

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**  
**E-GOVERNENCE PURCHASE**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2021**

|                     | RECEIPTS | RS.              | P.  | PAYMENTS               | RS. | P.               |
|---------------------|----------|------------------|-----|------------------------|-----|------------------|
| To, Opening Balance |          |                  |     | By, Admission Software |     | 51,920.00        |
| " Cash in Hand      |          |                  | NIL |                        |     |                  |
| " College Own Fund  |          | 51,920.00        |     |                        |     |                  |
|                     |          | <u>51,920.00</u> |     |                        |     | <u>51,920.00</u> |

**AUDITOR'S REPORT:-**  
 We report that we have examined the Receipts & Payments A/C of Project "E-GOVERNENCE PURCHASE" 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: 25/07/2023

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



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

Principal  
 Narajole Raj College  
 Narajole, Pin- 721 211




Partner: SANJIB SINGHA  
 R/No. 066924

Principal  
 Narajole Raj College  
 Narajole, Pin- 721 211



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**NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR**  
**E-GOVERNENCE PURCHASE**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2022**

| RECEIPTS            | RS. | P.                 | PAYMENTS                    | RS. | P.                 |
|---------------------|-----|--------------------|-----------------------------|-----|--------------------|
| To, Opening Balance |     |                    | By, Administration Software |     | 2,44,560.00        |
| " Cash in Hand      |     | NIL                | " Accounting Software       |     | 1,48,229.00        |
| " College Own Fund  |     | 3,92,789.00        |                             |     |                    |
|                     |     | <u>3,92,789.00</u> |                             |     | <u>3,92,789.00</u> |

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Place: Medinipore  
Date: 25/07/2023




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Narajole, Paschim Medinipur  
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Narajole, Pin-721 211



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



Partner: SANJIB SINGHA  
R/No. 066924

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



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**E-GOVERNENCE PURCHASE**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2023**

| RECEIPTS            | RS. | P.               | PAYMENTS             | RS. | P.               |
|---------------------|-----|------------------|----------------------|-----|------------------|
| To, Opening Balance |     |                  | By, Library Software |     | 23,400.00        |
| " Cash in Hand      |     | NIL              |                      |     |                  |
| " College Own Fund  |     | 23,400.00        |                      |     |                  |
|                     |     | <u>23,400.00</u> |                      |     | <u>23,400.00</u> |

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Place: Medinipore  
Date: 25/07/2023



**PRINCIPAL**  
NARAJOLE RAJ COLLEGE  
Narajole, Paschim Medinipur  
Principal  
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Narajole, Pin-721 211



For: S.K.Paul & Co.  
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Paschim Medinipur, 721101

**NARAJOLE RAJ COLLEGE**  
**NARAJOLE :: DASPUR :: PASCHIM MEDINIPUR**  
**E-GOVERNENCE PURCHASE**  
**RECEIPT AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH,2024**

| RECEIPTS            | RS. | P.                 | PAYMENTS                 | RS. | P.                 |
|---------------------|-----|--------------------|--------------------------|-----|--------------------|
| To, Opening Balance |     |                    | By, Library & Accounting |     | 4,30,793.00        |
| " Cash in Hand      |     | NIL                |                          |     |                    |
| " College Own Fund  |     | 4,30,793.00        |                          |     |                    |
|                     |     | <u>4,30,793.00</u> |                          |     | <u>4,30,793.00</u> |

**AUDITOR'S REPORT:-**

We report that we have examined the Receipts & Payments A/C of Project "E-GOVERNENCE PURCHASE" 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: 30/08/2024



**PRINCIPAL**  
NARAJOLE RAJ COLLEGE  
Narajole, Paschim Medinipur  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



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



Partner: SANJIB SINGHA  
R/No. 066924



**Narajole Raj College**  
Affiliated to Vidyasagar University  
NAAC Accredited 'B' Grade College

**Narajole Raj College**

**NEW!** Admission Portal 2024-2025

Annexure

| Schedule of Events in Centralised Admission Programme 2024 * |  |
|--|--|
| Date   | Event  |
| 19 June 2024   | Launching of the Portal by BratyaBasu, Hon'ble Minister-in-Charge, Higher Education Department, Government of West Bengal at 1.00 PM |
| 24 June - 7 July 2024  | Registration and Application   |

**Admission Portal**  
<https://wbcap.in/>

*Handwritten signature and date:*  
15/07/24  
Principal  
Narajole Raj College  
Medinipur, West Bengal





## FACULTY

 Username

 Password

Remember Me

[SIGN IN](#)

[Register Now!](#)

[Forgot Password?](#)

*Handwritten signature*  
15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipur



**Faculty Information Portal**  
[https://student.narajolerajcollege.ac.in/TMS\\_Login/UserLogin](https://student.narajolerajcollege.ac.in/TMS_Login/UserLogin)

# Narajole Raj College



Sign in to start your session



StudentID (Ex:-XXXXXXXXXX)



Password



Remember Me

**SIGN IN**

Students fees ERP

<https://fees.narajolerajcollege.ac.in/>

*Handwritten signature*  
15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipur





Dr. Soumendu Bisoi

- Faculty Appraisal
- Feedback
- Reports

Narajole Raj College

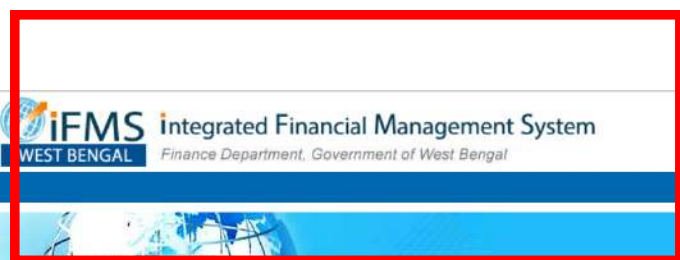


Faculty Information Portal  
[https://student.narajolerajcollege.ac.in/TMS\\_Login/UserLogin](https://student.narajolerajcollege.ac.in/TMS_Login/UserLogin)

15/07/24  
Principal  
Narajole Raj College  
Barisal, Panchajanya







FINANCE LOGIN

Use this login for individual /personal matters like:

1. Viewing Pay slip/IT statement/Loan /Leave/TA/DA/LTC sanction orders
2. Applying for Loan/Leave/TA/DA/LTC
3. Writing SAR as 'Officer Reported upon' (self)
4. Writing comments as Reporting/Reviewing/Accepting Authorities in SAR

However for performing official works as HOO/AA/DAA go to 'HRMS' icon in the homepage of IFMS and use your role based 'HRMS' login.

e-Services for Employees

User

HRMS ID

Password

LOGIN

Signup for Registration | Forgot Password

iFMS WEST BENGAL

## Financial Portal

[https://www.wbifms.gov.in/cas/login?](https://www.wbifms.gov.in/cas/login?service=http%3A%2F%2Fwww.wbifms.gov.in%2Fhrms-ess%2Femployee%2Fhome.html)

[service=http%3A%2F%2Fwww.wbifms.gov.in%2Fhrms-ess%2Femployee%2Fhome.html](https://www.wbifms.gov.in/cas/login?service=http%3A%2F%2Fwww.wbifms.gov.in%2Fhrms-ess%2Femployee%2Fhome.html)

Handwritten signature and date: 24/07/24

Handwritten text: Narajola Raj College, Narajola, Paschim Medinipur, West Bengal





VIDYASAGAR UNIVERSITY



### Login to Examination Management Portal

Choose Semester ▾

- Nodal Center  Exam Center  Examiner  
 Head Examiner

Enter Your Username

Password

Remember Me

Login

[Forgot Password?](#)

## University Examination Management Portal

<https://vidyasagar.pcdpkol.com/login>

Principal  
Narajole Raj College  
Ganguly, P.O. - 741 211





## Narajole Raj College

Affiliated to Vidyasagar University

NAAC Accredited 'B' Grade College

Address: Vill+PO: Narajole Paschim Medinipore, PIN : 721211

Phone: +919635665468 Email: narajolerajcollege@rediffmail.com

STUDENT LOGIN

PARENT LOGIN

EMPLOYEE LOGIN

ALUMNI LOGIN

AUDITOR LOGIN



# Accounting ERP

<https://www.narajolerajcollegeerp.in/>

*Handwritten signature*  
15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipur



EXAMINER'S MARKS SUBMISSION

← Back

Packet Lists Assigned to Examiner

Marks Submission <

Final Submission

[Please check other pages also !]

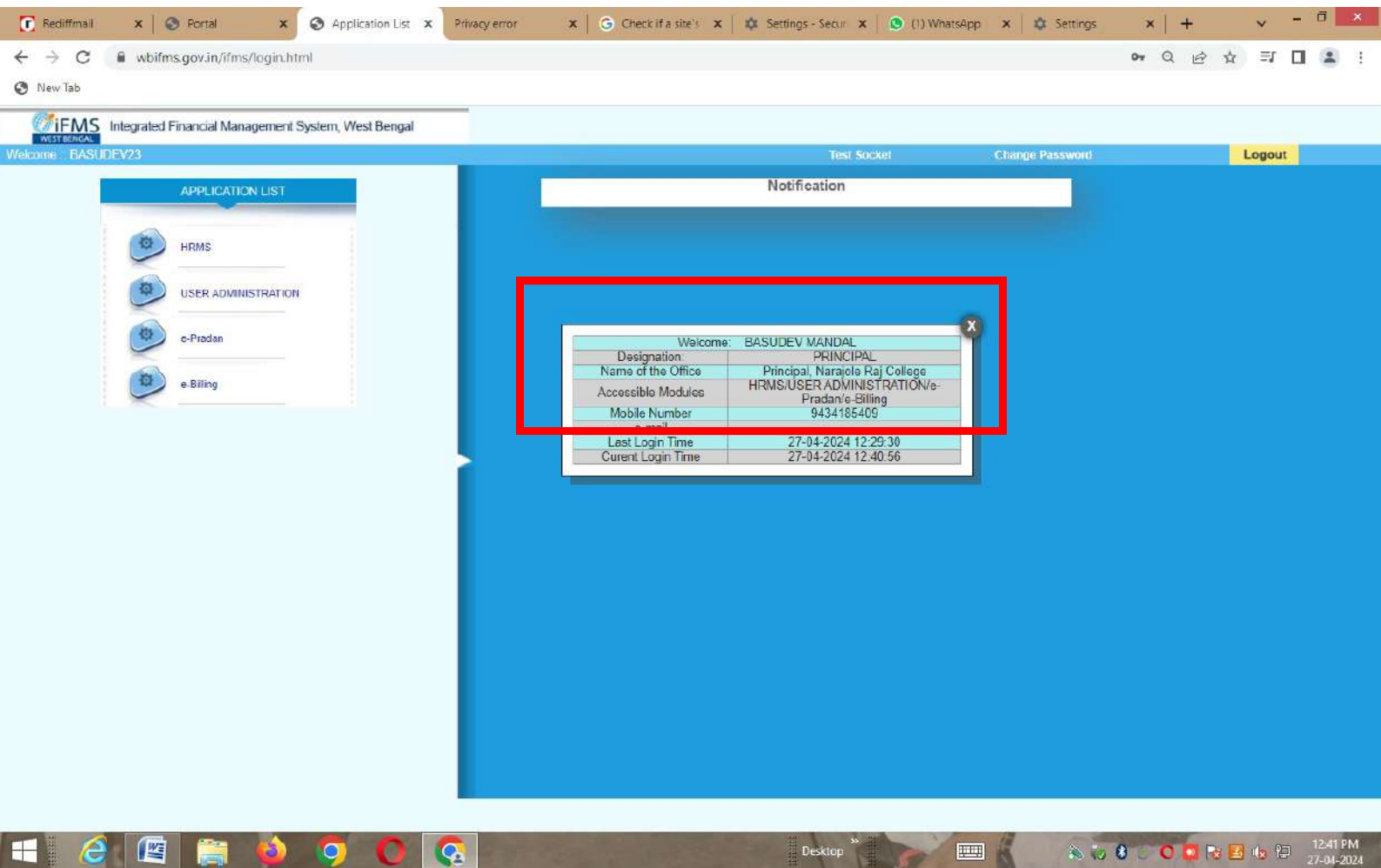
Subject : CHEMISTRY  
Subject Code : CEMHCC Paper : All  
Nodal Center : NARAJOLE RAJ COLLEGE, NARAJOLE

| Packet No.               | No. of Answer Scripts | Pending Marks Upload |
|--------------------------|-----------------------|----------------------|
| ▶ 130/105/CEMHCC-14/0001 | 3                     | 0                    |
| ▶ 105/138/CEMHCC-14/0001 | 11                    | 0                    |

University Examination Management Portal  
<https://vidyasagar.pcdpkol.com/login>

Principal  
Narajole Raj College  
16/07/24





## Financial Portal

<https://www.wbifms.gov.in/cas/login?service=http%3A%2F%2Fwww.wbifms.gov.in%2Fhrms-ess%2Femployee%2Fhome.html>



Finance, Accounting MANAGE

https://narajolerajcollegeerp.in/finance/reports/ledgerreport.aspx

AIMS

Dashboard Home Password Reports Log Out

User Name: FINANCE  
Module: FINANCE  
Fin Session: Fin. Yr  
2022-2023

### Ledger Statement


From Date: 01/04/2022  
To Date: 31/03/2023

Standard  Detail Report  Subledger Report

Cash & Bank  General

Ledger Name: Allahabad Bank-9792

Datewise Closing



**Narajole Raj College**  
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NAAC Accredited 'B' Grade College  
Address: Vill+PO: Narajole Paschim Medinipore, PIN : 721211  
Phone: +919635665468 Email: narajolerajcollege@rediffmail.com

Ledger Statement for  
Allahabad Bank-9792, for the period 01/04/2022-31/03/2023

Activate Windows  
Go to Settings to activate Windows.

Type here to search

12:40  
24-08-2024

Accounting ERP  
<https://www.narajolerajcollegeerp.in/>

*Principal*  
15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipore





# Affinity Infosoft

Complete IT Solution Provider

530

## Money Receipt

Date : 28/11/2023

Received with thanks from...

**Narajole Raj College**

Vill + PO: Narajole

Paschim Medinipur

West Bengal - 721211

Bank Name : State Bank of India Chq. No : '983385' Date : 09/09/2023

| Bill No     | Bill Date  | Amount     |
|-------------|------------|------------|
| Inv 2306003 | 12/06/2023 | 1,62,730/- |
| Inv 2306009 | 12/06/2023 |            |
| Inv 2306005 | 12/06/2023 |            |
| Total :     |            | 1,62,730/- |

Rupees : One lakh Sixty Two Thousand Seven Hundred Thirty Only.

Pritam Bera  
Authorized Signatory



7, Girish Vidyaratna Lane  
Kolkata - 700011, WB, India  
Mob: +91 9647904393

Website : [www.affinityinfosoft.net](http://www.affinityinfosoft.net)

Email : [affinityinfosoft@gmail.com](mailto:affinityinfosoft@gmail.com)



# NARAJOLE RAJ COLLEGE

P.O.: NARAJOLE DIST.: PASCHIM MEDINIPUR

## PAYMENT VOUCHER

Name of Payee... *Affinity Infosoft*

| Date     | Purpose            | Value           |    |
|----------|--------------------|-----------------|----|
|          |                    | Rs.             | P. |
| 12/06/23 | Software (22-23)   | 105374          |    |
| 12/06/23 | Maintenance Ch.    | 5900            |    |
| 12/06/23 | Inv. 2306004       | 53,100          |    |
|          |                    | <u>1,64,374</u> |    |
|          | Less: 17. TDS      | - 1644          |    |
|          | Net Amount Payable | 1,62,730/-      |    |

Signature of Payee with Date

Pay Rs. ( ) vide Cash/Cheque No. Dated: 09/09/23 Drawn on Bank *SBS*

Checked and Verified by

Signature of Accountant *[Signature]* 09/09/23

Signature of Head Clerk *[Signature]* 09.09.23

Signature of Governing Body Appointed Verifying Authority *[Signature]* 06/10/23

Audited by Bursar (Internal Auditor) *[Signature]* 9/9/23

Passed by TIC/Vice-Principal/Principal

Received Rupees.....only vide Cash/Cheque No.....Dated:.....Drawn on Bank *[Signature]* 15/09/24

Principal Narajole Raj College Paschim Medinipur



*Forwarded for n.a. [Signature]*

Signature of Payee with Date *[Signature]* 28/11/2023



# Affinity Infosoft

7, Girish Vidyaratna Lane  
PO-Narikeldanga  
Kolkata - 700011, WB

Mob: +91 9647904393  
Email: [affinityinfosoft@gmail.com](mailto:affinityinfosoft@gmail.com)

**TAX INVOICE**



Complete IT Solution Provider

An ISO 9001:2008 Certified Company  
GSTIN: 19AOYPB8765R2ZI

**To**  
The Principal  
Narajole Raj College  
Narajole, Paschim Medinipur  
PIN - 721211

Invoice No: **INV2306003**

Date: **12/06/2023**

| SL                  | Job Description   | Qty    | Rate  | Amount            |
|---------------------|---|--------|-------|-------------------|
| 1.                  | Annual Maintenance Charges of Online College Management System<br>(For Session 2022-2023) | 1      | -     | 26,000            |
| 2.                  | Online Admission Module<br>• UG Admission<br>• PG Admission<br>(For Session 2022-2023)    | 1      | -     | 40,000            |
| 3.                  | Cloud Server Charges<br>(For Session 2022-2023)   | 12 Mth | 2,500 | 30,000            |
| 4.                  | Bulk SMS Charges  | 15000  | 0.22  | 3,300             |
| <b>Total Amount</b> |   |        |       | <b>INR 99,300</b> |

CGST @ 9% INR 8,937  
SGST @ 9% INR 8,937  
Net Amount INR 117,174

Terms & Conditions :

Amount (in word) :  
One Lac Seventeen Thousand One Hundred Seventy Four Only.

Please pay by A/c payee cheque in the name of "AFFINITY INFOSOFT" payable at Kolkata.  
PAN NO : AOYPB8765R

For Affinity Infosoft

Bank Name: Axis Bank Ltd. Branch: Kankurgachi  
A/c No: 910020047601280 IFSC: UTIB0000017



7, Girish Vidyaratna Lane, P.O. Narikeldanga Kolkata - 700011, West Bengal, India  
Mob: +91 9647904393 : +91 9804443948  
E-mail: [affinityinfosoft@gmail.com](mailto:affinityinfosoft@gmail.com) Website: [www.affinityinfosoft.net](http://www.affinityinfosoft.net)

Less 10,000/-  
against this invoice  
Total Amount 89,300 Excluding  
Tribhuvan Bank  
09/09/2023

Forwarded for  
as per rules  
09/09/2023

Tribhuvan Bank  
09/09/2023

27/06/23  
27/06/23

Clear after TDS deduction  
Thank  
9/9/23



# Affinity Infosoftware

7, Girish Vidyaratna Lane  
PO-Narikeldanga  
Kolkata - 700011, WB

Mob: +91 9647904393  
Email: [affinityinfosoftware@gmail.com](mailto:affinityinfosoftware@gmail.com)

**TAX INVOICE**



Complete IT Solution Provider

An ISO 9001:2008 Certified Company  
GSTIN: 19AOYPB8765R2ZI

**To**  
The Principal  
Narajole Raj College  
Narajole, Paschim Medinipur  
PIN - 721211

Invoice No: **INV2306004**

Date: **12/06/2023**

| SL | Job Description   | Qty | Rate | Amount |
|----|---|-----|------|--------|
| 1. | <b>PG Controller System</b> <ul style="list-style-type: none"> <li>Admit Card Generation</li> <li>DR Sheet</li> <li>Result Publish</li> <li>Award List</li> <li>Marks Sheet</li> <li>Tabulation List</li> </ul>   |     | -    | 25,000 |
| 2. | <b>Faculty Appraisal System</b> <ul style="list-style-type: none"> <li>Faculty Profile                             <ul style="list-style-type: none"> <li>Direct Teaching</li> <li>Exam Duties</li> <li>Innovative Teaching</li> </ul> </li> <li>Academic Performance                             <ul style="list-style-type: none"> <li>Research Paper Publish</li> <li>Book Publish</li> <li>Research Project</li> <li>Research Guidance</li> <li>Conference/Seminar</li> </ul> </li> </ul> |     | -    | 20,000 |

*TDS deduction*

|                     |                   |
|---------------------|-------------------|
| <b>Total Amount</b> | <b>INR 45,000</b> |
| <b>CGST @ 9%</b>    | <b>INR 4,050</b>  |
| <b>SGST @ 9%</b>    | <b>INR 4,050</b>  |
| <b>Net Amount</b>   | <b>INR 53,100</b> |

*Banked 27/06/23*  
*27/06/23*  
*Tu 9/9/23*

**Terms & Conditions :**

Amount (In word) :  
Fifty Three Thousand One Hundred Only

Please pay by A/c payee cheque in the name of  
"AFFINITY INFOSOFTWARE" payable at Kolkata.  
**PAN NO : AOYPB8765R**

*Tridib Kanti B...*



For Affinity Infosoftware

Bank Name: Axis Bank Ltd. Branch: Kankurgachi  
A/c No: 910020047601280 IFSC: UTIB0000017

7, Girish Vidyaratna Lane, P.O. Narikeldanga Kolkata - 700011 West Bengal, India  
Mob: +91 9647904393 E-mail: [affinityinfosoftware@gmail.com](mailto:affinityinfosoftware@gmail.com) Website: [www.affinityinfosoftware.net](http://www.affinityinfosoftware.net)

*Forwarded for n.a. as per rules.*  
*09/09/23*





Narajole Raj College  
Narajole, Paschim Medinipur, PIN: 721 211  
Budget Allocation for the Year 2019 - 2020 (Page: 2)

|                            |       |                                    |       |
|----------------------------|-------|------------------------------------|-------|
|                            |       | Electricity and Generator Expenses | 2     |
|                            |       | Students' Hostel Renovation        | 2     |
|                            |       | Infrastructure Development         | 5     |
|                            |       | Refund to UGC                      | 4     |
|                            |       | Misc. including SU Exp             | 6     |
| Deficit (Balancing Figure) | 5.8   |                                    | 439.7 |
|                            | 439.7 |                                    |       |

\* Indicate all the figures in Rs. Lakhs  
# Salary Grants to be received from the Govt. of West Bengal and Payment of Salaries to Different Personnel are subject to change after the inclusion and exclusions of Teachers and Non-Teaching Staff Members

*[Signature]*

Accountant

Principal

Principal  
Narajole Raj College  
Narajole, Pin-721 211

*[Signature]*  
15/07/24  
Principal  
Narajole Raj College  
Narajole, Pin-721 211



Narajole Raj College  
Narajole, Paschim Medinipur, PIN: 721 211  
Budget Allocation for the Year 2019 - 2020 (Page: 1)

| Incomes                                      | Amount | Expenditures                                    | Amount |
|--|--------|---|--------|
| Collection of Tuition Fees from the Students | 15     | Tuition Fees Payable to Govt. of West Bengal    | 7.5    |
| Other Collections from the Students          | 90     | Different Fees Payable to Vidyasagar University | 8      |
| Salary Grant Received from Govt. of WB       | 326.4  | Payment of Outstanding Amounts to Vendors       | 26     |
| Receipt from VU for Examination Purposes     | 2      | Salary Payment to Full Time Teachers            | 264    |
| Misc. Receipts                               | 0.5    | Salary Payments to Full Time Non-Teaching Staff | 32.4   |
|  |        | Salary Payments to Govt. Approved PTTs          | 30     |
|  |        | Salary Payments to Guest Teachers               | 12.5   |
|  |        | Salary Payments to Casual Non-Teaching Staff    | 14     |
|  |        | Expenses for Library Purchases                  | 3      |
|  |        | Expenses for Office Purchases                   | 0.8    |
|  |        | Reconstruction of College Web-site              | 1      |
|  |        | Purchase of Accounting Software                 | 1      |
|  |        | Upgradation of Library Software                 | 1      |
|  |        | Installation of CCTV                            | 1.5    |
|  |        | Departmental Purchases                          | 7      |
|  |        | Expenses for Laboratory Purchases               | 2      |
|  |        | Repairs and Maintenance                         | 5      |
|  |        | Xerox and Printing                              | 1      |
|  |        | Examination related expenses                    | 2      |
|  |        | Travelling Allowance                            | 1      |

*[Signature]*  
15/07/24  
Principal  
Narajole Raj College  
Narajole, Pin-721 211





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



**Finance Committee**

**Notice**

Dated: 09.09.2020

Notice is hereby given that a meeting of the Finance Committee will be held on 15.09.2020 (Tuesday) at 12:30 p.m. at the Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. To read and confirm the proceedings of the Finance Committee meeting;
2. To discuss in detail the Audit Report of the College for the financial year 2017-18 and 2018-19;
3. To discuss the Report placed by the Bursar of the College regarding the Books of Accounts and audit observations in relation to the financial years 2017-18 and 2018-19;
4. To prepare financial budget for the session 2020-21;
5. To discuss about the financial approval of the admission portal related expenditures;
6. To discuss about the financial approval and procurement of accounting software;
7. To discuss about the financial approval and procurement of e-office software;
8. To discuss the issues relating to pending bills of some vendors;
9. To discuss about the increment of salaries for casual non-teaching staff of the College;
10. Miscellaneous, if any, with the permission of the Chair



*Anupam Parua*  
Dr. Anupam Parua  
Principal

Narajole Raj College  
Narajole, Pin-721 211

Copy forwarded for information and necessary action to:

1. Sri Sunil Bhowmik *Sunil Bhowmik*
2. Dr. Nilanjana Bhattacharya *Nilanjana Bhattacharya*
3. Dr. Tapanendu Kamilya *Tapanendu Kamilya*
- Sri Anupam Ghosh *Anupam Ghosh 15/9/20*



**Agenda 6: To discuss about the financial approval and procurement of accounting software**

The accounting software became out of date and needed some modification specially to incorporate accounting data keeping track with the semester system (from erstwhile annual pattern). The provider of the existing package is not accessible to cope up with the needs of the college when required. Given these, resolved that the accounting package be newly designed to suit the purpose of accounting of the college. Further resolved that due to the very nature of the package to suit the specific needs of the accounting of the College especially exporting of data from the old package to the new one, export of data from admission portal or package to the accounting package, the urgency of the matter and the magnitude of amount involved in the matter the normal procedure of tendering is waived. Also resolved that requisite financial approval be given in this matter.

**Agenda 7: To discuss about the financial approval and procurement of e-office software**

NAAC in its Peer Team Visit Report specifically pointed towards maintaining paperless office / e-office. Various initiatives have already been taken in this direction. Keeping in view the suggestion of NAAC and also to bring in ease of maintaining office to suit the modern day requirement for college administration it was resolved that e-office initiative be further bolstered by procuring e-office software with functionality to record various data and information ranging from academic performance of teachers, leave records of the employees, career record of the employees and so on. Keeping in mind the complexity of the issue, need to customise the package to suit the specific requirements of the college, seamless flow of data and information in various segments and tires of office and the like it was further resolved the normal procedure of tendering is waived. Also resolved that requisite financial approval be given in this matter.

Principal  
15/07/24  
Narasimha Raj College  
Narasimha Raj College  
Narasimha Raj College



NARAJOLE RAJ COLLEGE  
NARAJOLE \* PASCHIM MEDINIPUR

BUDGET ALLOCATION FOR THE YEAR 2020-21

| Incomes                                      | Amount(Rs) | Expenditures                                   | Amount(Rs)   |
|--|------------|--|--------------|
| Collection of Tuition Fees from the Students | 12         | Tuition Fees Payable to Govt. of West Bengal   | 6            |
| Other Collections from the Students          | 62         | Different Fees Payable to VU                   | 6.5          |
| Salary Grant Received from Govt. of W.B.     | 591        | Payment of Outstanding Amounts to Vendors      |              |
| Receipt from VU for Examination Purposes     | 1          | Salary Payment to Full Time Teachers           | 460          |
|  |            | Salary Payment to Full Time Non-Teaching Staff | 35           |
|  |            | Salary Payment to Govt. Approved SACTS         | 96           |
|  |            | Salary Payment to Guest Teachers               | 0            |
|  |            | Salary Payment to Casual Non-Teaching Staff    | 16           |
|  |            | Expenses for Library Purchases                 | 1            |
|  |            | Expenses for Office Purchases                  | 1            |
|  |            | Reconstruction of College Web-site             |              |
|  |            | Purchase of Accounting Software                |              |
|  |            | Installation of CCTV                           |              |
|  |            | Expenses for Laboratory Purchases              | 1            |
|  |            | Repairs & Maintenance                          | 0.5          |
|  |            | Xerox & Printing                               | 0.5          |
|  |            | Examination related Expenses                   | 0.5          |
|  |            | Travelling Expenses                            | 0.3          |
|  |            | Refund to UGC                                  | 0            |
|  |            | Misc.  | 6            |
|  |            | Electricity & Generator Expenses               | 2            |
| <b>TOTAL</b>                                 | <b>666</b> | <b>TOTAL</b>                                   | <b>632.3</b> |

\* Indicate all the figures in Rs. Lakhs

Surplus

33.7

Rupam B.C.

Accountant  
Narajole Raj College  
Narajole, PIN: 721211



24/07/20



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

মিটিং রেজল্যুশন বই  
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.

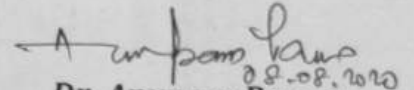
**Agenda:**

- (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**

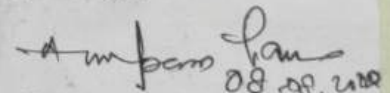
Principal  
Narajole Raj College  
Narajole-721211

**Memo No. NRC/Res/17/1(09)/2019 dated 08.08.2020**

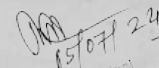
Copy forwarded for information and necessary action to:

- (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

  
15/07/24



Agenda 12: To discuss issues relating IQAC of the College with special reference to e-office initiatives, Academic Audit Report, Annual Quality Assurance Report (AOAR) 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,



Handwritten signature and date: 15/07/24



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 Ist 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 Rani 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

15/07/24  
Principal  
Narajole Raj College  
Narajole, Paschim Medinipur





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



**Finance Committee**

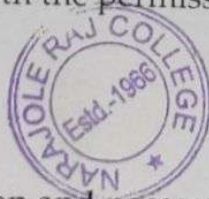
**Notice**

Dated: 09.09.2020

Notice is hereby given that a meeting of the Finance Committee will be held on 15.09.2020 (Tuesday) at 12:30 p.m. at the Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

Agenda:

1. To read and confirm the proceedings of the Finance Committee meeting;
2. To discuss in detail the Audit Report of the College for the financial year 2017-18 and 2018-19;
3. To discuss the Report placed by the Bursar of the College regarding the Books of Accounts and audit observations in relation to the financial years 2017-18 and 2018-19;
4. To prepare financial budget for the session 2020-21;
5. To discuss about the financial approval of the admission portal related expenditures;
6. To discuss about the financial approval and procurement of accounting software;
7. To discuss about the financial approval and procurement of e-office software;
8. To discuss the issues relating to pending bills of some vendors;
9. To discuss about the increment of salaries for casual non-teaching staff of the College;
10. Miscellaneous, if any, with the permission of the Chair

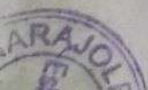


*Anupam Parua*  
Dr. Anupam Parua  
Principal

Narajole Raj College  
Narajole, Pin-721 211

Copy forwarded for information and necessary action to:

1. Sri Sunil Bhowmik *Sunil Bhowmik*
2. Dr. Nilanjana Bhattacharya *Nilanjana Bhattacharya*
3. Dr. Tapanendu Kamilya *Tapanendu Kamilya*  
Sri Anupam Ghosh *Anupam Ghosh 15/9/20*



**Agenda 5: To discuss about the financial approval of the admission portal related expenditures:**

The members noted with satisfaction the ongoing online admission for the students of first semesters for the academic session 2020-21. Resolved that due to the ongoing COVID - 19 Pandemic pre-approval of expenses relating to this admission portal was not possible. Hence, the expenses relating to admission portal be approved post-facto. Further resolved that due to the very nature of the package/portal to suit the specific needs of the College admission procedure, the urgency of the matter and the magnitude of amount involved in the matter the normal procedure of tendering is waived. The Principal informed the house that the admission portal was designed by the vendor under the strict supervision of the Technology Sub-committee and

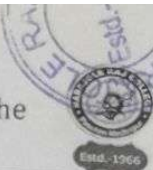


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Proceedings of the Meeting of the Finance Committee held on 15/09/2020 (Tuesday) in the Office Chamber of the Principal



specific instruction was given to the Committee as to supervision in terms of technical efficiency and cost effectiveness of the package.

**Agenda 6: To discuss about the financial approval and procurement of accounting software**

The accounting software became out of date and needed some modification specially to incorporate accounting data keeping track with the semester system (from erstwhile annual pattern). The provider of the existing package is not accessible to cope up with the needs of the college when required. Given these, resolved that the accounting package be newly designed to suit the purpose of accounting of the college. Further resolved that due to the very nature of the package to suit the specific needs of the accounting of the College especially exporting of data from the old package to the new one, export of data from admission portal or package to the accounting package, the urgency of the matter and the magnitude of amount involved in the matter the normal procedure of tendering is waived. Also resolved that requisite financial approval be given in this matter.

**Agenda 7: To discuss about the financial approval and procurement of e-office software**

NAAC in its Peer Team Visit Report specifically pointed towards maintaining paperless office / e-office. Various initiatives have already been taken in this direction. Keeping in view the suggestion of NAAC and also to bring in ease of maintaining office to suit the modern day requirement for college administration it was resolved that e-office initiative be further bolstered by procuring e-office software with functionality to record various data and information ranging from academic performance of teachers, leave records of the employees, career record of the employees and so on. Keeping in mind the complexity of the issue, need to customise the package to suit the specific requirements of the college, seamless flow of data and information in various segments and tiers of office and the like it was further resolved the normal procedure of tendering is waived. Also resolved that requisite financial approval be given in this matter.

Principal  
15/09/20  
Naraj College  
Thiruvananthapuram





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



**Finance Committee**

**Notice**

Dated: 14.02.2021

Notice is hereby given that a meeting of the Finance Committee will be held on 19.02.2021 (Friday) at 01:00 p.m. at the Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.

Agenda:

1. To read and confirm the proceedings of the Finance Committee meeting;
2. To discuss in detail the Audit Report of the College for the financial year 2019-20;
3. To discuss the Report placed by the Bursar of the College regarding the Books of Accounts and audit observations in relation to the financial years 2019-20;
4. To prepare financial budget for the session 2021-22;
5. To discuss about the procurement of desktop computers and printers for use in office and academic departments;
6. To discuss the issues relating to pending bills of some vendors;
7. Miscellaneous, if any, with the permission of the Chair



Anupam Parua

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

Copy forwarded for information and necessary action to:

1. Sri Sunil Bhowmik *Sunil Bhowmik*
2. Dr. Nilanjana Bhattacharya *Nilanjana Bhattacharya*
3. Dr. Tapanendu Kamilya *Tapanendu Kamilya*
4. Sri Anupam Ghosh *Anupam Ghosh*





**Agenda 3: To discuss the Report placed by the Bursar of the College regarding the Books of Accounts and audit observations in relation to the financial year 2019-20:**

The members of the committee looked into the Bursar Report (Copy attached herewith) in detail. The members expressed satisfaction over the issue and thanked the Bursar for his effort in rectifying the deficiencies in accounts of the College in tandem with the efforts of Hon'ble Principal in the matter;

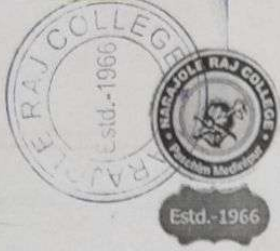
**Agenda 4: To prepare financial budget for the session 2021-22:**

The Hon'ble Principal placed before the house a draft copy of budget for the coming financial year namely, FY 2021-22. Instead of incremental budgeting philosophy zero-base budgeting philosophy was adopted. After long discussion on the issue and after incorporation of suggested alteration the budget for the year 2021-22 was prepared and approved by the members of the committee (Copy attached).



15/07/24  
Principal  
Narajole Raj College  
Narajole, West Bengal





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



**Finance Committee**

**Notice**

Dated: 21/06/2022

Notice is hereby given that a meeting of the Finance Committee will be held on 28/06/2022 (Tuesday) at 11-00 AM in the Chamber of the Vice 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 02.05.2022;
2. To consider and approve the payment of Modal Hardware and Maity Marble.
3. To consider the approve of proposal of Vice Principal regarding the first floor of Women's Hostel.
4. To consider the proposal of Librarian for the full automation of Library;
5. Miscellaneous, if any, with the permission of the Chair.

*Cancelled*

*Dr. Ranajit Kumar Khalua*

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

*Ranajit*

Dr. Ranajit Kumar Khalua  
Vice Principal

**Members:**

1. Dr. Ranajit Kumar Khalua, Vice Principal & Secretary, Convenor
2. Sri Sujit Kumar Banerjee, President, Governing Body
3. Sri Kumaresh Bhunia, Govt. Nominee
4. Sri Sunil Bhowmik, Govt. Nominee
5. Dr. Nilanjana Bhattacharyya, G.B. Member
6. Dr. Tapanendu Kamilya, G. B. Member
7. Dr. Uttam Kumar Kanp, G. B. Member
8. Sri Anupam Ghosh, G. B. Member

*15/07/24*



**Agenda 4:** The Vice Principal inform the house that at present our total online management system (website, on line admission portal, accounts, examination, etc.) is ongoing by M/S Affinity Infosoft. He also intend to willing to link the Teacher's Management Software (TMS), Post Graduate Marksheet Preparation Software (PGMPS) along with Assets and Stock Maintain Software (ASMS) with the existing software. The house unanimously approved the proposal and it is decided that as the total system is running by M/S Affinity Infosoft; they will be asked for estimate for this software. It will be discussed in next Finance Committee and Governing Body. After approval of Finance Committee and Governing Body the decision will be taken as per direction of Governing Body.

*Principal*  
15/07/24  
Principal  
Kannada Raj College  
Mangalore, Karnataka





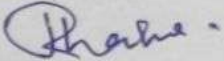
Proceedings of the Finance Committee Meeting held on 23/08/2022 (Tuesday) in the Office  
Chamber of the Vice Principal



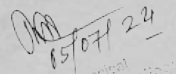
Uttam Kumar Kanp and Sri Barun Kumar Mondal will verify each bill and vouchers properly and they are the supreme authority of passing the bills; without their signatures no bill will be proceed to Vice Principal for payment and disbursement.

(c) It is also decided that in case of e-Tender for purchase greater than or equal to Rs. 1,00,000/-; the e-signature (DFC)/signing authority in e-tender process will be (i) Principal/Vice Principal/Teacher-in-Charge (ii) Convenor, Purchase Committee (iii) Convenor/Principal Investigator/Sectional Head/In-charge/Coordinator/Programme Officer/Librarian/Library In-charge, etc. for whom or which section the purchase will be done.

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

  
Chairperson

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

  
Principal  
Narajole Raj College  
Narajole, West Bengal - 721211





Estd.-1966

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



Estd.-1966

*Finance Committee*

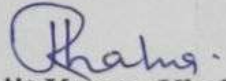
**Notice**

*Dated: 03/12/2022*


Notice is hereby given that a meeting of the Purchase Committee will be held on 10/12/2022 (*Saturday*) at 11-00 AM in the 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 23.08.2022;
2. Discussion regarding expenditure of Sports & Cultural Programme of session 2022-23;
3. Discussion regarding expenditure of Extension of CCTV;
4. Discussion regarding expenditure of repairing of instruments of Science Laboratory;
5. Discussion regarding expenditure of purchase of instruments and chemicals of Science Laboratory;
6. Discussion regarding expenditure of purchase of sound system & projector;
7. Discussion regarding expenditure of Library Upgradation;
8. Approval of Budget for Archive Project of Department of History;
9. Miscellaneous, if any, with the permission of the Chair.

  
Dr. Ranajit Kumar Khalua  
Vice Principal

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

  
15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipur, Pin-721211



Technology Committee with layout drawing and budget of approximately Rs. 77,970/-. The Governing Body approved of work as per layout with approximate budget. Then tender will be floated as well as total purchase will be done as per purchase procedure of Govt. of West Bengal in single bid.

**Agenda 4:** The Vice Principal informed the house about the repairing of scientific instruments of different laboratories suggested by HoDs of different Science departments. The Governing Body instruct the Vice Principal at first to collect the signed lists from different HoDs; then tender will be floated as well as total repairing will be done as per purchase procedure of Govt. of West Bengal in single bid. The Governing Body sanctioned Rs. 55,000/- that will be shared equally weightage of Rs. 10,000/- by 05 (for Botany, Zoology, Physics, Chemistry, Geography) Hons. Department and Rs. 5,000/- (Five Thousand Only) for Physiology (Pass) department for the academic session 2022-23. However, further the Governing Body instruct the Vice Principal to complete the work in single tender as stated earlier.

**Agenda 5:** The Vice Principal informed the house about the purchase of scientific instruments and chemicals of different laboratories suggested by HoDs of different Science departments. The Governing Body instruct the Vice Principal at first to collect the signed lists with approximate price with proper justification from different HoDs; then tender will be floated as well as total purchase will be done as per purchase procedure of Govt. of West Bengal. The Governing Body sanctioned Rs. 1,65,000/- from college fund that will be shared by 06 (Botany, Zoology, Physics, Chemistry, Mathematics, Geography) by the below mentioned procedure i.e. Rs. 25,000/- (Twenty Five Thousand Only) for each Hons. Department & Rs. 15,000/- Physiology (Pass) department for the academic session 2022-23. However, further the Governing Body instruct the Vice Principal to complete the work in e-tender as total purchase price is greater than Rs. 1,00,000/-.

**Agenda 6:** The Vice Principal informed the house about the purchase of sound system and good quality of projector and fixed background screen for seminar hall. The Governing Body sanctioned Rs. 70,000/- for purchase of sound system and its installation and another Rs. 70,000/- for purchase of good quality projector with background screen. The Governing Body instruct the Vice Principal to select the items within this budget as per suggestions of technology committee/sound expert/technical expert and tender will be floated for sound system and good quality of projector with fixed background screen by following the purchase procedure of Govt. of West Bengal.

**Item 7:** The Vice Principal informed the house that the upgradation of library is very urgent. He also informed the house that Dr. Sk. Mohammad Aziz, Prof. Barun Rout, Jt. Convenor, Technology Committee, Sri Sujit Pathak, Library Staff, Prof. Arif Iqbal Mallick, Library in-charge visited the Library of K. D. College of Commerce &



General Studies and discussed with the Librarian of that College. By listening the suggestions of the above-mentioned members; it is unanimously decided that open source COHA Library Software will be taken along with it paid technical support from a supervisor/support from vendor/service provider (specialist in COHA) will also be hired. Further, it is decided that one manpower/operator with M. Lib. degree having expertise in COHA Software will be hired in purely temporary basis only for six months through open advertisement and interview basis for entry of all books in COHA system and to give training the existing Library Staffs. The remuneration of the manpower/operator will be discussed in next meeting. The President inform the Vice Principal to look after the matter with very emergency and place the progress of work in next meeting, positively.

*Item 8:* The budget proposal submitted by the Dept. of History and forwarded by the IQAC for the Archive Project in the Narajole Rajbari Campus of the college was considered and an initial grant of Rs. 70,000/- (Rupees Seventy thousand only) was sanctioned. The Archive Project was discussed at length and the formation of the Archive Committee having external experts, internal members and local representatives was indicated. Dr. Ranajit Kumar Khalua would act as the Chief Patron of the Archive Project, Prof. Pragna Paramita Mondal would function as the Project Convener in the capacity of being the IQAC Coordinator, Dr. Mangal Kumar Nayak would function as the Project Coordinator and the other members of the Archive Committee would be as follows: Prof. R. K. Chattopadhyay and Prof. Ujjayan Bhattacharya would be invited as External Experts, Sri Kumaresh Bhunia & Sri Sunil Kumar Bhowmik would be invited as Members of the Governing Body of the college, Sri Debashish Bhattacharya would be invited as local representative and distinguished researcher & author in this field and Dr. Nilanjana Bhattacharyya, Prof. Asis Bhattacharya & Prof. Barun Rout would join the Committee as Internal Members. It was further resolved that additional grant may be released in the second phase of the project in consideration of the progress made in the first phase starting from January 2023.

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

15/07/24  
Principal  
Narajole Raj College  
Paschim Medinipur



Chairperson

Vice-Principal  
Narajole Raj College  
P.O. - Narajole  
Dist. - Paschim Medinipur, Pin-721111

# 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.....

Date.....

## Notice

Dated: 28/03/2023

Notice is hereby given that a circular Governing Body will be held on 05/04/2023 (Wednesday) at 11-00 AM in the Chamber of the Vice Principal to discuss the following agenda. Please make it convenient to attend the meeting.

### Agenda:

1. Read and confirm of the proceedings of the last meeting held on 10.01.2023;
2. Budget Allocation for 2023-24 financial session;
3. Approval of budget for building at Narajole Raj College premises;
4. Approval of budget for renovation of rooms of Old campus for archive centre, tailoring and beautician training centre;
5. Approval of budget for innovation hub;
6. Budget allocated for grant received for IPR Cell
7. Approval of purchase of 2 AC-2 Torr and 1 AC -1.5 Torr, items for beautician and tailoring course, photocopy machine, 4 racks, etc.
8. Budget allocation for ICT purchases
9. Budget allocation for extension of sound system and purchase of new sound system
10. Allocation of grant for project of Dr. Tapanendu Kamilya from UGC DAE Consortium for Scientific Research and purchase of Chemical and Consumables and contingency regarding project.
11. Approval of Budget for different College Seminars as per recommendation of Seminar Committee.
12. Approval of Budget submitted by IQAC Coordinator for upcoming NAAC;
13. Purchase of Submersible pump and its renovation in front of canteen;
14. Discussion regarding generation of emergency fund;
15. Discussion regarding opening of online payment account;
16. Discussion regarding and budget allocation for drinking water system for college;
17. Miscellaneous, if any, with the permission of the Chair;

Dr. Ranajit Kumar Khalua  
Vice Principal

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



Date: 05/04/2023

1. Sanjay Kumar Das
2. Ranajit Konchaho.
3. Tapanendu Kamilya
4. Nilanjana Bhattacharya
5. Uttam Kumar Karf.
6. Anupam Ghosh.
7. Sujit K. Banerjee 5/1/23
8. Kumarosh Khous

Sonal Bhattacharya 5/4/23

Proceedings of the Finance Committee Meeting held on 05/04/2023 (Wednesday) in the Office Chamber of the Vice Principal

Agenda 1: Resolutions of the previous meeting of the Finance Committee held on 10/01/2023 were read and confirmed without any amendment.

Agenda 2: The Governing Body approved the budget for 2023-24 financial session.

Narajole Raj College  
Narajole, Daspur, Paschim Medinipur  
Budget Allocation for the Year 2022-23

| Incomes  | Amount | Expenditures   | Amount |
|--|--------|--|--------|
| Collection of Tuition Fees from the Students * | 14     | Tuition Fees Payable to Govt                               | 7      |
| Other Collections from the Students            | 42     | Different Fees Payable to VU                               | 14     |
| Salary Grant Received from Govt                | 400    | Salary Payments to Full Time Teachers, SACT & NTS          | 400    |
| Receipt from VU for Examination Purposes       | 0.7    | Salary Payments to Casual Non-Teaching Staff***            | 23     |
| Misc Receipts                                  | 1.5    | Expenses for Library Purchases Books & Journals            | 1.5    |
| Balance as on 31-03-22                         | 45     | Expenses for Office Purchases                              | 1      |
| DAE & DST Project Grants                       | 3.2    | Reconstruction of College Web-site Renewal & Maintenance   | 0.5    |
| IPR Grants                                     | 0.5    | Procurement of Accounting Software, LMS, N-List, Sothganga | 1      |
|  |        | Upgradation of Library Software & Library Automation       | 1      |
|  |        | Departmental Purchases                                     | 0.5    |
|  |        | Expenses for Laboratory Purchases                          | 1.5    |
|  |        | Repair & Maintenance                                       | 2.5    |
|  |        | Xerox & Printing & Stationary                              | 2      |
|  |        | Examination related Expenses                               | 0.7    |
|  |        | Convenience Allowance & Travelling Allowance               | 1.5    |
|  |        |  | 4.5    |

15/04/24





| Expenses |  |       |
|----------|--|-------|
|          | Students Hostel & Archive Centre Renovation            | 1.5   |
|          | ICT Development  | 7.5   |
|          | Academic Development other than Lab, Lib & ICT         | 2.5   |
|          | Infrastructure Development Building & other Associates | 10    |
|          | Refund to UGC***                                       | 1     |
|          | Skill Development Course                               | 1     |
|          | Extension Programme Development & Unnat Bharat Dev.    | 0.95  |
|          | Seminar & Activity                                     | 1     |
|          | NSS Development  | 0.3   |
|          | NCC Expenses   | 0.15  |
|          | IQAC Innovation Hub                                    | 0.6   |
|          | Career Counselling & Placement and Other Cell Activity | 0.5   |
|          | DAE & DST Project                                      | 3.2   |
|          | IPR Seminar & Faculty Development Programme            | 0.5   |
|          | Misc. including Student Union Expenses                 | 3.5   |
|          | Emergency Fund (to be Reserved as Fixed Deposit)       | 10    |
|          | Surplus (Balancing Figure)                             | 0     |
|          |  | 506.4 |
| 506.4    |  |       |

Note: Indicate all the figures in Rs. Lakhs

\* Subject to admission of students

\*\*\* UGC Refund is subject to Settlement by the UGC in case refunds are to be made budgetary allocation of Infrastructure, Development or Repair & maintenance will have to be curtailed.

# Salary Grants to be received from the Govt of West Bengal and Payment of Salaries to Different Person are subject to change after the inclusion and exclusions of teachers and Non-Teaching Staff Members.

15/07/24



**Agenda 3:** Vice Principal informed the house regarding renovation of Teacher's Lounge cum Mini Auditorium, Ladies Staff Washroom. He also proposed the construction of new building in front of canteen, construction of 1<sup>st</sup> floor of Ladies Hostel, Gents Toilet, Conversion of Existing Gents Toilet into Ladies Washroom, Yoga Hall, Cycle and Bike Stand, Guard Room in second gate. It is decided that there is no sufficient fund for the total proposed construction at a time. The Governing Body request Vice Principal firstly complete the renovation of Teacher's Lounge cum Mini Auditorium, Female Staff & students Washroom and construction of gent's toilet. The Governing Body approved Rs. 5,00,000/- for the renovation work and construction of gent's toilet. The work will be done by following the Govt. procedure like vetting, estimate, tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed renovation work that will be completed within the approved budget. All related papers will be provided in next G.B. Meeting.

Secondly, Governing Body replied that the proposed new building constructions will be possible if sufficient fund arise in future. Further, it is unanimously decided that the work will be done by following the Govt. procedure like vetting, estimate, e-tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed part of new building that will be submitted to State Govt./other fund sanction bodies as building grants. Further, G. B instruct Vice Principal for inclusion of Senior Level Civil Engineer/Architect into College Building Committee as we have no such expertise in extreme level. He will supervise the overall construction work.

**Agenda 4:** Vice Principal informed the house regarding renovation of rooms at Old Campus projected for Archive Centre, Tailoring and Beautician Training Course suggested by IQAC Coordinator, Archive Committee and Coordinator, Tailoring and Beautician Training Course. The Governing Body approved Rs.70,000/- for the renovation work as well as request Vice Principal to complete the renovation of projected rooms and colouring and necessary electrical wiring for the above-mentioned centres within this limit and take necessary suggestions from Senior level Civil Engineer/Architect. The work will be done by following the Govt. procedure like vetting, estimate, tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed renovation work as per suggestion of engineer that will be completed within the approved budget. All related papers will be provided in next G.B. Meeting. The Governing Body also approve the Budget of Rs. 40,000/- for purchase of tailoring items, Rs. 40,000/- for purchase of items of beautician training items; as well as Rs. 70,000/- for construction of archive centre.

**Agenda 5:** The Governing Body approved the budget of Rs. 25,000/- for Innovation Hub at Department of Physics as well as approved Rs. 25,000/- for Arts and Crafts

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



Centre and Rs. 08,000/- for Innovation Hub at Department of Chemistry (preparation of floor/room cleaner (white phenyl)).

**Agenda 6:** Dr Tapanendu Kamilya, the Convenor of IPR Cell have submitted a proposal of Rs. 50,000/- for set-up of WBDST sponsored IPR Cell. WBDST sanctioned the proposal and approved Rs. 50,000/- for set-up of WBDST sponsored IPR Cell at Narajole Raj College (Nodal Officer: Dr. Tapanendu Kamilya) for organizing workshop and faculty development programme. GB congrats Dr. Tapanendu Kamilya, The Nodal Officer, WBDST sponsored IPR Cell for his constant effort. All the programmes and the expenditure will be done as per guidelines of WBDST IPR Cell and submitted proposal. Further it is unanimously decided that the Rs. 20,000/- is allocated from the college fund for renovation of IPR Cell. Further, it is decided that expenditure of Rs. 50,000/- (Grant received) will be done as per submitted proposal and guidelines.

**Agenda 7:** The Vice Principal informed the house that two 2 Torr AC and two 1.5 Torr AC required for mini auditorium cum Teacher's Lounge and Vice Principal's Chamber and IQAC, respectively. The proposal is accepted in Governing Body and Governing Body approved Rs. 2,00,000/- for this purpose. It is also decided that the company, model no and specifications will be decided by purchase committee. The Vice Principal also placed the item wise budget for Tailoring and Beautician course given by Smt. Baisali Guha, Convenor, Tailoring and Beautician Training Courses. Earlier, in agenda no 5, GB approved Rs. 40,000/- for purchase of tailoring goods and another Rs. 40,000/- for purchase of items of beautician training items. Further it is resolved that the items will be purchased within the approve limit by maintaining the purchase procedure.

**Agenda 8:** The Jt. Convenor of Technology Sub-Committee, Mr. Barun Rout and Dr. Sk. Mohammad Aziz submitted the proposed budget of Rs. 15,74,000/- for ICT Infrastructure Development of College. The Governing Body Governing Body approved Rs. 7,50,000/- for improvement of IT infrastructure of the College including the purchase of Photocopy Machine for Library. It is unanimously decided that the priory items among the items of submitted proposal that will be purchased within approved limit will be decided by Technology Committee with proper justification and the purchase will be purchase by following the purchase procedure.

**Agenda 9:** The Vice Principal informed the house that the existing sound system in seminar hall is not sufficient for seminar hall and will be replaced at mini auditorium cum Teachers' Lounge and a mixture machine along with some microphones will be purchased for full set up at mini auditorium cum Teachers' Lounge. He also proposed that a new sound system (required no of speakers, microphone, amplifier, mixture machine) will be required for Seminar Hall. The Governing approved Rs. 2,00,000/- for purchase of total items of sound system in both places and the purchase will be decided by following the purchase procedure.

15/07/24



Further, it is decided that The Vice Principal will take suggestions from sound system experts/sound engineer before the starting of purchase procedure.

**Agenda 10:** The Vice Principal informed the house that in GB meeting dated 02/05/2022 (Item no 10) a research project (CRS/2021-22/02/495 dt. 30/03/2022) has been received by Dr. Tapanendu Kamilya, Associate Professor of Physics from UGC-DAE Consortium for Scientific Research. Further, the Vice Principal informed the house that the project report and utilization certificated submitted in due time and it was accepted by UGC-DAE Consortium for Scientific Research as well as second instalment of Rs. 45,000/- sanctioned by UGC-DAE Consortium for Scientific Research for second year allocation of that project and the amount is received by college through Memo no: CRS/2021-22/02/495 on 29/03/2023 through PFMS transaction ID: C032387587901. The house unanimously congratulated Dr. Kamilya for his achievement. Further it is unanimously decided that as per project guidelines the amount of Rs. 30,000/- will be spent for purchase of consumables and chemicals as per suggestion of the Principal Investigator, Dr. Kamilya as well as the amount of Rs. 15,000/- will be given to Dr. Tapanendu Kamilya, the Principal Investigator for contingency expenses for the project purpose.

**Agenda 11:** The Vice Principal placed the proposed budget of different seminars discussed in meeting of seminar committee 31/01/2023; item no: 02; i.e. all departments will have to organise State/National level seminar and the College will sponsored an amount (i.e. Rs. 15,000/- for the Department with PG (Bengali and Sanskrit) and Rs. 5000/- for all other rest departments). Anong with this GB approved an extra amount of Rs. 10,000/- to each PG departments to organize special lecture of Bengali PG and Sanskrit PG as per applications of HoDs and PG Coordinator. It is also decided that they can arrange this special lecture along with this seminar to improve the quality of seminar or separately as they desire.

**Agenda 12:** The Vice Principal placed the budget submitted by IQAC Coordinator for different activities for Upcoming NAAC. The Governing Body approved proposal and budgetary allotments against the proposal is listed below-

- (a) Mushroom Cultivation Hub: Rs. 10,000/-
- (b) Seminar on Entrepreneurship: Rs. 5000/-
- (c) Cultural Subcommittee (Harmonium & Tabla Purchase): Rs. 15,000/-
- (d) ICC Cell: Rs. 5000/-
- (e) NCC: Rs. 15,000/-
- (f) Extension Cell for Training of Vermicompost, Lectures on Medicinal Plants, Gender Equity Programme, Workshops on Popular Science, etc: Rs. 50,000/-
- (g) Green Audit Cell: Waste Management: Rs. 25,000/-; Alternative Sources of Energy: 25,000/- (Repairing and Renovation existing solar light); Repairing of

15/07/24  
Principal  
Nankai Lateral College  
Karnal, Haryana





existing rain water harvesting: Rs. 25,000/-; ISO Certification and different  
audit: Rs. 50,000/-

(h) Gender Equity Cell: Rs. 5,000/-

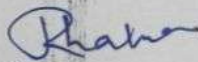
(i) Add on Course of different department (Each value added & Add-on  
Course): Rs. 2,500/-

**Agenda 13:** The Vice Principal informed the house that the submersible pump in front of canteen is damaged. It is unanimously discussed that The Vice Principal will take necessary steps regarding this matter by maintain the purchase procedure.


**Agenda 14:** It is unanimously decided that the initiative regarding opening of fixed deposit of some amounts will be taken if budget permits for generation of emergency fund. The further discussion regarding this matter will be discussed in the next Governing Body meeting.

**Agenda 15:** A discussion regarding opening of a savings account with online payment system is took place. It is resolved that a new savings account with online payment system will be opened. Due to short of time the further discussion regarding operators of online account, amount of transaction and others details will be discussed in next Governing Body meeting.

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

  
Chairperson

Vice-Principal  
Narajole Raj College  
P.O. - Narajole  
Dist. - Paschim Medinipur, Pin-751

  
05/07/24  
Chairperson  
Narajole Raj College  
P.O. - Narajole  
Dist. - Paschim Medinipur, Pin-751



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

|                        |            |
|------------------------|------------|
| মিটিং নং / Meeting No. | 11 / 55    |
| তারিখ / Date           | 05/04/2023 |

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

|               |       |
|---------------|-------|
| স্থান / Place |       |
| সময় / Time   | 1 Pm. |

|                             |                          |         |
|-----------------------------|--------------------------|---------|
| ১। 1. Sujit Banerjee ১/৫/২৩ | ৮। 8. Uttam Kumar Kanp   | ১৫। 15. |
| ২। 2. Ranajit K. Khaha      | ৯। 9. Komolash Bhunia    | ১৬। 16. |
| ৩। 3. Tapanendu Kamilya     | ১০। 10.                  | ১৭। 17. |
| ৪। 4. Nilanjana Akhacharya  | ১১। 11. Subhadip Samanta | ১৮। 18. |
| ৫। 5. Anubam Ghosh          | ১২। 12.                  | ১৯। 19. |
| ৬। 6. Komolash Bhunia       | ১৩। 13.                  | ২০। 20. |
| ৭। 7. Smriti Bhunia         | ১৪। 14.                  | ২১। 21. |

## 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.....

Date.....

### Notice

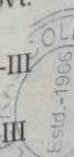
Dated: 28/03/2023

Notice is hereby given that a circular Governing Body will be held on 05/04/2023 (Wednesday) at 01-00 PM in the Chamber of the Vice Principal to discuss the following agenda. Please make it convenient to attend the meeting.

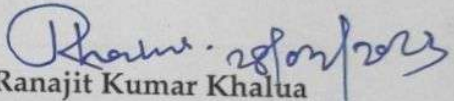
#### Agenda:

1. Read and confirm of the proceedings of the last meeting held on 10.01.2023;
2. Submission of requisition of vacancy of post of Principal to CSC Office;
3. Budget Allocation for 2023-24 financial session;
4. Construction and Renovation of building at Narajole Raj College premises;
5. Renovation of rooms of Old campus for archive centre, tailoring and beautician training centre;
6. Approval of budget for innovation hub
7. Formation of WBDST sponsored IPR Cell and renovation of room allocated for IPR Cell
8. Approval of purchase of 2 AC-2 Torr and 1 AC -1.5 Torr, items for beautician and tailoring course, photocopy machine, 4 racks, etc.
9. Budget allocation for ICT purchases
10. Budget allocation for extension of sound system and purchase of new sound system
11. Allocation of grant for project of Dr. Tapanendu Kamilya from UGC DAE Consortium for Scientific Research and purchase of Chemical and Consumables and contingency regarding project.
12. Discussion regarding Library rules and regulations and non-submitted Library books.
13. Application to University for nomination of new VC nominee.
14. Inclusion of Architect Mr. Sanjoy Ghosh, Architect or any Senior Level Civil Engineer in College Building Committee
15. Approval of Budget for different College Seminars as per recommendation of Seminar Committee.
16. Discussion regarding pension cum gratuity of Late Pratim Maity as per Govt. order
17. (i) CAS Promotional benefit of Dr. Uttam Kanp (Assistant Professor, Stage-III to Associate Professor, Stage-IV);  
(ii) CAS Promotional benefit of Dr. Dipak Shom (Assistant Professor, Stage-III to Associate Professor, Stage-IV);


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18. Discussion regarding MoUs of Internships of different departments and MoU of Student Teacher Exchange programme with different institutes;
19. Formation of NDL Club and NDL Database for Narajole Raj College;
20. Approval of Budget submitted by IQAC Coordinator for upcoming NAAC;
21. Purchase of Submersible pump and its renovation in front of canteen;
22. Application for Seminar Proposal at DST, WBDST, ICMR, DBT, etc;
23. Approval of research motivation programme for ST Students of Science Stream under Central Govt. Scheme in collaboration with IACS;
24. Discussion regarding generation of emergency fund;
25. Discussion regarding opening of online payment account;
26. Discussion regarding reorientation of joint and different convenors of some committees & NSS;
27. Miscellaneous, if any, with the permission of the Chair;

  
 Dr. Ranajit Kumar Khalua  
 Vice Principal

Vice-Principal  
 Narajole Raj College  
 P.O. - Narajole  
 Dist. - Paschim Medinipur, Pin-75

  
 15/07/24  
 Narajole Raj College  
 Paschim Medinipur





# মিটিং রেজল্যুশন বহি

Proceedings of the Governing Body Meeting held on 05/04/2023 (Wednesday) in the Office  
Chamber of the Vice Principal

**Agenda 1:** Resolutions of the previous meeting of the Governing Body held on 10/01/2023 were read and confirmed without any amendment.

**Agenda 2:** The notice dated 10-05-2022 from the West Bengal College Service Commission for requisition against vacancy for the post of Principal was placed in the meeting. Discussed that Dr. Anupam Parua, former Principal was transferred on his own seeking to another college i.e. Gourav Guin Memorial College, Dist. Paschim Medinipur. Dr. Anupam Parua, former Principal was released from our college on afternoon 22-03-2022 as per the G. B. resolution. Therefore, the post of Principal of our College remained vacant till date since 23-03-2022. It was resolved unanimously in the meeting of the Governing Body that the resignation for said vacancy be sent along with the relevant papers for filling-up the suitable candidate. The Vice-Principal was requested by the Governing Body to pursue this with appropriate concerned.

**Agenda 3:** The Governing Body approved the budget for 2023-24 financial session.

Narajole Raj College  
Narajole, Daspur, Paschim Medinipur  
Budget Allocation for the Year 2022-23

| Incomes  | Amount | Expenditures  | Amount |
|--|--------|---|--------|
| Collection of Tuition Fees from the Students * | 14     | Tuition Fees Payable to Govt                              | 7      |
| Other Collections from the Students            | 42     | Different Fees Payable to VU                              | 14     |
| Salary Grant Received from Govt                | 400    | Salary Payments to Full Time Teachers, SACT & NTS         | 400    |
| Receipt from VU for Examination Purposes       | 0.7    | Salary Payments to Casual Non-Teaching Staff***           | 23     |
| Misc Receipts                                  | 1.5    | Expenses for Library Purchases Books & Journals           | 1.5    |
| Balance as on 31-03-22                         | 45     | Expenses for Office Purchases                             | 1      |
| DAE & DST Project Grants                       | 3.2    | Reconstruction of College Web-site Renewal & Maintenance  | 0.5    |
| IPR Grants                                     | 0.5    | Procurement of Accounting Software, LMS N List, Sothganga | 1      |
|  |        | Upgradation of Library Software & Library Automation      | 1      |

15/07/24



Proceedings of the Governing Body Meeting held on 05/04/2023 (Wednesday) in the Office  
Chamber of the Vice Principal

|       |  |       |
|-------|--|-------|
|       | Departmental Purchases                                 | 0.5   |
|       | Expenses for Laboratory Purchases                      | 1.5   |
|       | Repair & Maintenance                                   | 2.5   |
|       | Xerox & Printing & Stationary                          | 2     |
|       | Examination related Expenses                           | 0.7   |
|       | Convenience Allowance & Travelling Allowance           | 1.5   |
|       | Electricity and General Expenses                       | 4.5   |
|       | Students Hostel & Archive Centre Renovation            | 1.5   |
|       | ICT Development  | 7.5   |
|       | Academic Development other than Lab, Lib & ICT         | 2.5   |
|       | Infrastructure Development Building & other Associates | 10    |
|       | Refund to UGC***                                       | 1     |
|       | Skill Development Course                               | 1     |
|       | Extension Programme Development & Unnat Bharat Dev.    | 0.95  |
|       | Seminar & Activity                                     | 1     |
|       | NSS Development  | 0.3   |
|       | NCC Expenses   | 0.15  |
|       | IQAC Innovation Hub                                    | 0.6   |
|       | Career Counselling & Placement and Other Cell Activity | 0.5   |
|       | DAE & DST Project                                      | 3.2   |
|       | IPR Seminar & Faculty Development Programme            | 0.5   |
|       | Misc. including Student Union Expenses                 | 3.5   |
|       | Emergency Fund (to be Reserved as Fixed Deposit)       | 10    |
|       | Surplus (Balancing Figure)                             | 0     |
|       |  | 506.4 |
| 506.4 |  |       |

*oths. Prog.*

*→ 6H, Ac  
collar, TET  
8.5*

Note: Indicate all the figures in Rs. Lakhs

*15/07/24*  
Principal  
Naraina College of Education  
New Delhi



\* Subject to admission  
of students

\*\*\* UGC Refund is subject to Settlement by the UGC in case  
refunds are to be made budgetary allocation of Infrastructure,  
Development or Repair & maintenance will have to be  
curtailed.

# Salary Grants to be received from the Govt of West Bengal and Payment of  
Salaries to Different Person are subject to change after  
the inclusion and exclusions of teachers and Non-Teaching  
Staff Members.

**Agenda 4:** Vice Principal informed the house regarding renovation of Teacher's Lounge cum Mini Auditorium, Ladies Staff Washroom. He also proposed the construction of new building in front of canteen, construction of 1<sup>st</sup> floor of Ladies Hostel, Gents Toilet, Conversion of Existing Gents Toilet into Ladies Washroom, Yoga Hall, Cycle and Bike Stand, Guard Room in second gate. It is decided that there is no sufficient fund for the total proposed construction at a time. The Governing Body request Vice Principal firstly complete the renovation of Teacher's Lounge cum Mini Auditorium, Female Staff & students Washroom and construction of gent's toilet. The Governing Body approved Rs. 5,00,000/- for the renovation work and construction of gent's toilet. The work will be done by following the Govt. procedure like vetting, estimate, tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed renovation work that will be completed within the approved budget. All related papers will be provided in next G.B. Meeting.

Secondly, Governing Body replied that the proposed new building constructions will be possible if sufficient fund arise in future. Further, it is unanimously decided that the work will be done by following the Govt. procedure like vetting, estimate, e-tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed part of new building that will be submitted to State Govt./other fund sanction bodies as building grants. Further, G. B instruct Vice Principal for inclusion of Senior Level Civil Engineer/Architect into College Building Committee as we have no such expertise in extreme level. He will supervise the overall construction work.

**Agenda 5:** Vice Principal informed the house regarding renovation of rooms at Old Campus projected for Archive Centre, Tailoring and Beautician Training Course suggested by IQAC Coordinator, Archive Committee and Coordinator, Tailoring and Beautician Training Course. The Governing Body approved Rs.70,000/- for the renovation work as well as request Vice Principal to complete the renovation of projected rooms and colouring and necessary electrical wiring for the above-mentioned centres within this limit and take necessary suggestions from Senior level





Civil Engineer/Architect. The work will be done by following the Govt. procedure like vetting, estimate, tendering, etc. Additionally, it is unanimously decided that the Vice Principal and Convenor of Building Committee will provide drawing and plan, vetting, estimate, etc. papers and meeting resolution regarding the proposed renovation work as per suggestion of engineer that will be completed within the approved budget. All related papers will be provided in next G.B. Meeting. The Governing Body also approve the Budget of Rs. 40,000/- for purchase of tailoring items, Rs. 40,000/- for purchase of items of beautician training items; as well as Rs. 70,000/- for construction of archive centre.

**Agenda 6:** The Governing Body approved the budget of Rs. 25,000/- for Innovation Hub at Department of Physics as well as approved Rs. 25,000/- for Arts and Crafts Centre and Rs. 08,000/- for Innovation Hub at Department of Chemistry (preparation of floor/room cleaner (white phenyl)).

**Agenda 7:** Dr Tapanendu Kamilya, the Convenor of IPR Cell have submitted a proposal of Rs. 50,000/- for set-up of WBDST sponsored IPR Cell. WBDST sanctioned the proposal and approved Rs. 50,000/- for set-up of WBDST sponsored IPR Cell at Narajole Raj College (Nodal Officer: Dr. Tapanendu Kamilya) for organizing workshop and faculty development programme. GB congrats Dr. Tapanendu Kamilya, The Nodal Officer, WBDST sponsored IPR Cell for his constant effort. All the programmes and the expenditure will be done as per guidelines of WBDST IPR Cell and submitted proposal. Further it is unanimously decided that the Rs. 20,000/- is allocated from the college fund for renovation of IPR Cell. Further, it is also resolved that Sri Asis Bhattacharyya, SACT, Department of Sanskrit; Sri Bholanath Mahato, Assistant Professor, Department of Philosophy and Dr. Rabindranath Maity, SACT, Department of Sanskrit are included as Member of IPR Cell.

**Agenda 8:** The Vice Principal informed the house that two 2 Torr AC and two 1.0 Torr AC required for mini auditorium cum Teacher's Lounge and Vice Principal's Chamber, IQAC, respectively. The proposal is accepted in Governing Body and Governing Body approved Rs. 2,00,000/- for this purpose. It is also decided that the company, model no and specifications will be decided by purchase committee. The Vice Principal also placed the item wise budget for Tailoring and Beautician course given by Smt. Baisali Guha, Convenor, Tailoring and Beautician Training Courses. Earlier, in agenda no 5, GB approved Rs. 40,000/- for purchase of tailoring goods and another Rs. 40,000/- for purchase of items of beautician training items. Further it is resolved that the items will be purchased within the approve limit by maintaining the purchase procedure. Further, it is discussed that Prof. Basali Guha, Associate Professor, Department of History will perform the role of Coordinator for Tailoring and Beautician Training Courses instead of Joint Coordinator. Therefore, the decision taken in Governing Body Meeting on 10/12/2022 against Item no. 15; the "Joint co-ordinators" of Tailoring and Beautician Training Course is abolished as



well as Smt. Baisali Guha will perform the role of Coordinator for Tailoring and Beautician Training Courses

**Agenda 9:** The Jt. Convenor of Technology Sub-Committee, Mr. Barun Rout and Dr. Sk. Mohammad Aziz submitted the proposed budget of Rs. 15,74,000/- for ICT Infrastructure Development of College. The Governing Body Governing Body approved Rs. 7,50,000/- for improvement of IT infrastructure of the College including the purchase of Photocopy Machine for Library. It is unanimously decided that the priory items among the items of submitted proposal that will be purchased within approved limit will be decided by Technology Committee with proper justification and the purchase will be purchase by following the purchase procedure.

**Agenda 10:**

The Vice Principal informed the house that the existing sound system in seminar hall is not sufficient for seminar hall and will be replaced at mini auditorium cum Teachers' Lounge and a mixture machine along with some microphones will be purchased for full set up at mini auditorium cum Teachers' Lounge. He also proposed that a new sound system (required no of speakers, microphone, amplifier, mixture machine) will be required for Seminar Hall. The Governing approved Rs. 2,00,000/- for purchase of total items of sound system in both places and the purchase will be decided by following the purchase procedure. Further, it is decided that The Vice Principal will take suggestions from sound system experts/sound engineer before the starting of purchase procedure.

**Agenda 11:**

The Vice Principal informed the house that in GB meeting dated 02/05/2022 (Item no 10) a research project (CRS/2021-22/02/495 dt. 30/03/2022) has been received by Dr. Tapanendu Kamilya, Associate Professor of Physics from UGC-DAE Consortium for Scientific Research. Further, the Vice Principal informed the house that the project report and utilization certificated submitted in due time and it was accepted by UGC-DAE Consortium for Scientific Research as well as second instalment of Rs. 45,000/- sanctioned by UGC-DAE Consortium for Scientific Research for second year allocation of that project and the amount is received by college through Memo no: CRS/2021-22/02/495 on 29/03/2023 through PFMS transaction ID: C032387587901. The house unanimously congratulated Dr. Kamilya for his achievement. Further it is unanimously decided that as per project guidelines the amount of Rs. 30,000/- will be spent for purchase of consumables and chemicals as per suggestion of the Principal Investigator, Dr. Kamilya as well as the amount of Rs. 15,000/- will be given to Dr. Tapanendu Kamilya, the Principal Investigator for contingency expenses for the project purpose.

**Agenda 12:** The Vice Principal informed the house that there are many books in Library, reported by Library Committee. The Library Committee also prepared



Library rules and regulations for the recovery of the books. The Governing Body unanimously approved the "Rules and regulations of Library" that is attached as Annexure-I.

**Agenda 13:** The Vice Principal informed the house that Mrs. Sumita Mallick, Associate Professor, Chandrakona Vidyasagar Mahavidyalay was nominated as Nominee from Vidyasagar University at Governing Body of Narajole Raj College. However, unfortunately she remains absent in all GB meetings till now. Therefore, it is unanimously decided that Vice Principal will pursue for new female Nominee from Vidyasagar University at Governing Body of Narajole Raj College.

**Agenda 14:** The Governing Body informed the Vice Principal for inclusion of any Senior Level Civil Engineer/Reputed Architect in College Building Committee. Further it is decided that Mr. Sanjoy Ghosh, Architect who have planned and drawn the design of many buildings of the College and those buildings were constructed by the supervision of Mr. Sanjay Ghosh. It is also decided that Mr. Sanjay Ghosh may be included in College Building Committee as an Architect if Vice Principal desire.

**Agenda 15:** The Vice Principal placed the proposed budget of different seminars discussed in meeting of seminar committee 31/01/2023; item no: 02; i.e. all departments will have to organise State/National level seminar and the College will sponsored an amount (i.e. Rs. 15,000/- for the Department with PG (Bengali and Sanskrit) and Rs. 5000/- for all other rest departments). Anong with this GB approved an extra amount of Rs. 10,000/- to each PG departments to organize special lecture of Bengali PG and Sanskrit PG as per applications of HoDs and PG Coordinator. It is also decided that they can arrange this special lecture along with this seminar to improve the quality of seminar or separately as they desire.

**Agenda 16:** It is decided that the pension cum gratuity related claim papers of Late Pratim Maity will be submitted to DPI (Pension), Govt. of West Bengal. Pratim Maity joined in this College on 27/09/2019 and died on 02/02/2021. It is found that the period of Service by Pratim Maity from 207/09/2019 to 02/02/2021 i.e. 1 year 4 months and 06 days. It is also found that his service book is not signed by incumbent due to sudden death. The papers related to Legal heirs (Bratati Dey (Maity) wife of Pratim Maity) was produced to the authority on 09/12/2022 vide Memo No. 1687/RM Dated: 02/12/2022 and application of Bratati Dey (Maity). After submission of Legal heirs, The Governing Body instruct Vice Principal in the GB meeting dated 10/01/2023 to take necessary action regarding this matter (payment of due salary, others benefit as per Govt. norms). After sanction of due salary an amount of Rs. 4,70,331 by the Govt. of West Bengal, was paid to Bratati Dey (Maity) Legal heirs of Late Pratim Maity (vide Memo No. 1687/RM Dated: 02/12/2022). It is further unanimously decided that the death pension cum gratuity proposal of Pratim Maity will be submitted to DPI (Pension), Govt. of West Bengal as per Govt. rules and regulations without any delay in favour of Legal heirs (nominee) Bratati

15/07/24





Dey (Maity) Legal heirs of Late Pratim Maity (vide Memo No. 1687/RM Dated: 02/12/2022).

**Agenda 17:**

The Vice Principal informed the house that the following 02 (two) teachers have applied for their CAS benefit from Assistant Professor (Stage-III) to Associate Professor (Stage-IV).

1. Dr. Uttam Kanp, Assistant Professor in Botany
2. Dr. Dipak Shom, Assistant Professor in Bengali

It is unanimously resolved that the CAS promotional benefit mentioned in the applications of above-mentioned incumbents be approved for onward processing. The house requested the Vice principal to start the process and also instruct to pursue for the name of Subject Experts from the Vidyasagar University and DPI nominee from the office of the DPI, West Bengal.

**Agenda 18:**

The Vice Principal informed the house about the different MoUs that will be done for Student Internships and Student Teacher Exchange Programme of different departments of this college along with other institutions. The Governing Body approved the draft MoUs placed by Vice Principal and Coordinator, IQAC. Further, it is unanimously approved that the MoUs will be only for educational purposes, no financial matter will be related to it.

**Agenda 19:**

The Vice Principal informed the house about the formation of NDL Club and NDL Database of Narajole Raj College. It is unanimously approved that NDL Club and NDL Database of Narajole Raj College will be created in collaboration of IIT Kharagpur as well as The Librarian/Library-in-Charge and Library Committee will take necessary steps regarding this matter.

**Agenda 20:**

The Vice Principal placed the budget submitted by IQAC Coordinator for different activities for Upcoming NAAC. The Governing Body approved proposal and budgetary allotments against the proposal is listed below-

- (a) Mushroom Cultivation Hub: Rs. 10,000/-



- (b) Seminar on Entrepreneurship: Rs. 5000/-
- (c) Cultural Subcommittee (Harmonium & Tabla Purchase): Rs. 15,000/-
- (d) ICC Cell: Rs. 5000/-
- (e) NCC: Rs. 15,000/-
- (f) Extension Cell for Training of Vermicompost, Lectures on Medicinal Plants, Gender Equity Programme, Workshops on Popular Science, etc: Rs. 50,000/-
- (g) Green Audit Cell: Waste Management: Rs. 25,000/-; Alternative Sources of Energy: 25,000/- (Repairing and Renovation existing solar light); Repairing of existing rain water harvesting: Rs. 25,000/-; ISO Certification and different audit: Rs. 50,000/-
- (h) Gender Equity Cell: Rs. 5,000/-
- (i) Add on Course of different department (Each value added & Add-on Course): Rs. 2,500/-

**Agenda 21:**

The Vice Principal informed the house that the submersible pump in front of canteen is damaged. It is unanimously discussed that The Vice Principal will take necessary steps regarding this matter by maintain the purchase procedure.

**Agenda 22:**

It is decided that HoDs of different Science Departments will submit the Seminar Proposal at DST, WBDST, ICMR, DBT, etc grants sanctioning authority. The Governing Body instruct Vice Principal to take necessary step regarding this matter.

**Agenda 23:**

It is unanimously decided that the Governing Body has no objection if College organize the Research Motivation Camp for ST students of Science Stream under Central Govt. Scheme in collaboration with Indian Association for the Cultivation of Science (IACS) under the Co-ordinatorship of Dr. Tapanendu Kamilya, Associate Professor, Department of Physics. Further, GB appreciate Dr. Kamilya for taking initiative regarding this matter.

15/07/24





# মিটিং রেজল্যুশন বহি



Proceedings of the Governing Body Meeting held on 05/04/2023 (Wednesday) in the Office Chamber of the Vice Principal



**Agenda 1:** Resolutions of the previous meeting of the Governing Body held on 10/01/2023 were read and confirmed without any amendment.

**Agenda 2:** The notice dated 10-05-2022 from the West Bengal College Service Commission for requisition against vacancy for the post of Principal was placed in the meeting. Discussed that Dr. Anupam Parua, former Principal was transferred on his own seeking to another college i.e. Gourav Guin Memorial College, Dist. Paschim Medinipur. Dr. Anupam Parua, former Principal was released from our college on afternoon 22-03-2022 as per the G. B. resolution. Therefore, the post of Principal of our College remained vacant till date since 23-03-2022.

It was resolved unanimously in the meeting of the Governing Body that the resignation for said vacancy be sent along with the relevant papers for filling-up the suitable candidate. The Vice-Principal was requested by the Governing Body to pursue this with appropriate concerned.

**Agenda 3:** The Governing Body approved the budget for 2023-24 financial session.

Narajole Raj College  
Narajole, Daspur, Paschim Medinipur  
Budget Allocation for the Year 2022-23

| Incomes  | Amount | Expenditures   | Amount |
|--|--------|--|--------|
| Collection of Tuition Fees from the Students * | 14     | Tuition Fees Payable to Govt                               | 7      |
| Other Collections from the Students            | 42     | Different Fees Payable to VU                               | 14     |
| Salary Grant Received from Govt                | 400    | Salary Payments to Full Time Teachers, SACT & NTS          | 400    |
| Receipt from VU for Examination Purposes       | 0.7    | Salary Payments to Casual Non-Teaching Staff***            | 23     |
| Misc Receipts                                  | 1.5    | Expenses for Library Purchases Books & Journals            | 1.5    |
| Balance as on 31-03-22                         | 45     | Expenses for Office Purchases                              | 1      |
| DAE & DST Project Grants                       | 3.2    | Reconstruction of College Web-site Renewal & Maintenance   | 0.5    |
| IPR Grants                                     | 0.5    | Procurement of Accounting Software, LMS, N-List, Sothganga | 1      |
|  |        | Upgradation of Library Software & Library Automation       | 1      |



Proceedings of the Governing Body Meeting held on 05/04/2023 (Wednesday) in the Office Chamber of the Vice Principal

|       |  |       |                          |
|-------|--|-------|--------------------------|
|       | Departmental Purchases                                 | 0.5   |                          |
|       | Expenses for Laboratory Purchases                      | 1.5   |                          |
|       | Repair & Maintenance                                   | 2.5   |                          |
|       | Xerox & Printing & Stationary                          | 2     |                          |
|       | Examination related Expenses                           | 0.7   |                          |
|       | Convenience Allowance & Travelling Allowance           | 1.5   |                          |
|       | Electricity and General Expenses                       | 4.5   |                          |
|       | Students Hostel & Archive Centre Renovation            | 1.5   |                          |
|       | ICT Development  | 7.5   |                          |
|       | Academic Development other than Lab, Lib & ICT         | 2.5   |                          |
|       | Infrastructure Development Building & other Associates | 10    |                          |
|       | Refund to UGC***                                       | 1     |                          |
|       | Skill Development Course                               | 1     |                          |
|       | Extension Programme Development & Unnat Bharat Dev.    | 0.95  | Other Prog               |
|       | Seminar & Activity                                     | 1     |                          |
|       | NSS Development  | 0.3   |                          |
|       | NCC Expenses   | 0.15  |                          |
|       | IQAC Innovation Hub                                    | 0.6   |                          |
|       | Career Counselling & Placement and Other Cell Activity | 0.5   |                          |
|       | DAE & DST Project                                      | 3.2   |                          |
|       | IPR Seminar & Faculty Development Programme            | 0.5   |                          |
|       | Misc. including Student Union Expenses                 | 3.5   |                          |
|       | Emergency Fund (to be Reserved as Fixed Deposit)       | 10    | → 10 Lakhs as per TET 85 |
|       | Surplus (Balancing Figure)                             | 0     |                          |
| 506.4 |  | 506.4 |                          |

Note: Indicate all the figures in Rs. Lakhs

Principal  
15/07/24

