

মিটিং রেজল্যুশন বহি  
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 02.08.2019

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

Agenda:

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

*Anupam Parua*  
Dr. Anupam Parua  
Principal

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

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

(1) Dr. Tanuka Acharya

*Tanuka Acharya*

(2) Dr. Tapnendu Kamilya

*Tapanendu Kamilya*

(3) Smt. Baisali Guha

*Baisali*

(4) Dr. Akul Rana

*Akul*

(5) Dr. Dipak Shom

*Dipak*

(6) Sk. Taher Ali

*Taher*

(7) Rajkumar Khan



1. Anupam Parua
2. Nilanjana Bhattacharya
3. Tapasendu Karmila
4. Tanuka Acharya
5. 37. Teacher etc
6. Abul Rasel



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

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

1. The resolutions of the previous meeting held on 28.06.2019 were read out and confirmed without any amendment.
2. Members discussed at length regarding academic planning of the college and recommended the followings:
  - a) Members present put emphasis on improvement in ICT based teaching learning environment in the College. Resolved that to have ICT enabled classes in larger number and with enhanced quality, more in-house on-the-job training programs for faculties be arranged throughout the year. Besides that, Hon'ble Principal gave emphasis on computer learning for all the teachers specially in Humanities section to make them more technology savvy to cope with changing paradigm of teaching learning environment.



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*Meeting 1 of the Academic Session 2019 -20*

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

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

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

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





Proceedings of the meeting of the IQAC held on 13.08 2019 (Tuesday) in the  
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He also proposed to reconstruct the college website in a quick time. Members unanimously agreed with all the proposals of Hon'ble Principal.

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

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

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

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

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



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 10.01.2020

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

**Agenda:**

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

*Anupam Parua*  
Dr. Anupam Parua  
(Principal)

Principal

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

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

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



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



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

*Meeting 2 of the Academic Session 2019 -20*

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

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



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Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the  
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- h) Dr. Uttam Kr. Kanp (Teacher Member)
- i) Dr. Sk. Md. Aziz (Teacher Member)
- j) Dr. Arindam Gupta, Professor, Dept. of Commerce, Vidyasagar University (External Expert on Quality Management)
- k) Dr. Bhaskar Bhowmik, Assistant Professor, Rajendra Misra school of engineering Entrepreneurship, IIT, Kharagpur (Invitee Member and External Expert on Entrepreneurship)
- l) Sri Gagan Chandra Samanta (Local Representative)
- n) Dr. Susanta Kr. Dolai (Alumni Member)
- o) Sk Taher Ali (Member as Administrative Official)
- p) Students' Representative in IQAC - Vacant and to be filled up by the Principal in due course of time.

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

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

Members unanimously gave their consent regarding the matter.

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

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





**Proceedings of the meeting of the IQAC held on 21.01.2020 (Tuesday) in the  
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*Meeting 2 of the Academic Session 2019 -20*

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

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

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

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

8 a). Members unanimously appreciated the effort of Smt. Pragna Paramita Mondal as she presented a praiseworthy research paper in an international symposium on 'consuming Gender: Intersections on Identity and consumption in the Global South-under the Andrew W. Mellon Foundation funded project "Governing Intimacies". In school of Literature, Language and Media, University of the Witwatersrand, Johannesburg, South Africa on 30.10.2019,





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

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

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

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



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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 02.03.2020

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

**Agenda:**

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

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

*Nilanjana Bhattacharyya*  
Dr. Nilanjana Bhattacharyya  
(Coordinator)

Members  
Narajole Raj College  
Narajole, Pin-721 211

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



নং / No.

রেজল্যুশন / Resolution Adopted

1. Anupam Parua
2. Niladhar Bhattacharyya
3. Tannu Acharya
4. Tapaswita Kamilya
5. Sk. Mohammad Aziz
6. Dipak Ghosh
7. Saha
8. SK. Tanu Ali
9. Uttam Kumar Karf.
10. Sama Debroy
11. A. Gupta
12. Susanta Kr. Das



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

*Meeting 3 of the Academic Session 2019 -20*

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

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



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

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





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

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

Dr. Anupam Parua  
(Chairman)

Principal  
Narajole Raj College  
Narajole, Pin-721 211



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

**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 17.06.2020

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

**Agenda:**

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

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

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

Copy forwarded for information and necessary action to:

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



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	Nilerjan Bhattacharyya
3.	Sx Mohammad Azize
4.	Tanuka Acharya
5.	Shikha
6.	Dipak Ghosh
7.	Tapaswinda Karulya
8.	Sx. Taher Ali
9.	Uttam Kumar Karap.
10.	Soma Debroy
11.	Amita
12.	Susanta K. Solai



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

Meeting 4 of the Academic Session 2019 -20

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

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



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Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
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(A) Uploading of e-learning materials in College website, namely  
www.narajolerajcollege.ac.in

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

(B) Holding of Classes using online platform

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

(C) Holding of Webinars

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







Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
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	of COVID-19"	
05/06/2020	"Responsibility of the Citizens to Make the Globe Clean, Green and Healthy: Special Reference of Water, Air & Waste."	569
14/06/2020 & 15/06/2020	"Recent Trends In Nanomaterials & Nanobiomaterials (RTNN)	629
16/06/2020	"Covid 19 Pandemic, A Battle We Have To Win	725
21/06/2020	6 <sup>th</sup> International Yoga Day	244

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

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

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



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Proceedings of the meeting of the IQAC held on 23.06.2020 (Tuesday) through  
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Meeting 4 of the Academic Session 2019 -20

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

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

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

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

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

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

Dr. Anupam Parua

(Chairman)

Principal

Narajole Raj College

Narajole, Pin-721 211





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

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



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

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



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

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



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

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Dated: 13.10.2020

Prepared By

*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya

Coordinator-IQAC

**CO-ORDINATOR,  
IQAC**

**NARAJOLE RAJ COLLEGE  
NARAJOLE, PASCHIM MEDINIPUR**

Narajole Raj College