

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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**NARAJOLE RAJ COLLEGE**

NARAJOLE: PASCHIM MEDINIPUR: PIN-721211

**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 13/08/2018

Notice is hereby given that a meeting of the IQAC will be held on 23/08/2018 (Thursday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda: -**

1. To read and confirm the resolutions of previous meeting.
2. To discuss about the progress of the college regarding forthcoming NAAC visit scheduled on 29.08.2018 to 30.08.2018.
3. Misc. (with the permission of Chair Person).

*Ranajit*  
Dr. Ranajit Kumar Khalua  
Teacher In Charge

Teacher-in-charge  
Narajole Raj College

Members: P.O.-Narajole  
Dist.-Paschim Medinipur

(1) Tapanendu Karmodya

(2) Dipak Ghosh

(3) Anil Paul

(4) S. K.

(5) S. K. Paul

*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya  
(Coordinator)

CO-ORDINATOR,  
IQAC

NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

(6) Rajkumar Khan

(7) Tanuka Acharyya

(8)

(9)

(10) Sunanta Kumar Dolai

নং / No.

রেজল্যুশন / Resolution Adopted

Proceedings of the meeting of the IQAC held on 23.08.18  
at 4.0pm in the office chamber of the ~~Principal~~ Teacher-in-Charge

Members Present:—

- 1) Rajjit Kumar Khanna.
- 2) Nilanjana Bhattacharyya
- 3) Tapasendu Kamilya
- 4) Abul Kamil
- 5) ~~Shaha.~~
- 6) Dipak Ghosh
- 7) SK. Taher Afi
- 8) Rajkumar Khan
- 9) Tamara Acharya
- 10) Swanta Kumar Dolai

for proceedings see overleaf.

# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 23/08/2018 (Thursday) in the  
Office Chamber of the Teacher In charge

Meeting 1 of the Academic Session 2018-19

The meeting was chaired by the Teacher in-charge Dr. Ranajit Kumar Khalua. Based on the agenda, in depth discussion was made and the following resolutions were adopted;

- a) The resolutions of the previous meeting held on 16.06.2018 were read out and confirmed.
- b) Members started discussion regarding forthcoming NAAC visit, scheduled on 29<sup>th</sup> to 30<sup>th</sup> August 2018. Co-ordinator informed that preparation regarding NAAC visit is going on satisfactorily. Teacher in-charge informed the members about the details of NAAC visit sent by Council Office, Bangalore. IQAC co-ordinator informed the members that all the necessary presentation of each department has been prepared. And IQAC members checked and verified all the power point presentations and hard copies of departmental profiles thoroughly. IQAC co-ordinator also informed that mock visit regarding NAAC has been completed satisfactorily and necessary corrections, modifications were in process. Teacher in-charge requested all the members to prepare themselves for interactive session with NAAC peer team in course of NAAC visit on 29.08.2018. Dr. Tapanendu Kamilya, Asst. Prof. in Physics and Dr. Akul Rana, Assist. Prof. in Mathematics were requested to visit the science laboratories and suggested the necessary requirements if any.

Teacher in-charge also mentioned that as per the visit schedule, sent by Council Office, peer team will visit 50 percent of the total departments of the college. Among them College may select the half of them and rest will be fixed by the NAAC peer team. So, members discussed to choose the departments for NAAC inspection. After that members unanimously select the following departments on behalf of the college: (i) Zoology (ii) Physics (iii) Botany (iv) Geography (v) Bengali (vi) Sanskrit.

Members also arranged a group of teachers to receive the peer team at Kolkata airport. The names of Dr. Nilanjana Bhattacharyya, Associate Prof. in Bengali,



Proceedings of the meeting of the IQAC held on 23/08/2018 (Thursday) in the  
Office Chamber of the Teacher In charge  
Meeting 1 of the Academic Session 2018-19

Smt.Soma Deb Roy, Asst. Prof. in English and Dr.Tapanendu Kamilya, Asst. Prof. in Physics have been proposed and finalised for that very purpose.

Dr. Tapanendu Kamilya also informed that the rest arrangement regarding peer team visit i.e. arrangement of transport, arrangement of computers and data connection at the staying place of peer team has been completed.

No other issues remain. Meeting ended with vote of thanks to the Chairman.

*Ranajit*  
Dr. Ranajit Kumar Khalua

Chairperson  
Teacher-in-charge  
Narajole Raj College  
P.O.-Narajole  
Dist.-Paschim Medinipur

Narajole Raj College

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 22/11/2018

Notice is hereby given that a meeting of the IQAC will be held on 07/12/2018 (Friday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda: -**

1. To read and confirm the resolutions of previous meeting.
2. To discuss about NAAC Peer Team Report.
3. Academic progress of the college for the session 2018-2019.
4. Misc. (with the permission of Chair Person)

*Anupam Parua*

Dr. Anupam Parua  
Principal

Principal  
Narajole Raj College  
Narajole, Pin-721 211

Members:

- (1) *Tapanendu Kamitya*
- (2) *[Signature]*
- (3) *[Signature]*
- (4) *Akul Raul*
- (5) *Dr. Tanu Aui*
- (11) *Rajkumar Khan*

*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya  
(Coordinator)  
CO-ORDINATOR,  
IQAC  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

- (6) *Tannu Achariya*
- (7)
- (8)
- (9) *Susanta Kumar Dolai*
- (10)
- (12)

নং / No.

রেজল্যুশন / Resolution Adopted

Proceedings of the meeting of the TQAC held on 07.12.2018  
at 4-00 pm in the office chambers of the Principal.

Members Present:

- 1) Anupam Pano
- 2) Nibirajane Bhattacharyya
- 3) Suha.
- 4) Anil Kaul
- 5) Dipak Ghosh
- 6) SK. Tahar Ali
- 7) Rajkumar Khan
- 8) Tanuqe Acharye.
- 9) Susanta Kumar Dola

For proceedings see overleaf.

# মিটিং রেজল্যুশন বহি



## Proceedings of the meeting of the IQAC held on 07/12/2018 (Friday) in the Office Chamber of the Principal

*Meeting 2 of the Academic Session 2018-19*

The meeting was chaired by the Hon'ble Principal, Dr. Anupam Parua. Based on the agenda in depth discussion was made and the following resolutions were adopted as under: -

1. The resolutions of the previous meeting held on 24.08.2018 were read out and confirmed without any amendment. In connection with the previous resolution, members expressed their satisfaction, that, College has successfully completed the much-awaited NAAC visit on 29<sup>th</sup> to 30<sup>th</sup> August 2018.
2. Hon'ble Principal informed the members that College scored 2.46 CGPA score at 4-point scale in NAAC assessment. College also received Accreditation Certificate which will remain valid up to 25.09.2023. Along with Accreditation Certificate, National Accreditation and Assessment Council (NAAC) also sent a Peer Team Report (PTR). Both the copies of Accreditation Certificate and Peer Team Report were circulated in advance to the members of the IQAC for perusal and valued suggestion in the meeting. The Peer Team Report pointed out actual academic and administrative status/standings of the college from various dimensions against some benchmark. Detailed discussion revolved around findings and suggestions as documented in the PTR.  
Based on Criterion Wise Summary and SWOC ANALYSIS done by the Peer Team, IQAC of the College proposed the following measures or steps to be taken by the College through its different sections, committees and bodies;
  - a) The commitment of teaching and administrative staff is found to be appreciable by the NAAC Peer Team. The PTR has also pointed out certain scope for improvement in this regard. Keeping in mind suggestions of NAAC Peer Team it was resolved that College has to take necessary initiatives for their academic and administrative updation. As a matter of guidance IQAC suggested the better and more comprehensive use of Smart Classes and ICT - enabled Classes, preparation of e-learning resources by the faculty members, creation of awareness among the students for more comprehensive use of library facilities, provision of better library services, availability of better system of document filing and storing with proper way of indexing, creation of efficient financial resource management especially cash management and so on.



Proceedings of the meeting of the IQAC held on 07/12/2018 (Friday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2018-19

- b) NAAC peer team pointed out the inadequacy of the space for academic operations and extra-curricular activities. The Principal informed the house that the College is not in a comfortable position as to its finance. He also informed that at present it has an outside loan of about Rs. 25 Lakhs. Given that dire condition of owned/internal finance of the College IQAC members present thought it fit to delay any proposal of creation or extension of physical infrastructural facilities. So, it was resolved that any plan for new constructions would be considered only when the financial condition of the College is rectified.
- c) Relevant authorities of the College would be requested or recommended to take initiatives to filling up of the vacant posts of teaching and non-teaching staff to increase the staff strength though it is largely the subject matter of external agencies like West Bengal College Service Commission (WBCSC) and the College can do a little in this respect.
- d) All the teaching members of the College and various academic bodies or committees of the College would be requested to take initiative for research activities through publication in quality journals, books etc., to submit proposals for research projects to various research - funding institutions, associations or the like. In this context IQAC resolved to take initiative to aware the faculty members of fake or predatory journals and other publications and also of anti-plagiarism laws and norms so that in the matter of publication they are not entangled into legal or ethical problems or loss (or not getting) of credit for their promotional or such other purposes from publication of research papers.
- e) College may develop an eco-system for innovation and incubation. The function of running incubation centre may be enhanced.
- f) College may give emphasis on sports and cultural activities of the students and participation of the students in various sports and cultural activities may be increased.
- g) Up-gradation of college library has become an urgent need.
- h) College has adequate IT infrastructure; therefore, the institution may give emphasis on IT oriented teaching methods. Proper use of learning management system software which has already been installed in the College, must be duly utilised.



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Proceedings of the meeting of the IQAC held on 07/12/2018 (Friday) in the  
Office Chamber of the Principal

*Meeting 2 of the Academic Session 2018-19*

- i) College has to develop a data bank for preservation of necessary documents and statistical data. IQAC suggested the storing of documents in 'CLOUDS' like Google Drive for quick and ready access with adequate level of security and confidentiality issues in mind.
- j) College may introduce more skill-based programmes as per students' needs. It would boost up the employability of the students. It is resolved that the academic departments be given suggestion to take up the possibilities of on-the-job training facilities especially for the students of science stream.
- k) College may prepare short term/mid-term/long term strategic plan of the institution to initiate its systematic development.
- l) College may initiate Academic and Administrative Audit regularly.
- m) Alumni and parent's involvement in this collage is appreciable. Still there is a huge scope for improvement. College may take initiatives regarding the matter and activities of alumni, parent-teacher association may be increased.
- n) College may initiate entrepreneurship programmes in collaboration with NGOs and local community. Introduction of placement cell has become an urgent requirement.
- o) College may take initiatives to introduce more UG and PG courses to give the students a wider choice for study. As a matter of guidance, the IQAC suggested the opening of General Under-graduate Course in 'Education' and Post Graduate Course in 'History'. It was resolved that proper authorities of the College would be requested to take initiative in this matter.
- p) It was also resolved that a more comprehensive Analysis of Results (AoR) of students in different classes be done and different academic departments be requested to take up the matter with utmost sincerity.
- q) It was also resolved that better and more comprehensive Feedback Collection and Analysis System (FCAS) be developed and concerned internal agencies of the college be made active to collect and analyse feedback from different stakeholders of the College.
- r) Now-a-days students are combating various problems ranging from loss of vision for future academic progression, financial problems and certain other problems associated with the modern age and they, very often, require mentoring apart from counselling. So the IQAC thought it fit to suggest establishment of proper Students Mentoring System (SMS).



Proceedings of the meeting of the IQAC held on 07/12/2018 (Friday) in the  
Office Chamber of the Principal

Meeting 2 of the Academic Session 2018-19

Besides that, members suggested overall improvement in academic and administrative services. The functions of all the sub committees and student centric cells may be increased and improved. College should give emphasis on extension services also. NSS and NCC units should initiate their off-campus activities to make themselves more vibrant and significant.

For general degree college, like us, employability has become a big factor in case of student enrolment. Due to less employability of the courses, college noticed the declining number of student enrolment in the college. To combat with the present socio-economic situation members suggested to open Professional/Job-oriented courses as per demands of the students.

3. Discussion started regarding academic activities and progress of the college in the session 2018-2019. Based on academic committee report, members expressed their satisfaction regarding this matter. Here, members also suggested a more use of ICT in teaching. In this connection Hon'ble Principal informed the members that he has already raised this issue in academic committee meeting to aware the teachers. He also introduced a separate register to maintain the statistics of ICT classes.
4. Hon'ble Principal suggested to start a new practice to motivate the academic and administrative staff of the college. Keeping this in mind, he has framed the Research Committee on the basis of research activities of the faculties. Beside that every achievement of faculties and staff should be acknowledged by the IQAC as well as Hon'ble Principal. Members unanimously accepted the initiative and hoped that these kinds of efforts will surely change the working ambience and work culture of the college and will motivate the faculties and staff as well. No other issues left to be discussed, the meeting ended with a reciprocal vote of thanks to and from the Chair.

With no other agenda left for discussion, the meeting ended with a reciprocal vote of thanks to and from the Chair.

Dr. Anupam Parua  
Chairman

Principal  
Narajole Raj College  
Narajole, Pin- 741 211



মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 13/04/2019

Notice is hereby given that a meeting of the IQAC will be held on 29/04/2019 (Monday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda: -**

1. To read and confirm the resolutions of previous meeting.
2. To follow up the institutional academic progress for the session 2018-2019.
3. Misc. (with the permission of the Chairman).

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

**Members:**

- (1) *Tapanendu Kamitya*
- (2) *Buha*
- (3) *Dipak Ghosh*
- (4) *S.K. Talukder*
- (5) *Ahul Raul*

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)  
CO-ORDINATOR,  
IQAC  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

- (6) *Rajkumar Khan*
- (7) *Tanuka Acharya*
- (8)
- (9)
- (10) *Susanta Kumar Dolai*

নং / No.

রেজল্যুশন / Resolution Adopted

Proceeding of the meeting of IBAC held on 29.04.2019  
at 4.Pm. in the office chamber of the Principal.

Members Present :-

- 1) Anubam Saha
- 2) Bule.
- 3) Tapanendu Kamitya
- 4) Dipak Ghosh
- 5) Akul Raul
- 6) SK. Taher Ak
- 7) Rajkumar Khan
- 8) Nilanjana Bhattacharyya
- 9) Tanuka Acharya.
- 10) Susanta Kumar Dolai

for proceedings see overleaf.

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 29/04/2019 (Monday) in the  
Office Chamber of the Principal

*Meeting 3 of the Academic Session 2018-19*

The meeting was chaired by the Hon'ble Principal, Dr. Anupam parua. Based on the agenda in depth discussion was made and the following resolutions were adopted;

1. The resolutions of previous meeting held on 07.12.18 were read out and confirmed. Members noticed that few academic and administrative reforms have been initiated during this period. Such as,
  - a) Student participation in sports and cultural programmes have been increased.
  - b) NSS unit 1 and 2 jointly organized an AIDS awareness programme on world AIDS Day in befitting manner. This programme was covered by the media and news was published accordingly.
  - c) Beside that college has adopted five nearby villages - Boramara, Danikola, Kismat Narajole, Harirajpur, Dubrajpur - under UNNAT BHARAT ABHIYAN SCHEME by central Govt. Necessary field survey regarding finding out the actual socio-economic status of the villagers have been completed. The analytical
  - d) Activities of different sub-committees and student centric cells also increased.
  - e) Various technological upgradation has been taken place in administrative operations.
  
2. Members discussed that academic activities of the college were going on satisfactorily. In addition to our regular teaching, smart classes were also initiated. Members suggested that number of ICT classes must be increased. Academic departments have been completed the result analysis of first semester, third semester, third year Hons. in timely manner. Here Hon'ble Principal proposed a new method for result analysis of students of different classes. According to the proposed method, IQAC would supervise the result analysis procedure. An excel sheet would be provided by the IQAC to each department for supplying relevant raw data in a given format. Data supplied by the departments would then be sent to the technology subcommittee for required processing. The technology subcommittee would use statistical package like SPSS/EViews/Limdeb/Origin to analyse the data. Analysis of results would be done using statistical tools like mean, 5% Trimmed Mean, Median, Standard



Proceedings of the meeting of the IQAC held on 29/04/2019 (Monday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2018-19

Deviation, Co-efficient of dispersion, skewness and so on. Graphical representation like Scatter Diagram, Rader Diagram, Bar Diagram etc would be used. Based on the analysed data the IQAC in consultation with the concerned department would prepare report for discussion in the IQAC and academic committee. There after necessary feedback and suggestion for improvement would be given to the concern departments. The proposal was unanimously approved and members also decided that this initiative should be started from coming academic session 2019-2020.

Members instructed the co-ordinator to take necessary initiatives for the timely completion of Student Satisfaction Survey (SSS) and Feedback Analysis of the Students and stakeholders respectively.

3. Hon'ble Principal of this college visited the Malda College on 05.04.2019 as a resource person to evaluate the competence of the mentioned college for NAAC visit. Members unanimously appreciated the effort of the Hon'ble Principal and acknowledged that this kind of activity should be regarded as promotion of quality culture among the educational institutions.

Members also congratulated Dr. Tapanendu Kamilya, Asst. Prof. of Physics for his selection as a resource person by West Bengal DST for their science education programmes. Members also appreciated his effort to submit a project for DST/TARE award.

No other issues remained; meeting ended with vote of thanks to the chair.

*Anupam Parua*

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

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

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 10/06/2019

Notice is hereby given that a meeting of the IQAC will be held on 28/06/2019 (Friday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

**Agenda:**

1. Read and confirm the proceedings of the last meeting held on 29/04/2019.
2. To discuss about the preparation of Annual quality assurance report (AQAR) for the session 2018-19.
3. To chalk out an academic and administrative plan of action of the college for the session 2019-20.
4. To adopt the Institutional development plan for the purpose of systematic development of the college.
5. Miscellaneous, if any, with the permission of the chair

*Anupam Parua*

**Dr. Anupam Parua**  
Principal

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

Members:

- (1) *Tapaswendu Kanungo*
- (2) *Baba.*
- (3) *Dipak Shom*
- (4) *Ahul Raul*
- (5) *Sr. Tamu Aui*

*Nilanjana Bhattacharyya*

**Dr. Nilanjana Bhattacharyya**  
(Coordinator)  
CO-ORDINATOR,  
IQAC  
NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR

- (6) *Rajkumar Khan*
- (7) *Tanika Acharyya.*
- (8)
- (9)
- (10) *Susanta Kumar Dolai*

রেজল্যুশন / Resolution Adopted

নং / No.

Proceedings of the meeting of IQAC held on 28.06.2019,  
at 4.Pm in the Office Chamber of the Principal.

Members Present :—

- 1) Anpano Pano
- 2) Paha.
- 3) Tapanendu Kamitya.
- 4) Dipak Shomr.
- 5) Nilanjana Bhattacharyya
- 6) Ahal Kaul
- 7) Sr. Tahar Ali
- 8) Rajkumar Khan
- 9) Tanuka Acharyya.
- 10) Smanta Kumar Dolai

For Proceedings see overleaf.



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Proceedings of the meeting of the IQAC held on 28/06/2019 (Friday) in the  
Office Chamber of the Principal

*Meeting 4 of the Academic Session 2018-19*

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

1. The resolutions of the previous meeting held on 29/04/2019 were read out and confirmed without any amendment.
2. Members discussed regarding preparation of Annual quality assurance report (AQAR) for the session 2018-19 at length and suggested the following for the preparation of AQAR:
  - (a) To prepare Internal Academic Audit Report of the college for the session 2018-19.
  - b) To prepare result analysis of UG and PG courses for the session 2018-19.  
Here, members added that, following things need to be prepared before the submission of AQAR:
    - i) To prepare a Hand Book of institutional code of conduct. Members discussed that for the submission of self-study report (SSR), college has already prepared a general hand book of institutional code of conduct. Now for the submission of AQAR, separate code of conduct is needed for each stack holders. Hon'ble Principal requested Dr. Tanuka Acharya to take necessary initiatives regarding this matter.
    - ii) Members also noted that Course Outcomes of different subjects must be checked and rectified if needed, by the HODs before the submission of AQAR.
    - iii) Institutional website will be re-designed as per instruction of NAAC.
3. Members started discussion on preparation of Academic and Administrative plan for the session 2019-20. After careful discussion, following plan of action was adopted:



Proceedings of the meeting of the IQAC held on 28/06/2019 (Friday) in the  
Office Chamber of the Principal

Meeting 4 of the Academic Session 2018-19

Sl. No.	Activity	Responsibility Delegated To
01.	To initiate the ICT enabled classes.	Technology committee
02.	To enhance the research activities of the faculties.	Research Committee
03.	To enhance the functions of running incubation Centre.	IQAC
04.	To make an effective plan for student mentoring.	Academic Committee
05.	To create a structured system to identify the slow learners and advanced learners as per suggestion of NAAC peer team members.	IQAC
06.	To enhance the sports and cultural activities of the students.	Sports & Cultural Committee
07.	To prepare a structured online system for collecting feedback forms from all stake holders and conducting student's satisfaction survey (SSS) from the session 2019-20.	Technology committee and IQAC
08.	To conduct student seminars	Respective depts. And IQAC
09.	To organize training programs for non-teaching staff as to upgrade their technological skill.	Technology committee & IQAC
10.	To upgrade the college library and speedy completion of library automation system.	Principal and Librarian
11.	To initiate the extension activities in adopted villages.	Unnat Bharat Abhiyan Committee
	To provide more student support services to	Career counselling cell and

# মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 28/06/2019 (Friday) in the  
Office Chamber of the Principal

Meeting 4 of the Academic Session 2018-19

12.	enhance their course employability, i.e. to organize more career counselling programs, establishment of college placement cell etc.	IQAC
13.	To initiate intensive approach towards green activities, i.e. proper functioning of Rainwater harvesting system, to find out effective procedure for waste management, initiative to create a paperless office etc.	College green Club
14.	To initiate the activities to nurture the creativity among the students, i.e. to organize programs for creative writings, science exhibitions, making posters on various social and scientific issues, publication of student-journals etc.	Respective departments and Research Committee
15.	To initiate various technological progression in administrative domain of the college, i.e. to create departmental email ID, e-analysis of student attendance etc.	Principal and Technology Committee.

Members unanimously adopted the Institutional development plan (IDP) which has been already submitted to RUSA. Hon'ble Principal mentioned that the said IDP will be treated as Mid-term strategic plan of the institution and will initiate the systematic development of the college.

4. Hon'ble Principal informed the members that Admission committee satisfactorily started the online admission procedure in UG and PG courses for the session 2019-20. In this connection members greeted the Admission committee members spontaneously.



**Proceedings of the meeting of the IQAC held on 28/06/2019 (Friday) in the  
Office Chamber of the Principal**

*Meeting 4 of the Academic Session 2018-19*

The activities of Technology committee were also acknowledged and appreciated by the Hon'ble Principal. Principal here mentioned that college submitted the project of RUSA in timely manner. Members expressed their pleasure regarding this matter and appreciated the tenacious effort of Hon'ble principal and Dr. Tapanendu Kamilya, the coordinator of RUSA heartily.

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

*Anupam Parua*

**Dr. Anupam Parua**

**(Chairman)**  
Principal

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





### Compliance Report of IQAC for the session 2018-19

Sl.No.	Decision Taken	Action Taken	Compliance
01.	College has to take necessary actions regarding NAAC peer team visit.	Peer team visited the institution on 29.08.2018 and 30.08.2018 and accredited the college with B' grade (2.46 CGPA)	Complied
02.	College has to take necessary initiatives for their academic and administrative updation.	<ul style="list-style-type: none"> <li>i) College constructed a Technology committee to look after the technology related affairs in academic and administrative domain of the college;</li> <li>ii) Conducted training programs for the updation of faculties;</li> <li>iii) Started different initiatives i.e. create official group for the staff and started SMS service for the students;</li> <li>iv) Initiated the use of LMS system;</li> <li>v) College has developed Template-Based Document Development System (TBDDS) to bring in consistency in for development of important documents.</li> </ul>	Complied
03.	College will take initiatives to enhance the research activities of the faculties.	<ul style="list-style-type: none"> <li>i) Research committee circulated the relevant information to the faculties.</li> <li>ii) Principal motivates the faculties regularly and acknowledged their research work/publications as far as practicable.</li> <li>iii) Dr Tapanendu Kamilya, Assistant Professor in Physics, got a project from UGC-DAE for scientific research.</li> <li>iv) A good number of Seminar presentations are done by the faculties during this session.</li> </ul>	Complied
04.	College may develop an eco-system for innovation and incubation.	Initiative started at preliminary level.	Non-Compliance
05.	Upgradation of college library and library automation.	College purchased software for e-journals and automation service has been done partially.	Non -Compliance



### Compliance Report of IQAC for the session 2018-19

06.	College has to develop a data bank for preservation of necessary documents and statistical data.	i) College started storing of soft copies of documents in 'clouds' with the help of Technology committee for easier and ready access. ii) College has upgraded File Management & Tracking System (FM&TS).	Complied
07.	College may introduce more skill-based programs as per students needs	Not yet initiated	Non - compliance
Sl.No.	Decision Taken	Action Taken	Compliance
08.	College may prepare short term/mid-term/long term strategic plan of the institution.	College has prepared an Institutional development plan for five years and submitted to RUSA.	Complied
09.	College may initiate an Internal academic audit.	Internal academic audit has been conducted for the session 2018-19.	Complied
10.	College may initiate entrepreneurship programs in collaboration with NGO's.	Not yet initiated	Non-compliance
11.	College will initiate a more comprehensive analysis of result (AoR).	College planned to purchase necessary software in this regard and will start the process from 2019-20 session.	Non-compliance
12.	Better and more comprehensive Feedback Collection and Analysis System (FCAS)	Technology committee has taken initiatives to develop the software in this regard and the process will start from the session 2019-20.	Non-compliance
13.	Establishment of structured student mentoring system.	Principal instructed the departments to form structured mentoring system and the new procedure will start from session 2019-20.	Non-compliance
14.	The functions of all the sub committees and the student centric cells may be increased and improved	i) Principal reshuffled the formation of sub committees and student centric cells. ii) Principal determined the workload of each teacher to maintain the quality of work. iii) Principal instructed the conveners of different subcommittees and cells to convene meetings and discuss various important issues on a regular basis and	Complied



### Compliance Report of IQAC for the session 2018-19

		submit the resolutions and Action Taken Report (ATR) to him as soon as possible. iv) Principal has also circulated an exemplary List of Agenda (LoA) to be discussed in different committee meetings with a view to ensure structured coverage of terms of reference of the concerned committee or sub-committee	
	Timely completion of feedback analysis.	IQAC coordinator along with committee members distributed the feedback proforma among the stake holders.	
No	Decision Taken	Action Taken	Compliance
		i) Action taken reports were done by IQAC.	Complied
	Preparation of Hand book of institutional code of conduct for various stake holders as per instruction of NAAC.	IQAC has prepared the desired Hand book.	Complied.

dated: 30.8.2019

Prepared By

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Coordinator-IQAC

**CO-ORDINATOR,  
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