khalua)  
 Signature of the Vice Principal  
 Narajole Raj College

Dr. Ranajit Kumar Khalua  
 Vice-Principal  
 Narajole Raj College  
 Narajole, Pin - 721211

**Members:**

1. Prof. Pragna Paramita Mondal
2. Dr. Rajasree Debnath
3. Dr. Tapanendu Kamilya
4. Dr. Akul Rana
5. Prof. Anustup Chattopadhyaya
6. Dr. Sk Mohammad Aziz
7. Dr. Avradip Pradhan
8. Dr. Shreyasi Jana
9. Shri Kumaresh Bhunia
10. Dr. Susanta Kumar Dolai
11. Dr. Prabir Kumar Chakraborty
12. Dr. Amal Kanti Chakraborty
13. Sk. Taher Ali
14. Sri Gagan Chandra Samanta

*Rajasree Debnath*  
*Tapanendu Kamilya*

*Anustup Chattopadhyaya*  
*Sk Mohammad Aziz*  
*Avradip Pradhan*

*Prabir Kumar Chakraborty*  
*Amal Kanti Chakraborty*

*Pragna Paramita Mondal*

(Pragna Paramita Mondal)  
 Signature of the IQAC Coordinator  
 Narajole Raj College

13/07/2022  
 Pragna  
 Narajole Raj College  
 Narajole, Pin - 721211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	<i>[Signature]</i>
2.	Pragna Paramita Mondal
3.	Tapanendu Kamilya
4.	Rajalree Debnath
5.	Arubis Juv Chakraborty
6.	Sr. Muhammad Aziz
7.	Audrey Pradhan
8.	<i>[Signature]</i>
9.	Amal Karthi Chakraborty



**Proceedings of the meeting of the IQAC held on 13.07.2022  
(Monday) via Google Meet**

*Meeting 1 of the Academic Session 2022-23*

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the Chair; detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 10.05.2022:**

The resolutions of the previous meeting held on 10.05.2022 were read out and confirmed without any amendment.

**2. Discussion on the uploading of the revised AQAR for the academic session 2020-21**

The AQAR submitted by the previous IQAC Coordinator was asked to be revised and resubmitted at the NAAC portal. All revisions had been undertaken by the Prof. Pragna Paramita Mondal, Coordinator, IQAC, and Dr. Tapanendu Kamilya. All suggested changes had been duly incorporated. The Coordinator informed all members that the Student Satisfaction Survey (SSS) for the academic session 2020-21 was due and have been conducted at present to meet the requirement of AQAR re-submission. The Summary Report of the SSS was prepared by the IQAC Coordinator and approved by the Governing Body of the college. The Summary Report was shared with all members and it was resolved that the IQAC's recommendations would be implemented in due course.

*[Handwritten signature and date: 13/07/22]*





Proceedings of the meeting of the IQAC held on 13.07.2022  
(Monday) via Google Meet

Meeting 1 of the Academic Session 2022-23

**3. Discussion on the revised Action Taken Report of academic session 2020-21**

The submission of the Action Taken Report and Compliance Report in the AQAR of academic session 2020-21 was also due and these documents had to be prepared and uploaded by the present IQAC Coordinator during the resubmission. Both the reports were presented to the IQAC members for careful consideration and for future implementation.

**4. Discussion of the responsibilities of IQAC members**

For the smooth functioning of the IQAC and for the efficient compilation of data for AQAR preparation, it was resolved that the following members would supervise the documentation of the respective criteria for the academic session 2021-22:-

Criterion 1: Prof. Anustup Chattopadhyaya

Criterion 2: Dr. Shreyasi Jana

Criterion 3: Dr. Tapanendu Kamilya

Criterion 4: Dr. Avradip Pradhan

Criterion 5: Dr. Sk. Mohammad Aziz

Criterion 6: Dr. Akul Rana

Criterion 7: Dr. Rajasree Debnath

All members agreed to the proposed work distribution and the IQAC Coordinator then offered detailed explanation of duties associated with respective criterion. A general advisory was shared verbally by the Coordinator on the need to maintain the transparency and sanctity of the accumulated data.

**5. Discussion on the status of proposed work of the IQAC**

*Handwritten signature and date: 13/07/22*  
Secretary  
Naraina College  
New Delhi - 110028





**Proceedings of the meeting of the IQAC held on 13.07.2022  
(Monday) via Google Meet**

*Meeting 1 of the Academic Session 2022-23*

The progress of the proposed work of the IQAC as per the POW adopted in its meeting dated 18.04.2022 was discussed. The following observations were made regarding the activities of the IQAC:

- I. The Slow and Advanced Learners' identification framework was successfully implemented in May 2022 across all academic departments and the evaluation outcomes of the assessment were prepared and shared with the concerned groups of students by all departments. However, due to end-semester examination, the feedback session could not be conducted. It was thus resolved that after the commencement of the next semester, when students' class attendance is more or less regularized, the official publication of Slow & Advanced Learners' Assessment (SAL) and the feedback session would be conducted by all departments. The next round of SAL Assessment would also be scheduled thereafter.
- II. Many departments have responded to the IQAC Coordinator's proposal to conduct Value Added Courses and Add-on Courses. The VAC on Yoga & Meditation offered by the Yoga Centre in collaboration with Physical Education Foundation of India (PEFI), West Bengal Chapter has been inaugurated in June 2022 and has been running successfully with 50 students. In June 2022, the Bengali department has also completed the BOS of its Value Added Course in Creative Writing (Bengali). Other departments have also submitted their course proposals: Political Science will conduct the BOS meeting for the VAC on Human Rights Education, BOS of the Add-on Course on Medicinal Plant etc., Philosophy and History have submitted their proposals on Ethics & Value Education and Archival Research respectively.
- III. The Physical Education department as per the proposal of the IQAC has formed the following sports teams after conducting rounds of selection with students of different departments: Women's Football Team, Men's Football Team, Men's Kho Kho Team, Women's Kho Kho Team, Men's & Women's Athletics Team. The Women's Football Team will be officially inaugurated on 15<sup>th</sup> August 2022 and will play at the university level this time. The efforts of

*DRN*  
15/07/22  
PROVISED  
FOR THE IQAC





**Proceedings of the meeting of the IQAC held on 13.07.2022  
(Monday) via Google Meet  
Meeting 1 of the Academic Session 2022-23**

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Prof. Partha Manna in mentoring the teams were duly acknowledged by the members.

IV. The success of the Library Orientation Week held from 30.05.2022 to 08.06.2022 was reviewed and the members recognized the utility of such initiatives. The status of Library Automation was discussed and it was resolved that the update would be solicited from the Library Sub-Committee.

**6. Miscellaneous**

It was resolved that the IQAC would convene at regular intervals as adequate review and monitoring of tasks and responsibilities of the Cell would ensure its effective functioning.

With no other issues left, the meeting ended with paying reciprocal thanks to the Chair.

*Handwritten signature and date:*  
13/07/22



*Handwritten signature of Dr. Ranajit Kumar Khalua*

CHAIRMAN  
(DR. RANAJIT KUMAR KHALUA)

Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin - 721211



# মিটিং রেজল্যুশন বহি



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited 'B' Grade Govt.-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



## Internal Quality Assurance Cell (IQAC)


### Notice


Dated: 26.07.2022

It is hereby notified that a meeting of the IQAC will be held on 02.08.2022, Tuesday, at 11:00 a.m. at the Vice Principal's Office Chamber to discuss the following agenda. Please make it convenient to attend the meeting.



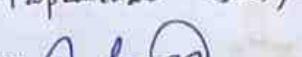
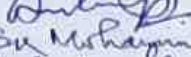
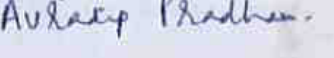



### Agenda:

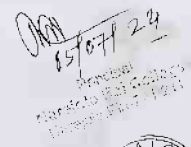
1. Read and confirm the proceedings of the previous meeting held on 13.07.2022;
2. Discussion on the progress of the Value Added Courses & Add-on Courses for the academic session 2022-23;
3. Discussion on the creation of Skill Hub & Archive at the college;
4. Discussion on the development of green infrastructure;
5. Discussion on formation of sports teams;
6. Miscellaneous, if any, with the permission of the Chair

  
(Dr. Ranajit Kumar Khalua)  
Signature of the Vice Principal  
Narajole Raj College  
Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin - 721211

  
(Pragna Paramita Mondal)  
Signature of the IQAC Coordinator  
Narajole Raj College

### Members:

1. Prof. Pragna Paramita Mondal 
2. Dr. Rajasree Debnath 
3. Dr. Tapanendu Kamilya 
4. Dr. Akul Rana
5. Prof. Anustup Chattopadhyaya 
6. Dr. Sk Mohammad Aziz 
7. Dr. Avradip Pradhan 
8. Dr. Shreyasi Jana
9. Shri Kumaresh Bhunia
10. Dr. Susanta Kumar Dolai
11. Dr. Prabir Kumar Chakraborty 
12. Dr. Amal Kanti Chakraborty 
13. Sk. Taher Ali
14. Sri Gagan Chandra Samanta

  
02/08/2022  
Narajole Raj College  
Internal Quality Assurance Cell



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Ranajit
2.	Pragna Paramita Mondal
3.	Prabir Jaisankar
4.	Tapanendu Kamilya
5.	Rajeshree Debbari
6.	Ranajit
7.	Sr. Mohammad Aziz
8.	Alexandip Pradhan
9.	Amal Kanti Mukherjee



**Proceedings of the meeting of the IQAC held on 02.08.2022  
(Tuesday) in the Office Chamber of the Vice Principal  
Meeting 2 of the Academic Session 2022-23**

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the Chair; detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 13.07.2022:**

The resolutions of the previous meeting held on 13.07.2022 were read out and confirmed without any amendment.

**2. Discussion on the progress of the Value Added Courses and Add-on Courses for the academic session 2022-23**

The introduction of the Certificate Courses for the students of the 5<sup>th</sup> and 6<sup>th</sup> Semesters was discussed by the IQAC Coordinator. The members were informed that the Dept. of Political had conducted the BOS meeting for its Value Added Course in Human Rights Education on 23<sup>rd</sup> July 2022 with Dr. Annapurna Nanda, Associate Professor, Midnapore College (Autonomous) as the External Expert. The Dept. of Botany has also hosted the BOS meetings for its Add-on Course on Medicinal Plants: Propagation, Conservation & Uses and its Certificate Course on Techniques of Mushroom Cultivation for Promotion of Innovation Ecosystem on 29<sup>th</sup> July 2022 with Dr. Dulal De, Associate Professor, Midnapore College (Autonomous) as the External Expert.

# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 02.08.2022  
(Tuesday) in the Office Chamber of the Vice Principal

Meeting 2 of the Academic Session 2022-23

The Depts. of Chemistry and Geography will conduct the next two BOS meetings for their Add-on Courses on Applications of ChemDraw Software for Scientific Drawing and on Arc GIS Basics respectively on 02.08.2022 and 08.08.2022.

The Depts. of Philosophy & Education have jointly submitted their proposal for the open-to-all Value Added Course on Ethics & Value Education; the Dept. of History also has submitted its proposal for an Add-on Course on Archival Research and these courses will hopefully be introduced by the end of the current year.

It was suggested by the members that the progress with the introduction of Value Added Courses & Add-on Courses was satisfactory and that it would be effective if the departments can offer these courses multiple times in a year. It was resolved that given the short duration of these courses, this advisory will be forwarded to the concerned departments for consideration and implementation.

### 3. Discussion on the creation of Skill Hub & Archive at the college

The creation of the Skill Hub for the promotion of skill-based training was discussed. It was observed that local needs and the feedback of stakeholders were important considerations so far as the selection of the courses or training programmes was concerned. It was resolved that the Skill Hub courses should have an entrepreneurial aspect associated with them which can provide flexible economics solutions through interaction with industry and corporate establishments. It was further resolved that the courses would be initially targeted towards female students and stakeholders in order to promote women entrepreneurship and that a pilot survey would be conducted among the female students of the college by administering printed questionnaires to them on a random sampling basis.

The launch of the Archive & Knowledge Resource Centre was discussed in the light of the institution's role in the preservation of local history. The college has a valuable connection with the Narajole Raj and this historical embeddedness provides good reason for the institution to engage in the task of representation

*Handwritten signature and date: 02/08/22*







**Proceedings of the meeting of the IQAC held on 02.08.2022  
(Tuesday) in the Office Chamber of the Vice Principal**

*Meeting 2 of the Academic Session 2022-23*

and propagation of facts and historical ideas. It was resolved that an Archive Committee would be formed with External Experts and Internal Members to supervise the execution of the project and to secure approval for the proposal as per requirement. It was also resolved that the Archive would be set up in the old campus of the college at Narajole Rajbari to give it a suitable locational relevance and that the Dept. of History of the college would be entrusted with the responsibility of drafting the proposal to be placed before the Archive Committee.

**4. Discussion on the development of green infrastructure at the college**

The development of the medicinal plant garden was discussed in connection with the IQAC's proposal for expansion of green infrastructure within the college campus. The members pronounced the need to revitalize and redesign the medicinal plant garden after the damage that it has suffered from during the lockdown. The task of reconstructing the medicinal plant garden would be undertaken by the faculty and students of the Dept. of Botany as part of their training and course delivery of the Add-on Course on Medicinal Plant Garden: Propagation, Conservation & Uses. It was resolved that the IQAC would forward recommendation at the Governing Body's meeting to allocate and release funds for the reconstruction to begin.

**5. Discussion on the formation of sports teams**

The Physical Education department has succeeded in creating the sports teams for both men and women. The Football teams, especially the one for women, will be officially inaugurated in 15<sup>th</sup> August 2022 on the occasion of the Independence Day celebration at the college. The teams are also going to play at the University Level Meet in the next month. The Sports Sub-Committee has forwarded its proposals to purchase sports equipments of Rs. 60000/- approximately. It was discussed that the teams do need a college ground for practice, warm up other field activities. The college would thus create a Kho Kho ground within the new campus boundary. It was also resolved that the proposal of the IQAC to create a new playground at the old campus of the college will be placed before the Governing Body for due consideration.

*Handwritten signature and date: 02/08/22*  
Director  
Narajole Rajbari College  
Narajole, Nadia - 741012



# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 02.08.2022  
(Tuesday) in the Office Chamber of the Vice Principal  
Meeting 2 of the Academic Session 2022-23

## 6. Miscellaneous

The Extension Service activities need to be resumed at the earliest; so the Extension Services Sub-Committee will be asked by the IQAC to begin talks and mobilizations with the community members and local governmental bodies to draw a priority list of activities at the adopted village of Boramara. Other community level activities also need to be promoted with the NSS (Units I & II) and the other statutory bodies so that the social commitment of the college is duly fulfilled.

With no other issues left, the meeting ended with paying reciprocal thanks to the Chair.

*Ranajit Kumar Khalua*  
CHAIRMAN

(DR. RANAJIT KUMAR KHALUA)

Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajola, Pin - 721211

*Ranajit Kumar Khalua*  
15/07/24  
Principal  
Narajole Raj College  
Narajola, Pin - 721211





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NARAJOLE RAJ COLLEGE  
(NAAC Accredited 'B' Grade Govt.-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



### Internal Quality Assurance Cell (IQAC)

#### Notice

Dated: 26.09.2022

It is hereby notified that a meeting of the IQAC will be held on 27.09.2022, Tuesday, at 11:00 a.m. at the Vice Principal's Office Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

#### Agenda:

1. Read and confirm the proceedings of the previous meeting held on 13.07.2022;
2. Discussion on the recent Exhibition and the progress of the Archive project;
3. Discussion on stakeholders' feedback analysis;
4. Discussion on the achievements in sports and related infrastructure development;
5. Discussion on code of ethics and related activities;
6. Miscellaneous, if any, with the permission of the Chair

*Ranajit*  
(Dr. Ranajit Kumar Khalua)  
Signature of the Vice Principal  
Narajole Raj College  
Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin-721211

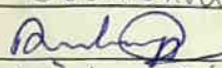

*Pragna Paramita Mondal*  
(Pragna Paramita Mondal)  
Signature of the IQAC Coordinator  
Narajole Raj College

#### Members:

1. Prof. Pragna Paramita Mondal
2. Dr. Rajasree Debnath *Rajasree Debnath*
3. Dr. Tapanendu Kamilya *Tapanendu Kamilya*
4. Dr. Akul Rana
5. Prof. Anustup Chattopadhyaya *Anustup*
6. Dr. Sk Mohammad Aziz *Sk Mohammad Aziz*
7. Dr. Avradip Pradhan *Avradip Pradhan*
8. Dr. Shreyasi Jana
9. Shri Kumaresh Bhunia
10. Dr. Susanta Kumar Dolai
11. Dr. Prabir Kumar Chakraborty *Prabir Kumar Chakraborty*
12. Dr. Amal Kanti Chakraborty *Amal Kanti Chakraborty*
13. Sk. Taher Ali
14. Sri Gagan Chandra Samanta
15. Prof. Nandita Bhakat *Nandita Bhakat*
16. Dr. Soumendu Bisoi *Soumendu Bisoi*
17. Dr. Uttam Kumar Kanp *Uttam*

*15/09/22*  
Principal  
Narajole Raj College  
Narajole, Pin-721211



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Rhachhe.
2.	Bagne Paremited Mondel
3.	Rajendra Debnot
4.	Sr Mohammad Aziz
5.	Avhadip Phedhan.
6.	Nandita Bhakar
7.	Soumendu Mishra
8.	
9.	
	Tapanendu Karmakar
	Prasanna Kumar Chelari
	Amal Kumar Chelari



**Proceedings of the meeting of the IQAC held on 27.09.2022  
(Tuesday) in the Office Chamber of the Vice Principal  
Meeting 3 of the Academic Session 2022-23**

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the Chair; detailed discussions on the items of agenda took place and the following resolutions were adopted:

**1. Read and confirm the proceedings of the last meeting held on 02.08.2022:**

The resolutions of the previous meeting held on 02.08.2022 were read out and confirmed without any amendment.

**2. Discussion on the recent Exhibition at the college and the progress of the Archive project**

The IQAC Coordinator informed members about the Exhibition successfully organized by the Dept. of History on the occasion of Partition Horrors Remembrance on the eve of the Independence Day. The exhibition was curated by governmental institutions and presented a vivid representation of the human tragedies and loss of lives that mark the history of the Partition in India. It was a significant message for the youth of this generation and students of our college participated in it with much anticipation and rigour.

*Handwritten note:*  
15/09/24  
Principal  
Narajole Raj College  
Durgam Chelari



# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 27.09.2022  
(Tuesday) in the Office Chamber of the Vice Principal

*Meeting 3 of the Academic Session 2022-23*

The Exhibition was also kept open for a couple of days more than the stipulated time to allow the students and people of the local community an opportunity to experience this phenomenon. The IQAC members congratulated the Dept. of History for their laudable efforts and resolved that similar exhibitions would be conducted in the college in future to utilize this tool of learning and knowledge dissemination with ease and value addition..

The Archive project was also progressing in a gradual pace and members were informed about the proposed constitution of the Archive Committee. The site of the Archive project was also physically visited in the previous week and the budget proposal for the renovation of the selected spot would be submitted at the Governing Body for due consideration.

### 3. Discussion on stakeholders' feedback analysis

It was resolved after deliberation at the IQAC that the procedure for collecting Feedback of the different sections of stakeholders for session 2021-22 would be undertaken. The current students, the alumni members, parents of currently enrolled students and faculty members would be targeted this time. All feedback will be administered to the students and stakeholders in the online format via Google Forms and the data would be further analyzed based on the findings of Google Analyzer and the figures derived thereof. It was also resolved that the Action Taken Report for 2021-22 will be prepared by the IQAC Coordinator and placed for the approval of the Governing Body and the Head of the Institution thereafter.

### 4. Discussion on the achievements in sports and related infrastructure development at the college

The issue of students' progression in sports was thoroughly discussed. The members congratulated the Men's and Women's Football Teams of the college that participated at the University Meet in the middle of September 2022. The inauguration of the Women's Football Team has become a potent symbol of gender equality and women's empowerment within the campus and the local

Handwritten signature and date: 27/09/22





**Proceedings of the meeting of the IQAC held on 27.09.2022  
(Tuesday) in the Office Chamber of the Vice Principal  
Meeting 3 of the Academic Session 2022-23**

community and the IQAC members recognized the importance of this positive change in social attitudes and perceptions towards women. The women's team was also appreciated by the Hon'ble Vice Chancellor of Vidyasagar University. It was resolved that the players would be sufficiently motivated by the institution to move towards the creation of the Kho Kho teams and for training in other sports and for field & track events.

The IQAC also congratulated Subashis Santra, our 3<sup>rd</sup> Semester student, who was selected to play for the Odisha Juggernauts in the first edition of the Ultimate Kho Kho League held in Pune in August 2022. Subhasis has also been selected to play for the Nationals (Senior) and might get the chance to represent the country at the Asian Games. The IQAC members recognized the glorious achievements of Subhasis Santra and resolved that Subhasis would be properly supported by the institution with its best resources to help him achieve greater goals.

**5. Discussion on the code of ethics and related activities**

The framing of the Code of Ethics especially for students, faculty, staff and management was discussed and it was resolved that the existing Code of Ethics document would be updated in due time in view of the evolved role of these stakeholder cohorts. It was also resolved that three issues will be specifically focused upon in the upcoming months:

1. The institution will conduct seminars and awareness programmes in the next semester to inform stakeholders about the ethical obligations and moral rights that they own.
2. The institution will also entrust the responsibility of disseminating information regarding the Code of Ethics to a dedicated Cell or Body.
3. This Cell or Body will converge its focus with the Research Committee and the IPR Cell to create a comprehensive structure for implementation of ethical guidelines across all dimensions of academic and social activities within the institution.

**6. Miscellaneous**

*(Signature)*  
27/09/22  
Director  
Narajole Raj College  
Narajole, West Bengal





**Proceedings of the meeting of the IQAC held on 27.09.2022  
(Tuesday) in the Office Chamber of the Vice Principal**

*Meeting 3 of the Academic Session 2022-23*

1. It was resolved that all academic departments and committees will have to be asked to conduct seminars and webinars on a regular basis in the next academic semester.
2. The functioning of the IPR Cell and Research Committee was also duly evaluated and it was resolved that the IPR Cell will be directed to conduct awareness camps or seminars in the next semester. It was also resolved that the Research Committee will be advised to take steps to augment the research activities and output of faculty members.
3. The College witnessed the visit of Prof. Sibaji Pratim Basu, the Honb'le Vice Chancellor of Vidyasagar University on 19<sup>th</sup> August 2022. The Vice Chancellor discussed the academic prospects of the college with the Vice Principal, Dr. Ranajit Kumar Khalua, during this historic visit. The IQAC takes a special note of the importance of this visit and pledges to accomplish the tasks that inspire the approval and acknowledgement of such esteemed academicians.
4. The college celebrated its 57<sup>th</sup> Foundation Day on 12<sup>th</sup> September 2022 and officially adopted Singaghai Primary School on this occasion. It was resolved that the IQAC would direct and guide the Extension Services Sub-Committee to undertake projects at Singaghai Primary School and work towards better coordination and collaboration with local educational institutions to ensure child welfare, quality education and moral development of learners at the rudimentary grassroots level.

With no other issues left, the meeting ended with paying reciprocal thanks to the Chair.

*Ranajit*

CHAIRMAN  
(DR. RANAJIT KUMAR KHALUA)

Dr. Ranajit Kumar Khalua  
Vice-Principal  
Narajole Raj College  
Narajole, Pin - 721211

*DR*  
27/09/22  
Principal  
Narajole Raj College  
Narajole, Pin - 721211



# মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.

উপস্থিত সভাপানের নাম

তারিখ / Date

তারি



**NARAJOLE RAJ COLLEGE**  
(NAAC Accredited 'B' Grade Govt.-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



## Internal Quality Assurance Cell (IQAC)


**Notice**

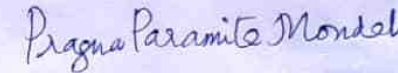
Dated: 06.01.2023

It is hereby notified that a meeting of the IQAC will be held on 09.01.2023, Monday, at 2:30 p.m. at the Vice Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

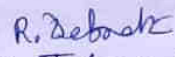

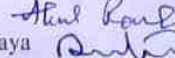

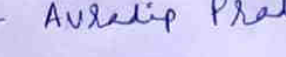
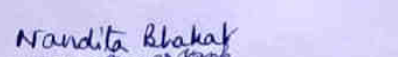

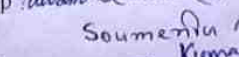
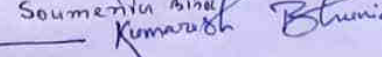


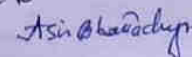
### Agenda:

1. Read and confirm the proceedings of the previous meeting held on 27.09.2022;
2. Discuss the Plan of Work (POW) of IQAC in the next session;
3. Discuss the outline of the Self Study Report (SSR) preparation;
4. Miscellaneous, if any, with the permission of the Chair

  
(Dr. Ranajit Kumar Khalua)  
Signature of the Vice-Principal  
Narajole Raj College  
Vice-Principal  
Narajole Raj College  
P.O. - Narajole  
Dist. - Paschim Medinipur, 721211

  
(Pragna Paramita Mondal)  
Signature of the IQAC Coordinator  
Narajole Raj College  
CO-ORDINATOR,  
IQAC  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

### Members:

1. Dr. Rajasree Debnath 
2. Dr. Tapanendu Kamilya 
3. Dr. Akul Rana 
4. Prof. Anustup Chattopadhyaya 
5. Dr. Sk Mohammad Aziz 
6. Dr. Avradip Pradhan 
7. Dr. Shreyasi Jana
8. Prof. Nandita Bhakat 
9. Dr. Uttam Kumar Kanp 
10. Dr. Soumendu Bisoi 
11. Shri Kumaresh Bhunia 
12. Dr. Susanta Kumar Dolai
13. Dr. Prabir Kumar Chakraborty
14. Dr. Amal Kanti Chakraborty
15. Taher Ali
16. Gagan Chandra Samanta
17. Subhadip Samanta
18. Prof. Barun Rout (Invitee Member) 
19. Prof. Ashis Bhattacharya (Invitee Member) 



নং/No.	রেজল্যুশন / Resolution Adopted	
1.	Ranajit Kumar Khalua	11. Nandita Bhakat
2.	Pragya Paramita Mondal	12. Sr. Mohammad Aziz
3.	Kumarash Bhowic	13. Anshu
4.	Biswam Ranf	14. Rajarnee Debnekt
5.	Auship Pradhan	
6.	Asis Bhattacharya	
7.	Soumendu Bisoi	
8.	Altan Kumar Karf	
9.	Tapaswaly Kamulya	
10.	Ahul Paul	

Proceedings of the meeting of the IQAC held on 09/01/2023 at Vice Principal's Chamber

Meeting 4 of the Academic Session 2022-23

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua in the chair. Detailed discussions on the items of agenda took place and the following resolutions were adopted

1. Read & confirm the proceedings of the last meeting held on 27/09/2022:

The resolutions of the previous meeting held on 27/09/2022 were read out and confirmed without any amendment.

2. Discuss the plan of IQAC in the next session:

- (a) It is recorded that the below mentioned Add-On/Value Added/Certificate Courses are ongoing in this Academic Session (2022-23) as per recognition and approval of Academic Committee meeting dated 26/07/2022.

ADD ON COURSES

Sl. No	Title	Course Code	Department	Course Co-ordinator	Course duration	Intake capacity
1	Add on Course on Medicinal Plants: Conservation, Propagation and Uses.	AOCMPCPU	Botany	Nandita Bhakat	12.11.2022 - 30.06.2023	35
2	Add on Course on Application of Chemdraw Software for Scientific Drawing.	AOCACSSD	Chemistry	Dr. Soumendu Bisoi	22.12.2022 - 13.06.2023	20
3	Add on Course on Ancient Indian History and Culture.	AOCAIHC	History, Philosophy and Sanskrit	Dr. Bhakti Pada Jana, Dr. Rabindranath Maity and Singray Tudu	02.03.2023 - 23.03.2023	115
4	Add on Course on Functional Bengali and Grammar.	AOCFBG	Bengali	Dr. Dipak Shom	23.03.2023 - 27.06.2023	30
5	Add on Course on Indian Constitution & Polity.	AOCICP	Political Science	Prasenjit Senapoti and Supen Sarkar	03.05.2023 - 30.06.2023	25
6	Add on Course on Archival Research.	AOCAR	History	Dr. Mangal Kumar Nayak and	22.05.2023 - 30.06.2023	30



**Proceedings of the meeting of the IQAC held on 09/01/2023 at Vice Principal's Chamber**

**Meeting 4 of the Academic Session 2022-23**

7	Add on Course on Water Resource Management.	AOCWRM	Geography	Ishita Biswas	26.05.2023 - 27.06.2023	15
8	Add on Course on English Writing Skills.	AOCEWS	English	Pragna Paramita Mondal	01.06.2023 - 30.06.2023	50
9	Add on Course on Household Chemistry (Grihasthal i rasayanik toirir jonnyo laboratoryte hate kolome prasikkhan).	AOCHC	Chemistry	Dr. Sk Mohammad Aziz and Dr. Soumendu Bisoi	13.06.2023 - 30.06.2023	15
10	Add on Course on "FORTRAN Programing and ORIGINLAB for Scientific Data Analysis".	AOCFPOSD A	Physics	Dr. Arif Iqbal Mallick and Dr. Avradip Pradhan	13.06.2023 - 30.06.2023	10
<b>Total</b>						<b>345</b>
1	Value Added Course on Yoga & Meditation.	VACYM	Yoga Centre	Dr. Bholanath Mahato	21.06.2022 - 01.02.2023	50
2	Value Added Course on Human Rights Education.	VACHRE	Political Science	Dr. Rajasree Debnath	25.08.2022 - 30.11.2022	25
3	Value Added Course on Creative Writing in Bengali.	VACCWB	Bengali	Dr. Nilanjana Bhattacharyya	09.09.2022 - 03.01.2023	30
4	Value Added Course on Add on Course on ARC GIS Basics.	AOCAGB	Geography	Subhasis Das	24.12.2022 - 22.06.2023	15
5	Value Added Course on the Study of Biodiversity and its impact on human health.	VACSBIIHH	Botany, Zoology, Physiology	Prof. Nandita Bhakat	20.02.2023 - 29.06.2023	30
6	Value Added Course on Basic Computer Training for SC and ST Students.	VACBCTSSS	Technology Sub-Committee	Dr. Avradip Pradhan	28.02.2023 - 07.04.2023	20
7	Value Added Course	VACBM	Mathematic	Shilpa Patra	15.05.2023	30





Proceedings of the meeting of the IQAC held on 09/01/2023 at Vice Principal's Chamber

Meeting 4 of the Academic Session 2022-23

	on Basic Mathematics		s		- 30.06.2023	
8	Value Added Course on Spoken Sanskrit.	VACSS	Sanskrit	Dr. Uttam Kumar Singha and Tumpa Jana	17.05.2023 - 31.05.2023	115
9	Value Added Course on Ethics & Value Education .	VACEVE	Philosophy & Education	Dr. Tanuka Acharya	17.05.2023 - 30.06.2023	45
10	Value Added Course on Basic Computer Skills for female students.	VACBCSFS	Technology Sub-Committee	Dr. Shreyasi Jana	20.05.2023 - 30.06.2023	15
11	Value Added Course on Women's Health and Nutrition.	VACWHN	Physiology & Zoology	Dr. Parimal Dua and Dr. Poulami Adhikary Mukherjee	23.05.2023 - 28.06.2023	30
12	Value Added Course on General English for Competitive Exams.	VACGECE	English	Pragna Paramita Mondal	01.06.2023 - 30.06.2023	50
13	Value Added Course on LED Based Device Production.	VACLBDP	Physics Department	Dr. Tapanendu Kamilya	02.06.2023 - 27.06.2023	15
14	Value Added Course on Vedic Culture and Karmakanda.	CCVCK	Sanskrit	Asis Bhattacharya and Barnali Banerjee	12.06.2023 - 30.06.2023	100
<b>Total</b>						<b>570</b>
1	Certificate Course on English as a Second Language.	CCESL	Language Lab	Pragna Paramita Mondal	01.06.2023 - 30.06.2023	50
<b>Total</b>						<b>50</b>
1	Innovative Hub on Techniques for Mushroom Cultivation.	AOCTMC	Botany	Sanjay Kumar Dutta	03.12.2022 - 16.06.2022	30
<b>Total</b>						<b>30</b>





**Proceedings of the meeting of the IQAC held on 09/01/2023 at Vice Principal's Chamber**

**Meeting 4 of the Academic Session 2022-23**

Grand Total (No. of Total Course 10+14+1+1 = 26 )	995
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It is also noted that Value Added Course on Yoga & Meditation offered by Yoga Centre in collaboration with Physical Education Foundation of India (PEFI), West Bengal was inaugurated in June 2022 is also post facto approved by Academic Committee meeting dated 26/07/2022. Finally it is resolved that total 26 Value Added/Add-On/Certificate Courses are ongoing as per UGC norms and approved by Academic Council of Narajole Raj College. Decision will be forwarded to Governing Body for memorandum.

- (b) IQAC has taken initiative to establish a Skill Hub and provide skill-based training for deployment of human resource and to develop an infrastructure for the creation and dissemination of knowledge. It is decided that Certificate course on "Tailoring and Beautician" will be started by Skill Hub Centre, Narajole Raj College. Total 25 female students of Narajole Raj College and female of adopted/UBA villages will be trained. The name of Baisali Guha, Associate Professor, Department of History is proposed for Coordinator of Skill Hub. The course will be designed for both theory and practical classes. There should be an examination system to qualify the course. This course will provide the employability of female students. This proposal will be forwarded to Vice Principal for necessary approval.
- (c) IQAC has taken initiative to establish an Innovation Hub to promote creativity and research motivations of students. It is decided that initially the innovation hub will be in three chapters- (i) (Innovation Hub) -"LED BASED DEVICE PRODUCTION" under the supervision of the Department of Physics for the production and repairing of LED Bulbs. (ii) (Innovation Hub) -"MUSHROOM CULTIVATION HUB" under the supervision of the Department of Botany for Mushroom Cultivation. (iii) (Innovation Hub) - under the supervision of Department of Chemistry for training on preparation of Sanitizer, phenyl, soap, etc. This proposal will be forwarded to Vice Principal for necessary approval.
- (d) The Intellectual Property Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science & Technology and Biotechnology, Govt. of West Bengal in 2023. IPR Cell received Rs. 50,000/- grant for the Faculty Development Programme, Workshops, and other IPR-related activities. All the members thanks to Dr. Tapanendu Kamilya, Coordinator, IPR Cell for this achievement. IPR Cell will organize surveys, awareness of trademark, and license on canvas painting works of artists of the Paschim Medinipur District (Sabang, Naya and Narajole). This awareness programme will help them to achieve the trademark of their artistic works.
- (e) It is decided that different activities will be started for the development of Tribal



**Proceedings of the meeting of the IQAC held on 09/01/2023 at Vice Principal's Chamber**

**Meeting 4 of the Academic Session 2022-23**

Communities through Extension Activity Cell, Narajole Raj College at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages, preferably Dubrajpur village.'

- (f) An initiative is taken to start faculty exchange programme, student internship programme through MoU with different Institutes/Academic Body/Industry/Agencies. Preliminary the proposal of MoUs with Kharagpur College, Garbeta College, Ghatal Rabindra Satabarshiki Mahavidyalaya, Chaipat Saheed Pradyot Bhattacharya Mahavidyalaya, Ramnagar College, Debra Thana Sahid Kshudiram Smriti Mahavidyalaya, Govt. General Degree College- Salboni, Srijan, Amitrakhar, Gandhi Mission, Argha Engg. Works, Telipukur Chemical and Fertilizers, Modern PC Care, Tarun Sangha Vyayamagar, Affinity Infosoft, Daspur Barta, Bhattar College, KD College of Commerce and General Studies, Gourav Guin College, Valuemen Agri Tech. Pvt. Ltd. etc. is forwarded to Vice Principal for consideration and early necessary action.

g) It is decided that Green Audit and Energy Audit with ISO certification will have to be done immediately. Green Audit Committee will take initiative regarding this matter.

(h) It is decided that Green Audit Committee and Green Club will set up dustbins (by mentioning the colour code) for organic/biological, glass, paper in the campus. Also separate dustbin will be installed for e-waste. A MoU with HULLADEK Recycling an e-waste management company will be made for collection of e-waste of our college. Special chambers will constructed for chemical waste from laboratory. Green Audit Committee will take initiative regarding this matter. This proposal will be forwarded to Vice Principal for early necessary action.

3. It is discussed that SSR preparation will start after submission AQAR-2022-23. With no more agenda left, the meeting ends with reciprocal thanks to chair.

*Rahim*  
Chairperson

Vice-Principal  
Narajole Raj College  
P.O.- Narajole  
Dist.- Paschim Medinipur, 721211

*09/01/23*  
65/07/24  
Principal  
Narajole Raj College  
Medinipur-721211



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK

উপস্থিত সভ্যগণের নাম

স্থান / Place



**NARAJOLERAJCOLLEGE**

(NAAC Accredited 'B' Grade Government-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



**Internal Quality Assurance Cell (IQAC)**

**Notice**

It is hereby notified that a meeting of the IQAC will be held on 27/06/2023 at 2.30 pm at Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

Agenda:

1. Read and confirm the proceedings of the previous meeting held on 09/01/2023
2. Discussion about compliance report
3. Discussion about Feedback Analysis & Action Taken report
4. Discussion about Plan of Action of next academic year
5. Discussion about AQAR submission
6. Miscellaneous, if any with the permission of the chair

*Dr. Basudev Mandal*  
26/06/23  
Principal

*Pragna Paramita Mondal*

Prof. Pragna Paramita Mondal 20.06.2023  
IQAC Coordinator

Principal  
Narajole Raj College

Members: 21/211

- R. Debnath*  
Dr. Rajasree Debnath
- Dr. Tapanendu Kamilya*  
Dr. Tapanendu Kamilya
- Dr. Akul Rana*  
Dr. Akul Rana
- Anustup Chattopadhyaya*  
Anustup Chattopadhyaya
- Dr. Sk. Mohammad Aziz*  
Dr. Sk. Mohammad Aziz
- Dr. Avradip Pradhan*  
Dr. Avradip Pradhan
- Dr. Shreyasi Jana*  
Dr. Shreyasi Jana
- Nandita Bhakat*  
Nandita Bhakat
- Dr. Uttam Kumar Kanp*  
Dr. Uttam Kumar Kanp
- Dr. Soumendu Bisoi*  
Dr. Soumendu Bisoi
- Kumaresh Bhunia*  
Kumaresh Bhunia
- Dr. Susanta Kumar Dolai
- Dr. Prabir Kumar Chakraborty
- Dr. Amal Kanti Chakraborty
- Sk. Taher Ali*  
Sk. Taher Ali
- Sri Gagan Chandra Samanta
- Subhadip Samanta*  
Subhadip Samanta

*Dr. Basudev Mandal*  
27/06/23



नं./No.	रेजल्यूशन / Resolution Adopted
1.	10. Rajarajee Subramanian
2.	11. Kumarash Bhowik
3.	12. Sebledip Sanata.
4.	13. Nandita Bhaksh
5.	14. Soumenus Bisoi
6.	
7.	
8.	
9.	



**Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber**

**Meeting 5 of the Academic Session 2022-23**

Meeting of the IQAC commenced with the Principal Dr. Basudev Mandal in the chair. Detailed discussions on the items of agenda took place and the following resolutions were adopted

**1. Read & confirm the proceedings of the last meeting held on 09/01/2023:**

The resolutions of the previous meeting held on 09/01/2023 were read out and confirmed without any amendment.

**2. Discussion about Compliance Report:**

Sl. No.	Plan of Action	Action Taken	Compliance
1.	To impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introduction of Value-Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem	Twenty-six Value Added/Add-on/Certificate courses are introduced and completed with the endorsement of the Academic Committee & Governing Body of Narajole Raj College and added value to the learning outcomes of the students and would help them in getting placed after completion of their degree. All courses are oriented towards improving the employability of students and bridging their skill gaps.	Complied
2.	To establish a Skill Hub and provide skill-based training for deployment of human resource and to develop an infrastructure for the creation and dissemination of knowledge.	Certificate course on "Tailoring and Beautician" was started by Skill Hub Centre, Narajole Raj College. 25 female students of Narajole Raj College and some females of adopted/UBA villages are successfully trained and completed the courses. This course will provide the employability of female students.	Complied
3.	To build up Innovation Hub to promote creativity and research motivations of students	The institution has initiated an incubation center (Innovation Hub) - "LED BASED DEVICE	Complied

Principal  
27/06/23



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber

Meeting 5 of the Academic Session 2022-23

		<p>PRODUCTION" in 2023 under the supervision of the Department of Physics. In the first batch, 14 students are given hands-on training and 9 students completed the Certificate Course on production and repairing of LED Bulbs. Additionally, the institution has also initiated an incubation center (Innovation Hub) - "MUSHROOM CULTIVATION HUB" in 2023 under the supervision of the Department of Botany in this academic session. In the first batch, 30 students are given hands-on training and completed the Certificate Course on Techniques for Mushroom Cultivation. In the Innovation Hub in Department of Chemistry students are given hands on training on preparation of Sanitizer, phenyl, soap, etc, also 15 students have completed the certificate course on "Household Chemistry"</p>	
4.	<p>Establishment of the Govt. of West Bengal-sponsored IPR Cell.</p>	<p>The Intellectual Property Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science &amp; Technology and Biotechnology, Govt. of West Bengal in 2023. IPR Cell received Rs. 50,000/- grant for the Faculty Development Programme, Workshops, and other IPR-related activities. IPR Cell organized surveys, awareness of trademark, and license on canvas painting</p>	<p>Complied</p>

Principal  
15/07/23  
NARAJOLE RAJ COLLEGE  
ESTD - 1966







Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber

Meeting 5 of the Academic Session 2022-23

		works of artists of the Paschim Medinipur District (Sabang, Naya and Narajole). This awareness programme will help them to achieve the trademark of their artistic works. Also, workshop on IPR is organized at Narajole Raj College. This workshop will improve the knowledge of patent, copyright, trademark among faculties and students. Total 238 no teachers and final year students participated in this workshop.	
5.	Different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools.	In this academic year, special emphasis is given on different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools. Many activities like uses of medicinal plants/environmental sustainability, nutritional surveys and monitoring, environmental awareness, cleanliness drives and tree plantations, child vaccination awareness, female foeticide, and infanticide awareness, etc are successfully organized at UBA villages. Basic computer training, lectures on the importance of Vedas/Gita, film screening, workshop on Yoga, workshop on popular science, lectures on citizenship, constitutional rights, and duties craft making training, dance and singing training, training on e-commerce are	Complied



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber

Meeting 5 of the Academic Session 2022-23

		organized for tribal communities and school students of UBA adopted villages. These activities create social awareness among the villagers. Students of UBA villages and tribal communities are trained with uses of computer, e-commerce, English language, etc. They also learned many cultural activities like, dance, singing, drawing, etc.	
6.	To conduct MoUs with different institutes and educational organizations to explore academic activity as well as to get specialization of other academic institutions/academic body/industry, etc.	The college has conducted 23 MoUs. Out of them 14 academic collaboration and faculty exchange programs with different educational institutions and academic bodies (Kharagpur College, Garbeta College, Debra Thana Sahid Khudiram Smriti Mahavidyalaya, Ghatal R. S. Mahavidyalaya, Govt. General Degree College Salboni, K D College of Commerce, Bhattar College, Chaipat College, Valueman Organic Agri Tech. Pvt. Ltd. etc) and industries are organized for the uplift of research and academic activity and employability among the students under these 14 MoUs & collaborations. Faculty exchange programme creates academic excellence and skill development of the students. It has also created new opportunities on research, special projects and practical along with acquisition or update of practice experience which can inform faculty	Complied

Principal  
27/06/2023  
12:24

NARAJ COLLEGE  
ESTD. 1966





**Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber**

**Meeting 5 of the Academic Session 2022-23**

		teaching and research. Also, 2 research collaboration with UGC DAE Consortium for Scientific Research, Kolkata, IIT Kharagpur enhance the research activity and quality.	
7.	To provide internship opportunities and placement assistance to students	IQAC has taken initiatives for providing internship opportunities and placement assistance to students. 71 students of different departments successfully completed internship programme on creative writing, functional Bengali, journalism and social services, industry services, marketing, yoga & Meditation, etc under 10 MoUs with different academic bodies, institutions and industries. This internship opportunity will increase their employability beside regular studies.	Complied
8.	To make Library Automation and installation of mark sheet tabulation software	In this academic year, our library is automated through COHA software. At present 15,191 books are under automation. Complete automation is expected to be achieved very soon. It can help to automate the various tasks related to cataloging, circulation, acquisitions, serials, and more. Students can access library very easily. The mark sheet preparation software is purchased. Mark sheet tabulation software not only helps teachers, but also provides a better understanding of the data to parents, giving a deep insight	Complied

Principal  
Narayana Raj College  
27/06/23



# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK



Estd. 1966

Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber

Meeting 5 of the Academic Session 2022-23

		into students' performance.	
9.	Augmentation of Library Infrastructure	Rs. 78,562/- is utilized for purchasing 457 text and reference books for different departments as per their needs.	Complied
10.	To increase the audio-visual learning activity (ICT class) for students	The numbers of ICT classroom is increased. At present, total number of ICT enabled classroom is 14. It improves the concentration and comprehension of students. The activities carried out through digital and interactive tools increase student concentration and, therefore, they assimilate concepts more quickly, enhancing learning.	Complied
11.	To facilitate energy diversification, energy conservation practices and green practices at the institution through systematic monitoring	Green Audit and Energy Audit with ISO certification is completed. Green Club has organized many awareness programmes at institutes and also in the locality. In all section, LED bulbs/lights are installed. The numbers of solar lights are increased.	Complied
12.	To facilitate waste management practices at campus	Many dustbins (by mentioning the colour code) for organic/biological, glass, paper are installed in the campus. Also, separate dustbin is installed for e-waste. The college has also made a MoU with HULLADEK Recycling, an e-waste management company for collection of e-waste of our college. Special chambers are constructed for chemical waste from laboratory.	Complied
	To increase the number of seminars,	A large number of seminars,	Complied





**Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber**

**Meeting 5 of the Academic Session 2022-23**

	workshops, and special lectures to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students.	workshops, and special lectures are organized by different departments, committees and cells to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students and teachers.	
14.	To encourage the faculties to participate in faculty development programmes, workshops, seminars, etc	8. number of faculties participated in faculty development programmes in Academic Staff College. Almost all faculties participated in seminars/workshops for academic development.	Complied
15.	Formation of Placement Cell	A Placement Cell is formed and a training GDA Training at Narajole Raj College Campus.	Complied
16.	To facilitate sports infrastructure of college	As per requirement of Department of Physical Education Rs. 68,173/- is utilized for purchasing different sports equipment. Also, KHO KHO ground creation is completed. 79 decimal land is cleaned & developed for playground at old Rajbari campus.	Complied
17	Development of an Archive Centre for preservation of local history and the dissemination of information on rich cultural heritage of our institution.	Archive Centre is duly framed at old Narajole Rajbari Campus of the college. A certificate course in Archival Research is offered by Dept. of History.	Complied
18.	To facilitate building infrastructure of college	Although there is lack of fund yet college has built a Smart Auditorium, disable friendly washroom, water conservation system and renovation of	Complied

25/07/24  
Principal  
Narajole Raj College  
Narajole, West Bengal



# মিটিং রেজল্যুশন বহি



*Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber*

*Meeting 5 of the Academic Session 2022-23*

	rainwater harvesting system in this academic year.	
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The Compliance Report is unanimously approved by all members and forwarded to Governing Body.

### 3. Discussion about Action taken Report on Feedback:

Feedbacks are collected from different stakeholders the responses are analyzed by the concerned members to derive optimal solutions to the existing problems.

### TEACHING & CURRICULAR ASPECTS

Most stakeholders have expressed an awesomely positive response regarding the performance of the faculty and the quality of academic engagement promoted in the classroom. ICT based learning has been a priority for most stakeholders.

Another most priority area of students of Science category is Laboratory equipment. Interestingly, the faculty members have themselves expressed their willingness to incorporate the elements of ICT-based pedagogy as part of their curriculum delivery. The administration and the IQAC has taken due note of this concern. The IQAC has forwarded the following proposals to the institutional management and has worked towards its implementation in the ongoing academic session:

- i. To increase the numbers of ICT enable classrooms, computers, software and other equipment.
- ii. Faculty members were encouraged to contribute to more class notes/study materials in Google Class Room enabled LMS, VIDEO LECTURES for different semesters.
- iii. To increase the number of equipment/chemicals, etc. in different science laboratories as per needs.
- iv. To increase the numbers of special lecture for all streams.

### EVALUATION & ASSESSMENT

Respondents have been positive about the role of the institution in conducting continuous assessment and evaluation. The IQAC has augmented efforts to secure





**Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber**

**Meeting 5 of the Academic Session 2022-23**

efficiency in this area through the following interventions:

i. No of online remedial classes will be increased and the IQAC as a follow-up of the Slow & Advanced Learners' Feedback session.

ii. Suggestions for increase of online test series have also been forwarded.

**INFRASTRUCTURE & LEARNING RESOURCES**

The following initiatives will be adopted in the coming academic session in response to the observations of stakeholders:

i. No of computers will be increased in Library and reading room.

ii. New books and journals will be procured in the Central Library.

iii. Reading Room and Laboratory facilities are considering suggestions for improvement and expansion.

iv. Hostel facilities are considering suggestions for improvement and expansion.

v. Suggestions for improvement of canteen facilities including supply of good food quality with cheap rate have also been forwarded.

vi. Drinking water facility will be more improved.

**SKILL DEVELOPMENT & EMPLOYMENT**

The following initiatives have been implemented to address issues on career building opportunities for students and alumni:

i. The IQAC has taken initiative to improve the quality of Value Added Courses/Add-on/Certificate Courses by hiring expert faculties from other institutions and collaborating with institute/academic bodies with institute of national importance.

ii. Internship opportunities for students will be increased.

iii. Initiative will be taken for conducting Coaching Classes for JAM for UG Science as well as NET/SLET for PG departments.

iv. Emphasis will be given on campus recruitment through Placement Cell from the coming academic session.

Principal  
Narayana College  
Dhaka-1212



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



*Proceedings of the meeting of the IQAC held on 27/06/2023 at Principal's Chamber*

*Meeting 5 of the Academic Session 2022-23*

The report is forwarded to Principal for necessary action.

#### 4. Plan for the next Academic Year:

The plan for the next academic year is discussed. The future initiatives are-

- i) More Value-Added Courses, Add-on Courses, certificate course in collaboration with institutes/academic body with national importance will be introduced in the next academic year as per the demand and requirement of students.
- ii) The internship /field activity & survey programmes of students will be facilitated in a large scale by different departments.
- iii) Initiative will be taken to provide fellowships to meritorious and needy students from college own fund.
- iv) Initiative will be taken to provide some seed money to faculty members for research.
- v) Initiative will be taken to organize faculty development programmes and National/International level seminars on National Education Policy, Research methodology, IPR awareness, etc.
- vi) Initiative will be taken to develop a gymnasium as part of its sports infrastructure development.
- vii) The college will increase its community involvement by expanding its Extension Services in neighboring areas and collaborate with government agencies and bodies to facilitate mobilizations.
- viii) The Placement Cell will increase professional networks to conduct on campus recruitment drives.
- ix) Library infrastructure will be improved by purchasing more books and journal as well as launch of e-library with remote access.
- x) The College will promote to up-gradation of its ICT infrastructure.
- xi) The College will promote to extension of its building infrastructure.
- xii) Special emphasis will be given to introduce more PG courses, research centre and vocational courses and distance education.

#### 5. Discussion about submission AQAR 2022-23:

It is discussed that AQAR-2022-23 preparation will be started very quickly. With no more agenda left, the meeting ends with reciprocal thanks to chair.

*Handwritten signature and date: 27/06/24*



*Handwritten signature and date: 27/06/2023*  
Chairperson

Principal  
Narajole Raj College  
Narajole, Pin-721 211





# NARAJOLERAJCOLLEGE

(NAAC Accredited 'B' Grade Government-Aided College)

NARAJOLE, PASCHIM MEDINIPUR, PIN-721211

E-mail: [narajolerajcollege@rediffmail.com](mailto:narajolerajcollege@rediffmail.com)

Website: <http://narajolerajcollege.ac.in/>




## Compliance Report\_2022-23

Sl. No.	Plan of Action	Action Taken	Compliance
1.	To impart transferable and life skills to the students and enhance their understanding of the expectations of the industry by introduction of Value-Added Courses, Add-on Courses and Certificate Courses for Promotion of Innovation Ecosystem	Twenty-six Value Added/Add-on/Certificate courses are introduced and completed with the endorsement of the Academic Committee & Governing Body of Narajole Raj College and added value to the learning outcomes of the students and would help them in getting placed after completion of their degree. All courses are oriented towards improving the employability of students and bridging their skill gaps.	Complied
2.	To establish a Skill Hub and provide skill-based training for deployment of human resource and to develop an infrastructure for the creation and dissemination of knowledge.	Certificate course on "Tailoring and Beautician" was started by Skill Hub Centre, Narajole Raj College. 25 female students of Narajole Raj College and some females of adopted/UBA villages are successfully trained and completed the courses. This course will provide the employability of female students.	Complied
3.	To build up Innovation Hub to promote creativity and research motivations of students	The institution has initiated an incubation center (Innovation Hub) - "LED BASED DEVICE PRODUCTION" in 2023 under the supervision of the Department of Physics. In the first batch, 14 students are	Complied



		<p>given hands-on training and 9 students completed the Certificate Course on production and repairing of LED Bulbs. Additionally, the institution has also initiated an incubation center (Innovation Hub) -"MUSHROOM CULTIVATION HUB" in 2023 under the supervision of the Department of Botany in this academic session. In the first batch, 30 students are given hands-on training and completed the Certificate Course on Techniques for Mushroom Cultivation. In the Innovation Hub in Department of Chemistry students are given hands on training on preparation of Sanitizer, phenyl, soap, etc, also 15 students have completed the certificate course on "Household Chemistry"</p>	
4.	Establishment of the Govt. of West Bengal-sponsored IPR Cell.	<p>The Intellectual Property Rights (IPR) Cell of Narajole Raj College is sponsored and recognized by the Department of Science &amp; Technology and Biotechnology, Govt. of West Bengal in 2023. IPR Cell received Rs. 50,000/- grant for the Faculty Development Programme, Workshops, and other IPR-related activities. IPR Cell organized surveys, awareness of trademark, and license on canvas painting works of artists of the Paschim Medinipur District (Sabang, Naya and Narajole). This awareness programme will help them to achieve the trademark of their artistic works. Also, workshop on IPR is organized at Narajole Raj College. This workshop will improve the knowledge of patent, copyright, trademark</p>	Complied

  
 29  
 Narajole Raj College  
 Narajole, Paschim Medinipur  
 Dist. - 751012




		among faculties and students. Total 238 no teachers and final year students participated in this workshop.	
5.	Different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools.	In this academic year, special emphasis is given on different activities for the development of Tribal Communities and extension work at some of the neighborhood Unnat Bharat Avijan (UBA) and adopted villages and schools. Many activities like uses of medicinal plants/environmental sustainability, nutritional surveys and monitoring, environmental awareness, cleanliness drives and tree plantations, child vaccination awareness, female foeticide, and infanticide awareness, etc are successfully organized at UBA villages. Basic computer training, lectures on the importance of Vedas/Gita, film screening, workshop on Yoga, workshop on popular science, lectures on citizenship, constitutional rights, and duties craft making training, dance and singing training, training on e-commerce are organized for tribal communities and school students of UBA adopted villages. These activities create social awareness among the villagers. Students of UBA villages and tribal communities are trained with uses of computer, e-commerce, English language, etc. They also learned many cultural activities like, dance, singing, drawing, etc.	Complied
6.	To conduct MoUs with different institutes and educational organizations to explore academic activity as well as to get specialization of other academic	The college has conducted 23 MoUs. Out of them 14 academic collaboration and faculty exchange programs with different educational	Complied



Handwritten signature and date: 15/07/24

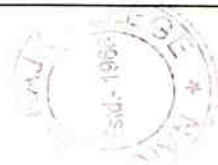


	institutions/academic body/industry, etc.	institutions and academic bodies (Kharagpur College, Garbeta College, Debra College, Ghatal R. S. Mahavidyalaya, Govt. General Degree College Salboni, K D College of Commerce, Dantan College, etc) and industries are organized for the uplift of research and academic activity and employability among the students under these 14 MoUs & collaborations. Faculty exchange programme creates academic excellence and skill development of the students. It has also created new opportunities on research, special projects and practical along with acquisition or update of practice experience which can inform faculty teaching and research. Also, 2 research collaboration with UGC DAE Consortium for Scientific Research, Kolkata, IIT Kharagpur enhance the research activity and quality.	
7.	To provide internship opportunities and placement assistance to students	IQAC has taken initiatives for providing internship opportunities and placement assistance to students. 71 students of different departments successfully completed internship programme on creative writing, functional Bengali, journalism and social services, industry services, marketing, yoga & Meditation, etc under 10 MoUs with different academic bodies, institutions and industries. This internship opportunity will increase their employability beside regular studies.	Complied
8.	To make Library Automation and installation of mark sheet tabulation software	In this academic year, our library is automated through COHA software. At present 15,191 books are under	Complied

 15/07/22  
 Principal  
 Narayan College



		<p>automation. Complete automation is expected to be achieved very soon. It can help to automate the various tasks related to cataloging, circulation, acquisitions, serials, and more. Students can access library very easily. The mark sheet preparation software is purchased. Mark sheet tabulation software not only helps teachers, but also provides a better understanding of the data to parents, giving a deep insight into students' performance.</p>	
9.	Augmentation of Library Infrastructure	Rs. 78,562/- is utilized for purchasing 457 text and reference books for different departments as per their needs.	Complied
10.	To increase the audio-visual learning activity (ICT class) for students	The numbers of ICT classroom is increased. At present, total number of ICT enabled classroom is 14. It improves the concentration and comprehension of students. The activities carried out through digital and interactive tools increase student concentration and, therefore, they assimilate concepts more quickly, enhancing learning.	Complied
11.	To facilitate energy diversification, energy conservation practices and green practices at the institution through systematic monitoring	Green Audit and Energy Audit with ISO certification is completed. Green Club has organized many awareness programmes at institutes and also in the locality. In all section, LED bulbs/lights are installed. The numbers of solar lights are increased.	Complied
12.	To facilitate waste management practices at campus	Many dustbins (by mentioning the colour code) for organic/biological, glass, paper are installed in the campus. Also, separate dustbin is installed for e-waste. The college has also made a	Complied

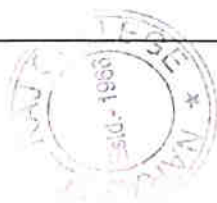


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		MoU with HULLADEK Recycling, an e-waste management company for collection of e-waste of our college. Special chambers are constructed for chemical waste from laboratory.	
13.	To increase the number of seminars, workshops, and special lectures to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students.	A large number of seminars, workshops, and special lectures are organized by different departments, committees and cells to bring together subject matter experts and industry leaders to share their knowledge and thoughts among the students and teachers.	Complied
14.	To encourage the faculties to participate in faculty development programmes, workshops, seminars, etc	8 number of faculties participated in faculty development programmes in Academic Staff College. Almost all faculties participated in seminars/workshops for academic development.	Complied
15.	Formation of Placement Cell	A Placement Cell is formed and a training GDA Training at Narajole Raj College Campus.	Complied
16.	To facilitate sports infrastructure of college	As per requirement of Department of Physical Education Rs. - 68,173/-is utilized for purchasing different sports equipment. Also, KHO KHO ground creation is completed. 79 decimal land is cleaned & developed for playground at old Rajbari campus.	Complied
17	Development of an Archive Centre for preservation of local history and the dissemination of information on rich cultural heritage of our institution.	Archive Centre is duly framed at old Narajole Rajbari Campus of the college. A certificate course in Archival Research is offered by Dept. of History.	Complied
18.	To facilitate building infrastructure of college	Although there is lack of fund yet college has built a Smart Auditorium, disable friendly washroom, water conservation	Complied

851677 2/2  
Narajole Raj College  
13/08/2023



		system and renovation of rainwater harvesting system in this academic year.	
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*ORA*  
05/07/23

Principal

Principal  
Narajole Raj College  
Narajole, Pin-721 211



*ORA*  
05/07/24

Principal  
Narajole Raj College  
Narajole, Pin-721 211





## Internal Quality Assurance Cell

### Action Taken Report 2022-23

#### CONTEXT

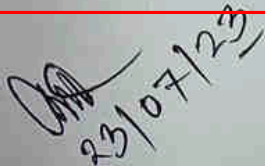
Narajole Raj College has functioned as a responsible higher education institution and has evolved as a centre of learning and development across all parameters of knowledge, resource provision, governance and academic administration. The institution has aptly implemented the mechanism of feedback collection from all categories of stakeholders and has analyzed the responses of the concerned members to derive optimal solutions to the existing problems and enhance its reputation as a premiere educational organization.

#### TEACHING & CURRICULAR ASPECTS

Most stakeholders have expressed an awesomely positive response regarding the performance of the faculty and the quality of academic engagement promoted in the classroom. ICT based learning has been a priority for most stakeholders. Another most priority area of students of Science category is Laboratory equipment. Interestingly, the faculty members have themselves expressed their willingness to incorporate the elements of ICT-based pedagogy as part of their curriculum delivery. The administration and the IQAC has taken due note of this concern. The IQAC has forwarded the following proposals to the institutional management and has worked towards its implementation in the coming academic session:

- i. To increase the numbers of ICT enable classrooms, computers, software and other equipment.



  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



- ii. Faculty members were encouraged to contribute to more class notes/study materials in Google Class Room enabled LMS, VIDEO LECTURES for different semesters.
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## EVALUATION & ASSESSMENT

Respondents have been positive about the role of the institution in conducting continuous assessment and evaluation. The IQAC has augmented efforts to secure efficiency in this area through the following interventions:

- i. No of online remedial classes will be increased and the IQAC as a follow-up of the Slow & Advanced Learners' Feedback session.
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## INFRASTRUCTURE & LEARNING RESOURCES

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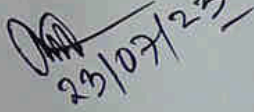
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- vi. Drinking water facility will be more improved.

## SKILL DEVELOPMENT & EMPLOYMENT

The following initiatives have been implemented to address issues on career building opportunities for students and alumni:


- i. The IQAC has taken initiative to improve the quality of Value Added Courses/Add-on/Certificate Courses by hiring expert faculties from other institutions and



  
23/07/23  
Principal  
Narajole Raj College  
Narajole, Pin-721 211




- collaborating with institute/academic bodies with institute of national importance.
- ii. Internship opportunities for students will be increased.
  - iii. Initiative will be taken for conducting Coaching Classes for JAM for UG Science as well as NET/SLET for PG departments.
  - iv. Emphasis will be given on campus recruitment through Placement Cell from the coming academic session.

  
23/07/23

Principal  
Narajole Raj College  
Narajole, Pin-721 211



  
23/07/23





Memo No.....

Date.....

## TRUE COPY OF THE PROCEEDINGS OF GOVERNING BODY MEETING

Meeting No. - 11/58<sup>th</sup>

Date: 03/08/2023 (Thursday) at 11.30 am

Place: Office Chamber of the Principal

### Members present:

1. Sri Sujit Kumar Banerjee – President
2. Dr. Basudev Mandal- Principal and Secretary
3. Dr. Laxmi Kanta Roy – University Nominee
4. Sri Kumaresh Bhunia – Govt. Nominee
5. Sri Sunil Bhowmik – Govt. Nominee
6. Dr. Nilanjana Bhattacharya – Teacher Representative
7. Dr. Tapanendu Kamilya - Teacher Representative
8. Dr. Uttam Kumar Kanp - Teacher Representative
9. Sri Anupam Ghosh – Non-Teaching Representative

Handwritten signature and date: 03/08/23



A meeting of the Governing Body was held on 03.08.2023 at 11.30 am in the Principal's Chamber under the chairmanship of Sri Sujit Kumar Banerjee, President of the College to discuss as follows:

- O) Principal placed the resolutions of IQAC meeting held 27.06.2023 regarding action taken report on feedback analysis for the academic session 2022-2023 before the house and after discussion it is resolved that the resolutions of IQAC meeting held 27.06.2023 regarding action taken report on feedback analysis for the academic session 2022-2023 be accepted and approved.

Handwritten signature and date: 26/04/2024

Principal  
Narajole Raj College  
Narajole, Pin-721 211



S/d  
Sujit Kumar Banerjee  
President



OFFICE OF THE INSPECTOR OF COLLEGES  
**VIDYASAGAR UNIVERSITY, MIDNAPORE**

P.O.: VIDYASAGAR UNIVERSITY, DIST: PASCHIM MEDINIPUR, PIN 721 102, W.B.

Ref.No. VU/IC/248/2024

Date :July 30, 2024

TO WHOM IT MAY CONCERN

This is to certify that the Office of the Inspector of Colleges, Vidyasagar University conducted a General Inspection to the Narajole Raj College, Narajole, Paschim Medinipur - 721211, on 19.12.2023.

(Dr. Avijit Roychoudhury)

INSPECTOR OF COLLEGES

30<sup>th</sup> July, 2024

**Inspector of Colleges,  
Vidyasagar University  
Midnapore-721102**

*Handwritten:* 30/07/24  
Principal  
Narajole Raj College  
Midnapore-721211



# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade College

**ESTD.- 1966**

Narajole ⊕ Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL  
Email: narajolerajcollege@rediffmail.com  
Ph.- 03225-259755

Memo No..... NRC/60/v.u.(I.C.)/2022

Date..... 20/5/22

From :- The Vice-Principal,  
Narajole Raj College,  
Narajole, Paschim Medinipur.

Office of the Inspector of Colleges  
VIDYASAGAR UNIVERSITY  
Midnapore-721102

To :- The Inspector of Colleges,  
Vidyasagar University,  
Paschim Medinipur.

Received but content not verified  
Signature  
Date

Sub :- Academic Audit Report for the Session 2020-2021.

Dear Sir,

Please find attached herewith the format sent by you of the Academic Audit Report for the academic Session 2020-2021 dully filled-in is submitted. Noted that the same has been sent to [icvuoffice@gmail.com](mailto:icvuoffice@gmail.com).

This is for our information and taking action.

Thank you,

Yours faithfully,

*Ranajit*

(Dr. Ranajit Kumar Khalua)

Vice-Principal

**Vice-Principal**  
**Narajole Raj College**  
P.O. Narajole  
Dist.- Paschim Medinipur, 721211

*OR*  
85/07/22



# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade College

**ESTD.- 1966**

Narajole + Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL  
Email: narajolerajcollege@rediffmail.com  
Ph - 03225-259755

Memo No. NBC/IC/ 16/2024

Date 21/03/2024

To  
The Inspector of Colleges  
Vidyasagar University  
Midnapore 721102  
Paschim Medinipur


**Sub: Submission of Academic Audit Report for the session 2022-2023 of Narajole Raj College (Reference no. VU/IC/AAR /41/2024 Dated:26.02.2024 )**

Respected Sir,

With reference to your letter vide memo no. VU/IC/AAR /41/2024 Dated:26.02.2024 regarding the submission of Academic Audit Report 2022 – 2023 (As per your provided format) I am forwarding herewith said report of our college for your kind perusal.

With thanks and regards,

Sincerely yours'

  
21/03/2024  
Dr. Basudev Mandal  
Principal  
Narajole Raj College



# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade College

ESTD.- 1966

Narajole Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL

Email: narajolerajcollege@rediffmail.com  
Ph.- 03225-259755

Memo No.....N.R.C./T.C./351/2023

Date.....27.04.2023

From: - The Vice-Principal  
Narajole Raj College,  
Narajole, Paschim Medinipur.

To :- The Inspector of Colleges,  
Vidyasagar University,  
Paschim Medinipur.

Subject: - Submission of Report for Academic Audit Report for 2021-2022

Dear Sir,

With due respect, I am sending herewith the Academic Report for Auditing for the year 2021-2022 in hard copy and soft copy also at [icvuoffice@gmail.com](mailto:icvuoffice@gmail.com) for your information & taking necessary action.

Thanking you,

Yours faithfully,

Dr. Ranajit Kumar Khalua

Vice-Principal

Vice-Principal  
Narajole Raj College  
P.O.- Narajole  
Dist.- Paschim Medinipur, 721211

Received  
3.5.23



**S.K.PAUL & CO.**  
 (Chartered Accountants)  
 Partner: Sanjib Singha  
 Tel: 03222-210074  
 Mob: 9933029183/9475096460

H.O.-237C S.D. Banerjee Road  
 Kolkata - 700144  
 B.O.- 7A Burdge town(Durga Mandap)  
 P.O.-Midnapore  
 Paschim Medinipur, 721101

NARAJOLE RAJ COLLEGE  
 NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR  
**INFRASTRUCTURE & DEVELOPMENT**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2024**

RECEIPTS	RS.	P.	PAYMENTS	RS.	P.
To, Opening Balance			By, Building Construction	48,542.00	
" Cash in Hand	NIL		" Computer Expenses	3,25,374.00	
" Building Fees Fund	1,94,850.00		" Development Expenses	8,61,845.00	
" Development fees Fund	5,14,500.00		" Electrical Goods	24,651.00	
" Tailoring Fees	17,600.00		" Furniture	86,210.00	
" College Own Fund	16,43,230.00		" ICT	40,000.00	
			" Sound System	46,247.00	
			" Green Certification	59,400.00	
			" Library Software Purchase	4,30,793.00	
			" Tailor Machine	75,362.00	
			" Painting Expenses	378.00	
			" Plan & Estimate	20,700.00	
			" Soil Filling	97,020.00	
			" Harmonium	20,970.00	
			" Xerox Machine	55,860.00	
			" Vetting Charge	71,371.00	
			" Water Purifier	71,131.00	
			" Dustbin	23,760.00	
			" E Tender	10,566.00	
			" Closing Balance	NIL	
<u>23,70,180.00</u>			<u>23,70,180.00</u>		

**AUDITOR'S REPORT:-**  
 We report that we have examined the Receipts & Payments A/C of Project "INFRASTRUCTURE & DEVELOPMENT" of Narajole Raj College for the year ended 31st March,2024 with Books and Accounts, Vouchers and Documents produced before us and the same are in agreement therewith.

Place: Medinipore  
 Date: 30/07/2024

For: S.K.Paul & Co.  
 (Chartered Accountants)

30/07/24



[Signature]

Partner: SANJIB SINGHA  
 R/No. 066924

**PRINCIPAL**  
 NARAJOLE RAJ COLLEGE  
 Narajole, Paschim Medinipur  
**Principal**  
**Narajole Raj College**  
 Narajole, Pin- 721211





S.K.PAUL & CO.

(Chartered Accountants)

Partner: Sanjib Singha

Tel: 03222-210074

Mob: 9933029183/9475096460

H.O.-237C S.D. Banerjee Road

Kolkata - 700144

B.O.- 7A Burdge town(Durga Mandap)

P.O.-Midnapore

Paschim Medinipur, 721101

**NARAJOLE RAJ COLLEGE**  
**NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR**  
**INFRASTRUCTURE & DEVELOPMENT**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2023**

RECEIPTS		RS.	P.	PAYMENTS		RS.	P.
To,	Opening Balance			By,	Building Construction	4,50,375.00	
"	Cash in Hand		NIL	"	Computer Expenses	65,934.00	
"	Building Fees Fund	1,60,750.00		"	Development Expenses	1,52,632.00	
"	Development fees Fund	4,54,400.00		"	Electrical Goods	2,96,118.00	
"	College Own Fund	16,94,436.00		"	General expenses	1,66,496.00	
				"	ICT	65,271.00	
				"	IQAC Expenses	54,500.00	
				"	Library Software Purchase	29,400.00	
				"	Mobile Expenses	9,798.00	
				"	Painting Expenses	5,88,900.00	
				"	Plan & Estimate	60,300.00	
				"	Medicinal Plant	4,920.00	
				"	Furniture	2,12,355.00	
				"	Sports Equipment	68,173.00	
				"	Waterline Expenses	8,127.00	
				"	TDS on Development work	76,287.00	
				"	Closing Balance	NIL	

23,09,586.00

23,09,586.00

**AUDITOR'S REPORT:-**

We report that we have examined the Receipts & Payments A/C of Project "INFRASTRUCTURE & DEVELOPMENT" of Narajole Raj College for the year ended 31st March, 2023 with Books and Accounts, Vouchers and Documents produced before us and the same are in agreement therewith.

Place: Medinipore

Date: 15/04/2023

*Sanjib Singha*  
15/04/23

**PRINCIPAL**

NARAJOLE RAJ COLLEGE

Narajole, Paschim Medinipur

Principal

Narajole Raj College

P.O. - Narajole

Dist - Paschim Medinipur



For: S.K.Paul & Co.

(Chartered Accountants)

*Sanjib Singha*

Partner: SANJIB SINGHA

R/No. 066924



S.K.PAUL & CO.  
 (Chartered Accountants)  
 Partner: Sanjib Singha  
 Tel: 03222-210074  
 Mob: 9933029183/9475096460

H.O.-237C S.D. Banerjee Road  
 Kolkata - 700144  
 B.O.- 7A Burdge town(Durga Mandap)  
 P.O.-Midnapore  
 Paschim Medinipur, 721101

**NARAJOLE RAJ COLLEGE**  
**NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR**  
**INFRASTRUCTURE & DEVELOPMENT**  
RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2022

RECEIPTS		RS.	P.	PAYMENTS		RS.	P.
To, Opening Balance				By, Computer Expenses			
" Cash in Hand			NIL	" Development Expenses		23,820.00	
" Building Fees Fund		1,87,500.00		" Electrical Goods		3,93,727.00	
" Development fees Fund		6,34,380.00		" General expenses		3,505.00	
				" ICT		60,861.00	
				" Closing Balance		23,529.00	
						3,16,438.00	
				<u>8,21,880.00</u>			
				<u>8,21,880.00</u>			

**AUDITOR'S REPORT:-**

We report that we have examined the Receipts & Payments A/C of Project "INFRASTRUCTURE & DEVELOPMENT" of Narajole Raj College for the year ended 31st March,2022 with Books and Accounts, Vouchers and Documents produced before us and the same are in agreement therewith.

Place: Medinipore  
 Date: 14/08/2022

For: S.K.Paul & Co.  
 (Chartered Accountants)

*(Signature)*

Partner: SANJIB SINGHA  
 R/No. 066924

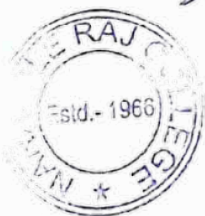
*(Signature)*  
**VICE-PRINCIPAL**  
 NARAJOLE RAJ COLLEGE  
 Narajole, Paschim Medinipur

**Vice-Principal**  
**Narajole Raj College**  
 P.O.- Narajole  
 Dist.- Paschim Medinipur, 721211



*Accepted*  
*(Signature)* 30/04/24

**Principal**  
**Narajole Raj College**  
 Narajole, Pin-721 211



**S.K.PAUL & CO.**

(Chartered Accountants)

Partner: Sanjib Singha

Tel: 03222-210074

Mob: 9933029183/9475096460

H.O.-237C S.D. Banerjee Road

Kolkata - 700144

B.O.- 7A Burdge town(Durga Mandap)

P.O.-Midnapore

Paschim Medinipur, 721101

**NARAJOLE RAJ COLLEGE**  
**NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR**  
**INFRASTRUCTURE & DEVELOPMENT**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2021**

RECEIPTS	RS.	P.	PAYMENTS	RS.	P.
To, Opening Balance			By, Development Expenses	83,281.00	
" Cash in Hand		NIL	" Computer	54,000.00	
" Building Fees Fund	2,32,200.00		" Hostel Expense	1,199.00	
" Development Fees Fund	4,77,900.00		" ICT	4,052.00	
			" Closing Balance	5,67,568.00	
				<u>7,10,100.00</u>	
					<u>7,10,100.00</u>

**AUDITOR'S REPORT:-**

We report that we have examined the Receipts & Payments A/C of Project "INFRASTRUCTURE & DEVELOPMENT" of Narajole Raj College for the year ended 31st March, 2021 with Books and Accounts, Vouchers and Documents produced before us and the same are in agreement therewith.

Place: Medinipore

Date: 30/06/2023

For: S.K.Paul & Co.  
(Chartered Accountants)



Partner: SANJIB SINGHA  
R/No. 066924

*Sanjib Singha*  
30/06/23  
**PRINCIPAL**  
NARAJOLE RAJ COLLEGE  
Narajole, Paschim Medinipur  
**Principal**  
Narajole Raj College  
Narajole, Pin- 721211



**S.K.PAUL & CO.**

(Chartered Accountants)  
 Partner: Sanjib Singha  
 Tel: 03222-210074  
 Mob: 9933029183/9475096460

H.O.-237C S.D. Banerjee Road  
 Kolkata - 700144  
 B.O.- 7A Burdge town(Durga Mandap)  
 P.O.-Midnapore  
 Paschim Medinipur, 721101

**NARAJOLE RAJ COLLEGE  
 NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR  
 INFRASTRUCTURE & DEVELOPMENT  
 RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2020**

RECEIPTS	RS.	P.	PAYMENTS	RS.	P.
To, Opening Balance			By, Building		4,20,343.00
" Cash in Hand		NIL	" Development Expenses		1,75,692.00
" Building Fees Fund	2,51,000.00		" Electrical Goods		16,404.00
" Development Fees Fund	7,13,900.00		" ICT		30,499.00
			" Closing Balance		3,21,962.00
				9,64,900.00	9,64,900.00

**AUDITOR'S REPORT:-**

We report that we have examined the Receipts & Payments A/C of Project "INFRASTRUCTURE & DEVELOPMENT" of Narajole Raj College for the year ended 31st March,2020 with Books and Accounts, Vouchers and Documents produced before us and the same are in agreement therewith.

Place: Medinipore  
 Date: 30/06/2023

For: S.K.Paul & Co.  
 (Chartered Accountants)





Partner: SANJIB SINGHA  
 R/No. 066924

**PRINCIPAL**  
 NARAJOLE RAJ COLLEGE  
 Narajole, Paschim Medinipur

 **Principal**  
 Narajole Raj College  
 Narajole, Pin- 721211



# Audit Report and Accounts For the year ended 31.03.2020 of

NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

851071 24  
NARAJOLE RAJ COLLEGE  
PASCHIM MEDINIPUR



**P S ROY & ASSOCIATES**  
CHARTERED ACCOUNTANTS

AD-280, SALT LAKE CITY, KOLKATA - 700 064

Phone : 2334-2938, 2321-7375, 2321-2795

Mobile : 9433042938, E-mail : ps2795@gmail.com



**INDEPENDENT AUDITORS' REPORT**

TO THE MEMBERS OF

**NARAJOLE RAJ COLLEGE, Narajole, Paschim Medinipur, 721211**

**Report on the Audit of Financial Statements**

We have audited the annexed Balance Sheet of **NARAJOLE RAJ COLLEGE, Narajole, Paschim Medinipur** as at 31<sup>st</sup> March, 2020 and the Income and Expenditure and Receipt & payments Account for the year ended on that annexed thereto. The preparations of these financial statements are the responsibility of the College's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

**Management's Responsibility for the Financial Statements:**

The College Management is responsible for preparation of these financial statements (Balance Sheet, Income & Expenditure and Receipt & Payment Account) that give a true and fair view of the financial position, financial performance and cash flows of the College in accordance with the Accounting principles generally accepted in India. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the applicable law for safeguarding the assets of the College and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the Financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit.

1. We have conducted our audit in accordance with the Standards generally accepted on Auditing in India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
2. An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor



considers internal control relevant to the College's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Management, as well as evaluating the overall presentation of the financial statements.

3. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

### Opinion

In our opinion and to the best of our knowledge and according to the explanations given to us, the aforesaid financial statements give the information required by the Act in the manner so required and give true and fair view in conformity with the accounting principles generally accepted in India.

- i. In case of Balance Sheet, of the state of affairs of the College as at 31<sup>st</sup> March, 2020.
- ii. In case of Income & Expenditure Account of the Surplus for the year ended on that date and
- iii. In case of Receipt & Payments Accounts of the actual receipts and payments for the year ended on that date.

We report that:

(a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.

b) In our opinion, proper books of accounts have been kept as required by law so far as appears from our examination of those books.

c) The Balance Sheet, Income and Expenditure Account and Receipt & Payment Account dealt with by this report are in agreement with the books of account.

Dated, Kolkata  
06-02-2021



**For P S ROY & ASSOCIATES**  
Chartered Accountants  
Registration no: 320074E

P S Roy, Partner  
Membership No: 054992  
UDIN: 21054992AAAABA6110



# NARAJOLE RAJ COLLEGE

Narajole, Daspur, Paschim Medinipur, Pin - 721211

## Balance Sheet as at 31st March 2020

Liabilities		Amount(Rs)	Asset	Amount(Rs)
General Fund			Schedule: - A : Fixed Assets	1,84,59,359.94
Opening Balance	80,31,024.06		Schedule - B : Cash and Bank	32,95,279.19
Add: Excess of Income over Expenditure	18,62,291.46		Schedule - C : Fixed Deposit	9,69,279.00
	98,93,315.52	98,93,315.52	Schedule - D : Advance	31,82,314.00
Schedule - E : Capital Fund		1,17,97,912.00		
Schedule - F : UGC & Other Grants		1,01,521.00		
Schedule - G : Other Liabilities		37,38,138.61		
Schedule - H : University Fees		3,37,070.00		
Reserve Fund : As per last Account		38,275.00		
		<b>2,59,06,232.13</b>		<b>2,59,06,232.13</b>

Dated, Kolkata  
6th February, 2021

*Amit Kumar Saha*

Principal & Secretary  
Narajole Raj College  
Narajole, Pin-721 211



This is our report of even date

**For P S Roy & Associates**

Chartered Accountants

FRN/320074E

*P S Roy*  
P S Roy, Partner

M.No:054992

UDIN: 21054992AAAABA6110





## Notes on Accounts

1. **Basis of preparation of accounts:** The financial statements are prepared under historical cost convention on an accrual basis and according to the generally accepted accounting policy, in conformity with accounting standards issued by the Institute of Chartered Accountants of India.
2. **Fixed Assets:** Fixed Assets are stated at cost less depreciation and impairment losses thereon and. Cost for this purpose includes the cost of acquisition, installation and other direct expenses incurred in relation thereto.
3. **Depreciation:** Depreciation on the fixed assets is provided on written down value method as per Indian Income Tax Act, 1961.



Handwritten text: 65/07/24  
Principal  
Narayan College  
Kolkata - 700017



# Certificate of Registration

This is to Certify that  
Environmental Management System of

## NARAJOLE RAJ COLLEGE

VILL + PO: NARAJOLE, PASCHIM MEDINIPORE - 721211,  
WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of  
**ISO 14001:2015**  
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO  
AWARDING OF B.A & B.SC HONS AS WELL AS GENERAL COURSES  
CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY EFFICIENCY  
MANNER IN COLLEGE GREEN CAMPUS.

IAF CODE: 37

Certificate No	: 24EEMT52	Issuance Date	: 05/03/2024
Initial Registration Date	: 05/03/2024		
Date of Expiry*	: 04/03/2027		
1st Surv. Due	: 05/02/2025	2nd Surv. Due	: 05/02/2026



Director



(Scan to Verify)

**Assurance Quality Certification LLC**

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: [info@aqcworld.com](mailto:info@aqcworld.com)

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

\*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (In case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or [www.aqcworld.com](http://www.aqcworld.com) at Active Clients.

Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded

# Certificate of Registration

This is to Certify that  
Quality Management System of

## NARAJOLE RAJ COLLEGE

VILL + PO: NARAJOLE, PASCHIM MEDINIPORE - 721211,  
WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of  
**ISO 9001:2015**  
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO  
AWARDING OF B.A & B.SC HONS AS WELL AS GENERAL COURSES  
CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY EFFICIENCY  
MANNER IN COLLEGE GREEN CAMPUS.

IAF CODE: 37

Certificate No	: 24EQMR38	Issuance Date	: 05/03/2024
Initial Registration Date	: 05/03/2024		
Date of Expiry*	: 04/03/2027		
1st Surv. Due	: 05/02/2025	2nd Surv. Due	: 05/02/2026



Director



(Scan to Verify)

Assurance Quality Certification LLC

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: [info@aqcworld.com](mailto:info@aqcworld.com)

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

\*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (In case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or [www.aqcworld.com](http://www.aqcworld.com) at Active Clients.

Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded

# Certificate of Registration

This is to Certify that  
Energy Management System of

## NARAJOLE RAJ COLLEGE

VILL + PO: NARAJOLE, PASCHIM MEDINIPORE - 721211,  
WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of  
**ISO 50001:2018**  
for the following scope :

TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO  
AWARDING OF B.A & B.SC HONS AS WELL AS GENERAL COURSES  
CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY EFFICIENCY  
MANNER IN COLLEGE GREEN CAMPUS.

Certificate No : **24EEEM338**  
Initial Registration Date : 05/03/2024 Issuance Date : 05/03/2024  
Date of Expiry\* : 04/03/2027  
1st Surv. Due : 05/02/2025 2nd Surv. Due : 05/02/2026



Director



(Scan to Verify)

**Assurance Quality Certification LLC**

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: [info@aqcworld.com](mailto:info@aqcworld.com)

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

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Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded

<b>AQC GLOBAL LLC</b>	F13
ISO 9001:2015	Issue 01
Stage 1 Audit Report	Rev 05

Name of the Organization	<b>Narajole Raj College</b>	
Address	<b>Vill+PO: Narajole, Paschim Medinipore, PIN : 721211.</b>	
Site Address (If any)		
No. of Employees	Teaching = 67, GLI = 1, Non-teaching = 23, House-keeping =2, Security =4, Electrician=1, <b>Total = 98</b>	
No. Of Shift	1	
E mail id	<a href="mailto:narajolerajcollege@rediffmail.com">narajolerajcollege@rediffmail.com</a>	
Contact Person	<b>Dr. Basudev Mandal</b>	
Telephone/Fax	+919635665468	
Scope	<b>Teaching, Learning and Evaluation processes relating to awarding of B.A &amp; B.SC Hons as well as General Courses considering Environment friendly and Energy efficiency manner in College Green Campus.</b>	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	Design and development	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert	Audit duration Man day(s): Technical Expert
Starting date of Audit	21.05.2023	
End Date of Audit	21.05.2023	
Brief about the organization	<p>A noble effort to further higher education amongst aspiring rural students bogged down by infrastructural and communication drawbacks, the curse of emerging modern India, resulted in the humble beginnings of Narajole Raj College, way back, on September 12, 1966. Located in remote Paschim Medinipur (then undivided Midnapore) district of West Bengal, The College was the dream child of a group of magnanimous minds, led by Rani Anjali Khan (of renowned Khan Dynasty, erstwhile rulers of the area and contributors to the Indian freedom movement), renowned political activist, Shri Rajanikanta Dolai and social activist, Shri Radhayashyam Mondal. The trio were actively supported and helped in their mission by the people of the locality. Srimati Khan leased out her palace in Narajole for the purpose of running the college. The college began functioning with 6 teachers, 5 non-teaching staff and 30 students. Initially, the college offered 3 years Undergraduate Degree courses (General) in 6 subjects, and the Pre University course under Calcutta University. We respectfully remember our first Principal, Prof. Sital Bhattacharya, who meticulously looked into all legal and governmental issues that would ensure the smooth functioning of the Institution in the years ahead.</p>	



<b>AQC GLOBAL LLC</b>	F13
<b>ISO 9001:2015</b>	Issue 01
<b>Stage 1 Audit Report</b>	Rev 05

	<p>When reminiscing about its early days, one bow in respect to those teachers of Mahendra Academy Boys' High School, Narajole, who willingly accepted the burden of taking classes at the college which was suffering from dearth of teachers (the economic condition of the college was not such that it was capable of hiring part time teachers). In the chequered history of the College one major landmark was the introduction of B. Sc. in Pure Science (General) in 1983. After de-notification by the then affiliating body, the University of Calcutta, in 1987, was shifted over to the recently established Vidyasagar University (Midnapore) as per Government order. Another major breakthrough in the history of the College came in 1991, with the College offering Honours Courses in Bengali and History, and B.Sc. in the Biological Science (General). The college in turn donated land to the government so that a Boys' Hostel for the weaker section of the community could be constructed. In 2005, the subjects under the discipline of humanities were shifted to the new campus.</p>
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel to determine the organization's readiness for the Stage 2 Audit for Certification

**CHANGE DETAIL**

Audit Duration for Stage 1	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

**ATTENDANCE SHEET:**

NAME OF PERSON	DESIGNATION
<i>Amalish Kr. Mandal</i>	Lead Auditor

*15/07/24*



<b>AQC GLOBAL LLC</b>	F13
ISO 9001:2015	Issue 01
Stage 1 Audit Report	Rev 05

Dr. Basudev Mandal	<b>Principal</b>
Prof. Pragna Paramita Mondal	IQAC Coordinator
Prof. Sanjay Kumar Datta	Convenor
Dr. Arif Iqbal Mallick	Assistant Professor
Dr. Arpita Chakraborty	SACT-I
Dr. Avradip Pradhan	Assistant Professor
Dr. Barun Mondal	Assistant Professor
Prof. Ishita Biswas	Assistant Professor
Prof. Nandita Bhakat	Assistant Professor
Dr. Poulomi Adhikary	Assistant Professor
Dr. Prithwi Ghosh	Assistant Professor
Dr. Soumendu Bisoi	Assistant Professor
Prof. Subhasis Das	Assistant Professor

**SUMMARY OF AUDIT**

AREA OF IMPROVEMET	
(Areas of Improvement Which May be Identified as Non Conformities During Stage 2 Audit)	
1	Communication/Display of policy
2	Communication/Display of Objectives

  
 Principal  
 Naraj College  
 Naraj, Cuttack  
 Odisha-751005




<b>AQC GLOBAL LLC</b>	F13
ISO 9001:2015	Issue 01
Stage 1 Audit Report	Rev 05

Non Conformities Raised

0 Minor/Major Non conformance identified in the Stage 1 audit, details of Non Conformance in F50.

*Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor*

<b>Team Leader Declaration (Tick or cross Each Column as per applicability)</b>	
√	Auditing is based on a sampling process of the available information
√	Audit is combined, joint or integrated;
√	The effectiveness of corrective actions taken regarding previously identified
√	nonconformities has verified
√	outcomes are effective and complying.
√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives has been fulfilled and achieved.
<b>RECOMMENDATION</b>	
√	Recommended Proceeding With Stage 2 (within 60 days from this audit date)
×	Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.
×	Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

Sign Off : Date 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature: <i>Amalesh Kumar Mandal</i>	Name: Dr. Basudev Mandal Sign:  Designation: Principal

*Handwritten signature and date: Basudev Mandal 15/07/24*

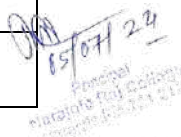




<b>AQC GLOBAL LLC</b>	F13
<b>ISO 9001:2015</b>	Issue 01
<b>Stage 1 Audit Report</b>	Rev 05

**AUDIT CHECKLIST**

<b>REQUIREMENTS</b>	<b>COMMENTS</b>	<b>Status C/NC/O</b>
Is the Information is documented as required as per the ISO 9001:2015?	Manual and other documented information available.	C
Has the discussion held with personnel of the Client company for readiness for stage-2?	Yes	C
Has the Client site specific conditions are evaluated?	Yes	C
Has the company identified key performance, Process, Objectives and operation of Management System?	Established and implemented	C
Has the client having understanding with the ISO 9001:2015 Standard requirement?	Yes	C
Is the scope is having boundaries and specific to client organization?	Yes	C
Is client having Multisite then level of control is established.	Not applicable	C
Is process and Equipment used are adequate?	Yes	C

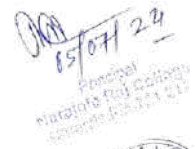

  
 Principal  
 Narotam's Fed. College  
 Gandhinagar, Gandhinagar, Gandhinagar



<b>AQC GLOBAL LLC</b>	F13
<b>ISO 9001:2015</b>	Issue 01
<b>Stage 1 Audit Report</b>	Rev 05

Has client identified Legal and Statutory Requirements applicable to Product and Organization?	Yes	C
Is the resource are adequate for stage 2 audit?	Yes	C
Is Internal Audit planned and performed and effective?	Yes	C
Is MRM planned and performed and Effective?	Yes	C
Are Internal audits conducted as planned? Date of Last Internal Audit?	Yes/ 11.01.2023 to 12.01.2023	C
Are Management reviews conducted as planned? Date of Last MRM?	Yes/ 18.01.2023	C

**END OF REPORT**

  
 Principal  
 Naraina's PGI College  
 Naraina, New Delhi - 110028



<b>AQC GLOBAL LLC</b>	F15 Issue 01 Rev 05
<b>ISO 14001:2015</b>	
<b>Stage 1 Audit Report</b>	

Name of the Organization	<b>Narajole Raj College</b>	
Address	<b>Vill+PO: Narajole, Paschim Medinipore, PIN : 721211.</b>	
Site Address (If any)		
No. of Employees	Teaching = 67, GLI = 1, Non-teaching = 23, House-keeping =2, Security =4, Electrician=1, <b>Total = 98</b>	
E mail id	<a href="mailto:narajolerajcollege@rediffmail.com">narajolerajcollege@rediffmail.com</a>	
Contact Person	<b>Dr. Basudev Mandal</b>	
Telephone/Fax	<b>+919635665468</b>	
Scope	<b>Teaching, Learning and Evaluation processes relating to awarding of B.A &amp; B.SC Hons as well as General Courses considering Environment friendly and Energy efficiency manner in College Green Campus.</b>	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	None	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert:	Audit duration Man day(s):
Start date of Audit	21.05.2023	
End Date of Audit	21.05.2023	
Brief about the organization	<p>A noble effort to further higher education amongst aspiring rural students bogged down by infrastructural and communication drawbacks, the curse of emerging modern India, resulted in the humble beginnings of Narajole Raj College, way back, on September 12, 1966. Located in remote Paschim Medinipur (then undivided Midnapore) district of West Bengal, The College was the dream child of a group of magnanimous minds, led by Rani Anjali Khan (of renowned Khan Dynasty, erstwhile rulers of the area and contributors to the Indian freedom movement), renowned political activist, Shri Rajanikanta Dolai and social activist, Shri Radhayashyam Mondal. The trio were actively supported and helped in their mission by the people of the locality. Srimati Khan leased out her palace in Narajole for the purpose of running the college. The college began functioning with 6 teachers, 5 non-teaching staff and 30 students. Initially, the college offered 3 years Undergraduate Degree courses (General) in 6 subjects, and the Pre University course under Calcutta University. We respectfully remember our first Principal, Prof. Sital Bhattacharya, who meticulously looked into all legal and governmental issues that would ensure the smooth functioning of the Institution in the years ahead.</p> <p>When reminiscing about its early days, one bow in respect to those teachers of Mahendra Academy Boys' High School, Narajole, who willingly accepted the burden of taking classes at the college which was suffering</p>	



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	<p>from dearth of teachers (the economic condition of the college was not such that it was capable of hiring part time teachers). In the chequered history of the College one major landmark was the introduction of B. Sc. in Pure Science (General) in 1983. After de-notification by the then affiliating body, the University of Calcutta, in 1987, was shifted over to the recently established Vidyasagar University (Midnapore) as per Government order. Another major breakthrough in the history of the College came in 1991, with the College offering Honours Courses in Bengali and History, and B.Sc. in the Biological Science (General). The college in turn donated land to the government so that a Boys' Hostel for the weaker section of the community could be constructed. In 2005, the subjects under the discipline of humanities were shifted to the new campus.</p>
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel to determine the organization's readiness for the Stage 2 Audit for Certification.

### CHANGE DETAIL

Audit Duration for Stage 1	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

### ATTENDANCE SHEET:

NAME OF PERSON	DESIGNATION
<i>Amalish K. Mondal</i>	Lead auditor



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<b>Stage 1 Audit Report</b>	

Dr. Basudev Mandal	Principal
Prof. Pragna Paramita Mondal	IQAC Coordinator
Prof. Sanjay Kumar Datta	Convenor
Dr. Arif Iqbal Mallick	Assistant Professor
Dr. Arpita Chakraborty	SACT-I
Dr. Avradip Pradhan	Assistant Professor
Dr. Barun Mondal	Assistant Professor
Prof. Ishita Biswas	Assistant Professor
Prof. Nandita Bhakat	Assistant Professor
Dr. Poulomi Adhikary	Assistant Professor
Dr. Prithwi Ghosh	Assistant Professor
Dr. Soumendu Bisoi	Assistant Professor
Prof. Subhasis Das	Assistant Professor

### **SUMMARY OF AUDIT**

AREA OF IMPROVEMNET	
(Areas Of Improvement Which May Be Identified As Non Conformities During Stage 2 Audit)	
1	Communication/Display of policy
2	Communication/Display of Objectives

  
 Principal  
 Nandan Raj College  
 Cuttack, Odisha



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<b>Stage 1 Audit Report</b>	

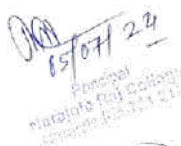
Non Conformities Raised

0 Minor/Major Non-conformance identified in the Stage 1 audit, details of Non Conformance in F50

*Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor*


<b>Team Leader Declaration (Tick or cross Each Column as per applicability)</b>	
√	Auditing is based on a sampling process of the available information
√	Audit is combined, joint or integrated;
√	The effectiveness of corrective actions taken regarding previously identified
√	nonconformities has verified
√	outcomes are effective and complying.
√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives has been fulfilled and achieved

<b>RECOMMENDATION</b>	
√	Recommended Proceeding With Stage 2 (within 60 days from this audit date)
×	Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.
×	Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

  
 Principal  
 Maratha Raj College  
 Mumbai-400 001



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<b>Stage 1 Audit Report</b>	

Sign Off : Date 21.06.2023	
AQC Report Submission	Client Acceptance for Report
Name of Auditor: Amalesh Kumar Mandal Signature: <i>Amalesh Kumar Mandal</i>	Name: Dr. Basudev Mandal Signature:  Designation: Principal

### AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/NC/O
Is the Information is documented as required as per the ISO 14001:2015?	Manual (EMS/001 dtd. 12.09.2022) and other documented information available.	C
Has the discussion held with personnel of the Client company for readiness for stage-2?	Yes. Within this month the Stage-2 need to be completed.	C
Are Process and support processes identified and determined?	Yes	C
Has the Client site specific conditions are evaluated?	Established and implemented	C
Has the company identified key performance, Process, Objectives, Impact and Aspect analysis and operation of Management System?	Yes. Environment related objectives and programs are found set and Environmental aspect/impact analysis found established.	C
Has the client having understanding with the ISO	Yes. They have hired external consultant for that too. Awareness done.	C

*Handwritten signature and date: 21/07/22*



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<b>Stage 1 Audit Report</b>	

14001:2015 Standard requirement?		
Is the scope is having boundaries and specific to client organization?	Yes	C
Is client having Multisite then level of control is established.	Not applicable	C
Is process and Equipment used are adequate?	Yes	C
Has client identified Legal and Statutory Requirements applicable to Product and Organization?	Yes as per UGC guidelines.	C
Is the resource are adequate for stage 2 audit?	Yes	C
Is Internal Audit planned and performed and effective?	Last done on 11.03.2023 covering ISO 14001:2015 standards.	C
Is MRM planned and performed and Effective?	Yes last done on 23.03.2023, minutes are available.	C

**END OF REPORT**

  
 Principal  
 Marwari's Coll. Gwalior  
 Gwalior-471 001





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<b>ISO 14001:2015</b>	
<b>Stage 2 Audit Report</b>	

Name of the Organization	<b>Narajole Raj College</b>	
Address	<b>Vill+PO: Narajole, Paschim Medinipore, PIN : 721211.</b>	
Site Address (If any)		
No. of Employees	Teaching = 67, GLI = 1, Non-teaching = 23, House-keeping =2, Security =4, Electrician=1, <b>Total = 98</b>	
NO. of Shift	1	
E mail id	<a href="mailto:narajolerajcollege@rediffmail.com">narajolerajcollege@rediffmail.com</a>	
Contact Person	<b>Dr. Basudev Mandal</b>	
Telephone/Fax	<b>+919635665468</b>	
Scope	<b>Teaching, Learning and Evaluation processes relating to awarding of B.A &amp; B.SC Hons as well as General Courses considering Environment friendly and Energy efficiency manner in College Green Campus.</b>	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusion	None	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert:	No of Mandays : 1
Starting Date of Audit	12.07.2023	
End Date of Audit	12.07.2023	
Brief about the organization	<p>A noble effort to further higher education amongst aspiring rural students bogged down by infrastructural and communication drawbacks, the curse of emerging modern India, resulted in the humble beginnings of Narajole Raj College, way back, on September 12, 1966. Located in remote Paschim Medinipur (then undivided Midnapore) district of West Bengal, The College was the dream child of a group of magnanimous minds, led by Rani Anjali Khan (of renowned Khan Dynasty, erstwhile rulers of the area and contributors to the Indian freedom movement), renowned political activist, Shri Rajanikanta Dolai and social activist, Shri Radhayashyam Mondal. The trio were actively supported and helped in their mission by the people of the locality. Srimati Khan leased out her palace in Narajole for the purpose of running the college. The college began functioning with 6 teachers, 5 non-teaching staff and 30 students. Initially, the college offered 3 years Undergraduate Degree courses (General) in 6 subjects, and the Pre University course under Calcutta University. We respectfully remember our first Principal, Prof. Sital Bhattacharya, who meticulously looked into all legal and governmental issues that would ensure the smooth functioning of the Institution in the years ahead.</p> <p>When reminiscing about its early days, one bow in respect to those teachers of Mahendra Academy Boys' High School, Narajole, who willingly accepted the burden of taking classes at the college which was suffering from dearth of teachers (the</p>	



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<b>Stage 2 Audit Report</b>	

	economic condition of the college was not such that it was capable of hiring part time teachers).In the chequered history of the College one major landmark was the introduction of B. Sc. in Pure Science (General) in 1983. After de-notification by the then affiliating body, the University of Calcutta, in 1987, was shifted over to the recently established Vidyasagar University (Midnapore) as per Government order. Another major breakthrough in the history of the College came in 1991, with the College offering Honours Courses in Bengali and History, and B.Sc. in the Biological Science (General).The college in turn donated land to the government so that a Boys' Hostel for the weaker section of the community could be constructed. In 2005, the subjects under the discipline of humanities were shifted to the new campus.
Purpose of Audit	To verify the implementation of the Environmental Management System as per the Standards Requirement, verification of records for the conformity of the implementation.

**CHANGE DETAIL:**

Audit Duration for Stage 2	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

**ATTENDANCE SHEET:**

NAME OF PERSON	DESIGNATION
<i>Amalish K. Mondal</i>	
DR. BASUDEV MONDAL	PRINCIPAL
PROF.PRAGNA PARAMITA MONDAL	IQAC CO-ORDINATOR



<b>AQC GLOBAL LLC</b>	F16 Issue 01 Rev 05
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<b>Stage 2 Audit Report</b>	

NAME OF PERSON	DESIGNATION
PROF.SANJAY KUMAR DATTA	CONVENOR
PROF.NANDITA BHAKAT	ASST.PROFESSOR
PROF.BARUN KUMAR MONDAL	ASST.PROFESSOR
DR.AVRADIP PRADHAN	ASST.PROFESSOR

### SUMMARY OF AUDIT

AREA OF IMPROVEMENTS	
1	No such improvement points identified in current period.

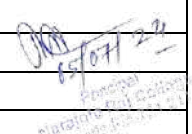
#### **Non Conformities Raised**

**0** Minor/Major Non-conformance identified in the Stage 2 audit, details of Non Conformance in F50

*Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor*

#### **Team Leader Declaration (Tick or cross Each Column as per applicability)**

√	Auditing is based on a sampling process of the available information
√	Audit is combined, joint or integrated;
√	The effectiveness of corrective actions taken regarding previously identified
√	nonconformities has verified
√	outcomes are effective and complying.

  
 Date: 25/07/22  
 Signature: [Handwritten]



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<b>Stage 2 Audit Report</b>	

√	The internal audit and management review process are effective and complying with the requirements.
√	The scope of certification is appropriate.
√	The capability of the management system to meet applicable requirements and expected
√	The audit objectives has been fulfilled and achieved.

**Recommendation:**

√	<b>The EMS complies with the requirements of the reference standard:</b> Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark
×	<b>The EMS complies with the requirements of the reference standard with exception of minor NC:</b> Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Evidence of major non conformities:</b> Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2.  Once all non-conformances are closed, the recommendation for Issuance of certification may recommended.  If all non-conformances are not closed within 60 days, a full reassessment may be required.
×	<b>Not Recommended:</b> Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace. .
	<b><i>Proposed Audit Date for 1<sup>st</sup> Surveillance Audit 11.07.2024 (mm/dd/yy)</i></b>

Sign Off : (Date) 12.07.2023

AQC Report Submission

Name of Team Leader: Amalesh Kr. Mandal

Signature: *Amalesh Kumar Mandal*

Client Acceptance for Report

Name:

Sign

Designation:

*15/07/24*  
Principal  
Auditor's Test Station  
15/07/2024



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<b>ISO 14001:2015</b>	
<b>Stage 2 Audit Report</b>	

### **AUDIT CHECKLIST**

<b>VERIFICATION OF DOCUMENTED INFORMATION &amp; RECORDS AS PER STD REQUIREMENT (C- Conformity, NC-Non Conformity, O-Observation)</b>
--

Clause Number	C/NC/O	Document Verification detail with statement of Conformity
4.1 Understanding the organization and its context (Determination of external and Internal Issues)	C	Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 12.09.2022)
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)	C	Identified and included in Manual (Doc. Ref. No. EMS/001, Dtd. 12.09.2022)
4.3 Determine and maintained Documented Information the scope of the Environmental management system (Boundaries and Type of Product and Services and any requirement not applicable )	C	Scope established and included in Manual (Doc. Ref. No. EMS/001, Dtd. 12.09.2022), Section No. - EMS/11 Page. No. 12
4.4 Environmental management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow found established. College operation predefined as per government norms.
5.1 Leadership & Commitment (Statement of ensurity)	C	Interviewed with Top Management (Principal) regarding Environment management system. Several Project has initiated and monitored as per plan.
5.2 Environmental policy (Documented Information, Establish, Implement, Maintain, communicated and understood)	C	Environmental Policy established (Section No. - EMS/15, Page no 16)
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual as per Governmental norms.

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<b>Stage 2 Audit Report</b>	

<b>6.0 Planning</b>		
6.1.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintain and accordingly project taken.
6.1.2 Determination and maintained documented information of Environmental Aspect, associated impacts Criteria Used and significant aspects and, of the activity and Environmental Impacts	C	Aspect/Impact Register found maintain. (DOC. NO: APC/ASPECT/01)
6.1.3 Determination of the Compliances Obligation and maintained documented information how to comply.	C	Compliance register found available and complied as per UGC and others norms.
6.1.4 Planning action for Environmental aspect, Compliance Obligation and Risk and Opportunities.	C	Planning records found available (In the form of projects)
6.2 Environmental objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Environmental Objectives found established and planned to achieve action (MAP)- Doc. No. ENV/OBJ
7.1 Resources (Resource needed for Continual Improvement )	C	Found available
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available
7.3 Awareness (Environmental Policy, Objectives & Effectiveness of EMS)	C	Done through training
7.4 Communication (what, who, when, whom, how with retained documented information)	C	Done
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Document control done
8.1 Operational planning and control (Plan, Implement and control of process, documented information for	C	Operational procedures established supported with work instructions and related records.



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process carried out as planned and Conformity of product or services )		
8.2 Emergency Prepared and Responses (Mitigation of Adverse Environmental Impact, Respond to Emergency situation, Periodically review and Training of the Emergency )	C	EPRP document and mock drill training given. There are no such exposure of emergency as per their work nature and campus conditions.
9.1.1 Monitoring, Measurement analysis and evaluation	C	Environment monitoring: Their Own monitoring data report in the form of “Green Audit” found maintained in every assessment year wise. Monitoring done against respective parameters.
9.1.2 Evaluation Of Compliances Documented (Frequency and Action on Evaluation)	C	Compliance register found available
9.2 Internal Audit ( Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yearly frequency and Internal Audit plan/records found available. Last done (11.01.2023 to 12.01.2023)
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)	C	MRM agenda and minutes found available. Last done 18.01.2023.
10.1 Improvement – General	C	Done and included in MRM
10.2 Nonconformity and corrective action (Documented Information for nature of NC and result of action taken)	C	Procedure established.
10.3 Continual improvement	C	Objective and monitoring data found available.

**END OF REPORT**





Memo No. ....

Date .....

## Internal Quality Assurance Cell

### Action Taken Report 2023-24

#### CONTEXT

Narajole Raj College has demonstrated its commitment to being a responsible higher education institution, evolving into a center of learning and development across all dimensions of knowledge, resource provision, governance, and academic administration. The institution has effectively implemented a feedback collection mechanism from all stakeholder categories, analyzed the responses, and derived optimal solutions to existing problems, thereby enhancing its reputation as a premier educational organization.

#### TEACHING & CURRICULAR ASPECTS

Stakeholders have overwhelmingly praised the performance of the faculty and the quality of academic engagement in the classroom. ICT-based learning has been a priority for many, particularly students in the Science category who have emphasized the need for laboratory equipment. Faculty members have shown a willingness to incorporate ICT-based pedagogy into their curriculum delivery. In response, the administration and IQAC have proposed and started implementing the following measures for the upcoming academic session:

- i. Increase the number of ICT-enabled classrooms, computers, software, and other equipment.
- ii. The faculty members are encouraged to contribute more class notes and study materials to the Google Classroom-enabled LMS, including video lectures for different semesters.
- iii. The quantity of required equipment and chemicals in various science laboratories is managed as needed. Increase the number of special lectures across all streams.
- iv. Health awareness programs, such as those focusing on dengue and coronavirus, are often organized by the NSS Unit I/II to educate students about health-related issues.



Principal  
Narajole Raj College  
721211





Memo No. ....

Date .....

## EVALUATION & ASSESSMENT

Respondents have expressed positive feedback regarding the institution's continuous assessment and evaluation processes. To further enhance efficiency in this area, the IQAC has introduced the following measures:

- i. The number of online remedial classes have been increased following feedback from Slow & Advanced Learners' sessions.
- ii. Teachers from various departments were encouraged to emphasize participative and experiential learning methods, such as quizzes and writing assignments based on field visits.
- iii. Teachers were also advised to continuously evaluate students using various methods, including oral tests, online tests, extemporaneous speech competitions, and essay-based assignments.

## INFRASTRUCTURE & LEARNING RESOURCES

Based on stakeholder observations, the following initiatives will be adopted in the coming academic session:

- i. Increase the number of computers in the library and reading room.
- ii. Procure new books and journals for the Central Library.
- iii. Consider suggestions for improving and expanding reading room and laboratory facilities.
- iv. Consider suggestions for improving and expanding hostel facilities.
- v. Forward suggestions for improving canteen facilities, including providing good quality food at affordable prices. The College Canteen has also been renovated, featuring better ambiance, improved seating arrangements, and hygienic disposal of waste products.
- vi. Improve drinking water facilities.

## SKILL DEVELOPMENT & EMPLOYMENT

To address career-building opportunities for students and alumni, the following initiatives have been implemented:

- i. Improve the quality of Value-Added Courses/Add-on/Certificate Courses by hiring expert faculties from other institutions and collaborating with institutions and academic bodies of national importance.



Principal  
Narajole Raj College  
Pin-721 211

# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade Govt.-Aided College

**ESTD.- 1966**

Narajole ⊕ Paschim Medinipur


P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL

Email:  
nrcprincipal@narajolerajcollege.ac.in

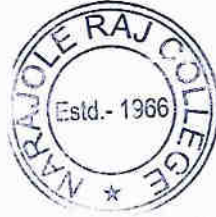
Memo No. ....


Date .....

- ii. Increase internship opportunities for students.
- iii. Conduct coaching classes for JAM for UG Science and NET/SLET for PG departments.
- iv. Emphasize campus recruitment through the Placement Cell from the upcoming academic session.

  
18/06/24

Principal  
Narajole Raj College  
Narajole, Pin-721 211



  
15/07/24  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade Govt.-Aided College

**ESTD.- 1966**

Narajole ⊕ Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL  
Email:  
nrcprincipal@narajolerajcollege.ac.in

Memo No. ....

Date .....

## TRUE COPY OF THE PROCEEDINGS OF THE GOVERNING BODY MEETING

Meeting No. - 12/5<sup>th</sup>

Date: 21/06/2024 (Friday) at 11.30 am

Place: Office Chamber of the Principal

### Members present:

1. Sri Sujit Kumar Banerjee – President
2. Dr. Basudev Mandal- Principal and Secretary
3. Prof. Laxmi Kanta Roy, University Nominee
4. Sri Kumaresh Bhunia – Govt. Nominee
5. Sri Sunil Bhowmik, Govt. Nominee
6. Dr. Nilanjana Bhattacharya – Teacher Representative
7. Dr. Tapanendu Kamilya - Teacher Representative
8. Dr. Uttam Kumar Kanp - Teacher Representative
9. Sri Anupam Ghosh – Non Teaching Representative

A meeting of the Governing Body was held on 21-06-2024 at 11.30 am in the Principal's Chamber under the chairmanship of Sri Sujit Kumar Banerjee, President of the College to discuss as follows:

### M-15/P

Principal placed the resolutions of IQAC meeting held 18.06.2024 regarding action taken report on feedback analysis for the academic session 2023-2024 before the house and after discussion it is resolved that the resolutions of IQAC meeting held 18.06.2024 regarding action taken report on feedback analysis for the academic session 2023-2024 be accepted and approved.

With no other business left to be transacted, the meeting ended with reciprocal vote of thanks to and from the Chair.

Chairperson



Principal  
Narajole Raj College  
Narajole, Pin-721 211





## *Internal Quality Assurance Cell*

### *Action Taken Report 2022-23*

#### CONTEXT

Narajole Raj College has functioned as a responsible higher education institution and has evolved as a centre of learning and development across all parameters of knowledge, resource provision, governance and academic administration. The institution has aptly implemented the mechanism of feedback collection from all categories of stakeholders and has analyzed the responses of the concerned members to derive optimal solutions to the existing problems and enhance its reputation as a premiere educational organization.

#### TEACHING & CURRICULAR ASPECTS

Most stakeholders have expressed an awesomely positive response regarding the performance of the faculty and the quality of academic engagement promoted in the classroom. ICT based learning has been a priority for most stakeholders. Another most priority area of students of Science category is Laboratory equipment. Interestingly, the faculty members have themselves expressed their willingness to incorporate the elements of ICT-based pedagogy as part of their curriculum delivery. The administration and the IQAC has taken due note of this concern. The IQAC has forwarded the following proposals to the institutional management and has worked towards its implementation in the coming academic session:

- i. To increase the numbers of ICT enable classrooms, computers, software and other equipment.



*[Signature]*  
23/07/23  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

- ii. Faculty members were encouraged to contribute to more class notes/study materials in Google Class Room enabled LMS, VIDEO LECTURES for different semesters.
- iii. To increase the number of equipment/chemicals, etc. in different science laboratories as per needs.
- iv. To increase the numbers of special lecture for all streams.

## EVALUATION & ASSESSMENT

Respondents have been positive about the role of the institution in conducting continuous assessment and evaluation. The IQAC has augmented efforts to secure efficiency in this area through the following interventions:

- i. No of online remedial classes will be increased and the IQAC as a follow-up of the Slow & Advanced Learners' Feedback session.
- ii. Suggestions for increase of online test series have also been forwarded.

## INFRASTRUCTURE & LEARNING RESOURCES

The following initiatives will be adopted in the coming academic session in response to the observations of stakeholders:

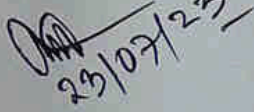
- i. No of computers will be increased in Library and reading room.
- ii. New books and journals will be procured in the Central Library.
- iii. Reading Room and Laboratory facilities are considering suggestions for improvement and expansion.
- iv. Hostel facilities are considering suggestions for improvement and expansion.
- v. Suggestions for improvement of canteen facilities including supply of good food quality with cheap rate have also been forwarded.
- vi. Drinking water facility will be more improved.

## SKILL DEVELOPMENT & EMPLOYMENT

The following initiatives have been implemented to address issues on career building opportunities for students and alumni:

- i. The IQAC has taken initiative to improve the quality of Value Added Courses/Add-on/Certificate Courses by hiring expert faculties from other institutions and



  
23/07/23  
Principal  
Narajole Raj College  
Narajole, Pin-721 211

- collaborating with institute/academic bodies with institute of national importance.
- ii. Internship opportunities for students will be increased.
  - iii. Initiative will be taken for conducting Coaching Classes for JAM for UG Science as well as NET/SLET for PG departments.
  - iv. Emphasis will be given on campus recruitment through Placement Cell from the coming academic session.

*[Handwritten Signature]*  
23/07/23

Principal  
Narajole Raj College  
Narajole, Pin-721 211



*[Handwritten Signature]*  
15/07/24





Memo No.....

Date.....

## TRUE COPY OF THE PROCEEDINGS OF GOVERNING BODY MEETING

Meeting No. - 11/58<sup>th</sup>

Date: 03/08/2023 (Thursday) at 11.30 am

Place: Office Chamber of the Principal

### Members present:

1. Sri Sujit Kumar Banerjee – President
2. Dr. Basudev Mandal- Principal and Secretary
3. Dr. Laxmi Kanta Roy – University Nominee
4. Sri Kumaresh Bhunia – Govt. Nominee
5. Sri Sunil Bhowmik – Govt. Nominee
6. Dr. Nilanjana Bhattacharya – Teacher Representative
7. Dr. Tapanendu Kamilya - Teacher Representative
8. Dr. Uttam Kumar Kanp - Teacher Representative
9. Sri Anupam Ghosh – Non-Teaching Representative

A meeting of the Governing Body was held on 03.08.2023 at 11.30 am in the Principal's Chamber under the chairmanship of Sri Sujit Kumar Banerjee, President of the College to discuss as follows:

- O) Principal placed the resolutions of IQAC meeting held 27.06.2023 regarding action taken report on feedback analysis for the academic session 2022-2023 before the house and after discussion it is resolved that the resolutions of IQAC meeting held 27.06.2023 regarding action taken report on feedback analysis for the academic session 2022-2023 be accepted and approved.

S/d  
Sujit Kumar Banerjee  
President



Principal  
Narajole Raj College  
Narajole, Pin-721 211





**NARAJOLERAJCOLLEGE**  
(NAAC Accredited 'B' Grade Government-Aided College)  
NARAJOLE: PASCHIM MEDINIPUR:PIN-721211  
E-mail: [narajolerajcollege@rediffmail.com](mailto:narajolerajcollege@rediffmail.com)  
Website:<http://narajolerajcollege.ac.in/>



## *Internal Quality Assurance Cell*

### *Action Taken Report 2021-22*

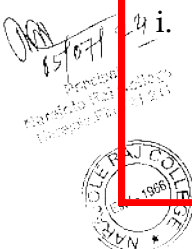
#### **CONTEXT**

Narajole Raj College has functioned as a responsible higher education institution and has evolved as a centre of learning and development across all parameters of knowledge, resource provision, governance and academic administration. The institution has aptly implemented the mechanism of feedback collection from all categories of stakeholders and has analyzed the responses of the concerned members to derive optimal solutions to the existing problems and enhance its reputation as a premiere educational organization.

#### **TEACHING&CURRICULARASPECTS**

Most stakeholders have expressed an overwhelmingly positive response regarding the performance of the faculty and the quality of academic engagement promoted in the classroom. ICT based learning has been a priority for most stakeholders. Interestingly, the faculty members have themselves expressed their willingness to incorporate the elements of ICT-based pedagogy as part of their curriculum delivery. The administration and the IQAC has taken due note of this concern. The IQAC has forwarded the following proposals to the institutional management and has worked towards its implementation in the coming academic session:

- i. Faculty members are encouraged to contribute to the directory of VIDEO LECTURES for different semesters. These lectures will be published in the official YouTube Channel of the institute. Digital learning is an aspect that the





- institution will be rigorously practiced in a revised mode from the current semester.
- ii. Initiative has been taken to increase the number of smart classroom.
  - iii. Initiative will be taken to repair the projectors and other technological devices for smooth functioning of ICT classes.

### **EVALUATION&ASSESSMENT**

Respondents have been positive about the role of the institution in conducting continuous assessment and evaluation. The IQAC has augmented efforts to secure efficiency in this area through the following interventions:

- i. Efforts will be taken to formalize the Mentoring System at the institutional level. Career-path analysis and its further implementation will be discussed amongst mentoring groups.
- ii. Online remedial classes will be arranged under the guidance of the Academic committee and the IQAC as a follow-up of the Slow & Advanced Learners' Feedback session.

### **INFRASTRUCTURE & LEARNING RESOURCES**

The following initiatives will be adopted from the upcoming academic session in response to the observations of stakeholders:

- i. Initiative will be taken to organize informative seminars and workshops with a student-centric approach.
- ii. Suggestions are taken to introduce new books in the Central Library.
- iii. Reading Room and Laboratory facilities are considering suggestions for improvement and expansion.
- iv. Initiative for improvement of Green campus initiatives will be undertaken and the requirement of the Green Audit Cell of the college and Green Audit will be communicated to the management.
- v. Suggestions for improvement of canteen facilities have also been forwarded.

### **SKILL DEVELOPMENT & EMPLOYMENT**


The following initiatives will be implemented to address issues on career building opportunities for students and alumni:



- i. The IQAC has submitted the proposal of Value Added Courses and Add-on




- Certificate Courses to Academic Committee to make students more career-oriented.
- ii. Some of these courses will offer Internship opportunities for the students.
  - iii. Initiative has been taken for the improvement of Career Counseling Cell.
  - iv. The Placement Cell will be formed in coming academic session.

  
Dr. Ranajit Kumar Khalsa  
Vice-Principal  
Narajole Raj College  
721211

  
CO-ORDINATOR,  
T.C.C.  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

  
  
Principal  
Narajole Raj College  
Narajole, Pin-721 211





Memo No. ....

Date .....

## TRUE COPY OF THE PROCEEDINGS OF THE GOVERNING BODY MEETING

Meeting No. - 11/52<sup>nd</sup>

Date: 28/11/2022 at 11.00 am

Place: Office Chamber of the Vice- Principal

### Members present:

1. Sri Sujit Kumar Banerjee – President
2. Dr. Ranajit Kr. Khalua, Vice- Principal and Secretary
3. Sri Kumaresh Bhunia – Govt. Nominee
4. Dr. Nilanjana Bhattacharya – Teacher Representative
5. Dr. Uttam Kumar Kanp - Teacher Representative
6. ~~Sri Anupam Ghosh - Non Teaching Representative~~

A meeting of the Governing Body was held on 28-11-2022 at 11.00 am in the Vice-Principal's Chamber under the chairmanship of Sri Sujit Kumar Banerjee, President of the College to discuss as follows:

Item No. 04 (Miscl.)

Vice-Principal placed the resolutions of IQAC meeting held 27.09.2022 regarding action taken report on feedback analysis for the academic session 2021-2022 before the house and after discussion it is resolved that the resolutions of IQAC meeting held 27.09.2022 regarding action taken report on feedback analysis for the academic session 2021-2022 be accepted and approved.

With no other business left to be transacted, the meeting ended with reciprocal vote of thanks to and from the Chair.

*AHeshe*  
*24/12/2023*  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



s/d

Sri Sujit Kumar Banerjee, President  
Governing Body of Narajole Raj College

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK

**NARAJOLE RAJ COLLEGE**



NAAC Accredited 'B' Grade College

**ESTD.- 1966**

Narajole ⊕ Paschim Medinipur

P.O.- NARAJOLE  
DIST.- PASCHIM MEDINIPUR  
PIN CODE- 721211  
WEST BENGAL

Email: narajolerajcollege@rediffmail.com  
Ph.- 03225-259755

Memo No. NRC/Res/H/2020

Date. 08.08.2020

To  
The President  
Governing Body  
Narajole Raj College

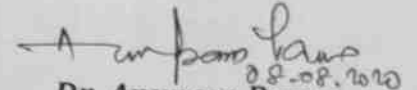
Notice is hereby given that a meeting of the Governing Body will be held on 17/08/2020 (Monday) at 12-00 Noon in the Office Chamber of the Principal to discuss the agenda mentioned below. Please make it convenient to attend the meeting.

**Agenda:**

- (1) To read and confirm the proceedings of the meeting held on 17/01/2020;
- (2) To approve the joining of:
  - (i) Dr. Soumendu Bisoi Assistant Professor, Dept. of Chemistry;
  - (ii) Sri Subhasis Das, Assistant Professor, Dept. of Geography;
  - (iii) Ms. Ishita Biswas, Assistant Professor, Dept. of Mathematics;
- (3) To consider the incentive of advance increments for joining with Ph. D./ M. Phil:
  - (i) Dr. Soumendu Bisoi Assistant Professor, Dept. of Chemistry, joined with Ph. D;
  - (ii) Sri Subhasis Das, Assistant Professor, Dept. of Geography, joined with M. Phil;
- (4) To consider the application of Sri Joynarayan Mandal in respect of his retirement benefits ;
- (5) To discuss issues relating to Old Complex (Raj Bari Complex) of Narajole Raj College with special reference to misdeeds continuously done by Sri Sandip Khan & others and action taken by the Principal;
- (6) To discuss on the Report on Work from Home (WFH) during the lockdown and closure of the College due to the COVID - 19 Pandemic conditions;
- (7) To discuss and adopt the Statutory Audit Report of the College for the financial year 2017 - 18 and 2018 -19;
- (8) To consider the case of Ms. Sujata Pahari, widow of Dr. Debabrata Pahari, ex-Associate Professor, Dept. of Philosophy who died while in service;
- (9) To consider the issue of students' representation in the activities and administration of the College;
- (10) To consider the revision of fees structure for the students of the College in the face of financial difficulties arising out of COVID - 19 Pandemic;



- (11) To discuss the issue relating to posting, comments etc. in social media relating to internal service related matter by Sri Amar Kundu and Sri Rupam Bhunia;
- (12) To discuss issues relating IQAC of the College with special reference to e-office initiatives, Academic Audit Report, Annual Quality Assurance Report (AQAR) for academic session 2019 -20;
- (13) To discuss on the feedback received from the various stakeholders of the college regarding its various aspects as denoted in feedback forms;
- (14) Misc., with the permission of the Chair.

  
08.08.2020  
**Dr. Anupam Parua**  
**Principal**

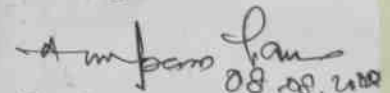
Principal  
Narajole Raj College  
Narajole-721211

**Memo No. NRC/Res/17/1(09)/2019 dated 08.08.2020**

Copy forwarded for information and necessary action to:

- (1) Sri Sukumar Patra, Govt. Nominee, GB, Narajole Raj College;
- (2) Sri Sunil Bhowmik, Govt. Nominee, GB, Narajole Raj College;
- (3) Sri Kumaresh Bhunia, Nominee of WBSCHE, GB, Narajole Raj College;
- (4) Prof. Laxmi Kanta Roy, Nominee of Vidyasagar University, GB, Narajole Raj College;
- (5) Prof. Sumita Mallick, Nominee of Vidyasagar University, GB, Narajole Raj College;
- (6) Dr. Nilanjana Bhattacharyya, Teachers' Representative, GB, Narajole Raj College;
- (7) Dr. Tapanendu Kamilya, Teachers' Representative, GB, Narajole Raj College;
- (8) Dr. Uttam Kr. Kanp, Teachers' Representative, GB, Narajole Raj College;
- (9) Sri Anupam Ghosh, Non-teaching Representative, GB, Narajole Raj College;



  
08.08.2020  
**Dr. Anupam Parua**  
**Principal**

Principal  
Narajole Raj College  
Narajole-721211

Agenda 12: To discuss issues relating IQAC of the College with special reference to e-office initiatives, Academic Audit Report, Annual Quality Assurance Report (AQAR) for academic session 2019 -20:

The activities done by the IQAC of the College was discussed in the meeting. The members noted the entire gamut of activities performed by the IQAC starting from holding of webinars at national and international level in good numbers to taking initiatives to collect feedback from different stakeholders of the College and developing and implementing Data Capturing Format (DCF) based work management. The members expressed satisfaction in the matter. Members expressed gratitude towards efforts put in by the Co-ordinator of IQAC, namely Dr. Nilanjana Bhattacharya and her team.

Now, the Co-ordinator of IQAC, namely Dr. Nilanjana Bhattacharya reported the house that as per the recommendation of the NAAC Peer Team Report the College needs to implement e-office for better management of academic, administrative,



financial and other resources of the College. The members present in the meeting gave approval to the e-office initiative and requested the IQAC Co-ordinator to take necessary measures in this direction in consultation with the Hon'ble Principal. The members present also requested the IQAC Co-ordinator to take all the necessary steps as she deemed fit in the matter of Academic Audit Report, preparation and submission of Annual Quality Assurance Report (AQAR) in due time as notified by the competent authority.

**Agenda 13: To discuss on the feedback received from the various stakeholders of the college regarding its various aspects as denoted in feedback forms:**

The IQAC Co-ordinator who herself is a member of the Governing Body apprised the house that feedbacks were collected from students of different semesters and years and also from alumni of the college by using Google Form in online system. The preliminary analysis of the feedback given by the students and alumni hinted at weakness in library section of the college. In other matter both the categories of the stakeholders largely expressed their satisfaction. The Hon'ble Principal pointed out to the fact that the library is not equipped with adequately qualified or duly committed staff members. Resolved that the Hon'ble Principal be requested to take necessary measures to rectify the situation.

**Agenda 14: Misc.:**

Dr. Tapanendu Kamilya reported that his two-years project titled "Synthesis of Biocompatible Magnetic Nanoparticles and their Applications in Nanotherapy and Prevention in Environmental Water Pollution" (UGC-DAE-CSR-KC/CRS/19/MS06/0935) had successfully completed its first year on 31.05.2020. He informed the house that three (3) publications were already done in UGC approved International Journal as part of the requirement of the project. He also informed the house that 1st Year Project Report along with the Utilisation Certificate in prescribed manner were already submitted to UGC, ERO. He reported that application for release of fund for the second year of the project was already sent to the concerned authority. The members noted the above facts and advised Dr. Kamilya to complete the project following all the relevant rules and guidelines.

With no other business left to be transacted, the meeting ended with reciprocal vote of thanks to and from the Chair.

Gita Rami Gaswami  
17.08.2020  
Chairperson



Sri Barun Rout, SACT, Department of Political Science, Convenor, Technology Sub-Committee

Sri Suvadip Samanta, Students' Representative, Governing Body

vi) The Vice Principal informed the house that he recommended the names of 03 experts to DPI, Govt. of West Bengal for Academic Audit. The names are- Dr. Prabir Kumar Chakraborty, Ex-Principal, Midnapore College, Dr. Indranil Acharya, Professor, Department of English, Vidyasagar University and

With no other business left to be transacted, the meeting ended with reciprocal vote of thanks to and from the Chair.

Chairperson

Sujit Kumar Banerji  
23/5/23

President

Narajole Raj College

P.O.-Narajole

Dist.-Paschim Medinipur