

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK



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

Internal Quality Assurance Cell (IQAC)

Notice

Dated: 11.08.2020

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

Agenda:

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

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

Nilanjana Bhattacharyya
Dr. Nilanjana Bhattacharyya
(Coordinator)

Narajole Raj College
Narajole, Pin-721 211

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

N.B. Meeting link will be forwarded in due course through concerned WhatsApp group



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Ambaras Pano
2.	Nilanjana Bhattacharyya
3.	Tannika Acharyya
4.	Bha.
5.	Tapanendu Kamilya
6.	Su Mohammed Aziz
7.	Dr. Anupam Parua
8.	SX. Taha Ali
9.	Uttam Kumar Karmar
10.	Soma Debray
11.	Anupam
12.	Susanta Ks. Dolai
13.	Margaret Memar Nayall



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

Meeting 5 of the Academic Session 2019 -20

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

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



মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK



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

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

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

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

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





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

Meeting 5 of the Academic Session 2019 -20

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

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

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

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



মিটিং রেজল্যুশন বহি



Estd.-1966

NARAJOLE RAJ COLLEGE (NAAC Accredited B Grade Govt. - Aided College)

NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



Estd.-1966

Internal Quality Assurance Cell (IQAC)

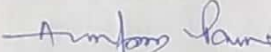
Notice

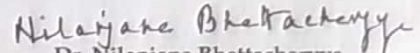
Dated: 20.11.2020

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

Agenda:

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


Dr. Anupam Parua
Principal & Chairman


Dr. Nilanjana Bhattacharyya
(Coordinator)

Members: Principal
1. Prof. Arindam Gupta



2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

5. Dr. Tapendu Kamilya

6. Smt. Soma Debray

7. Smt. Baisali Guha

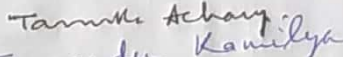
8. Dr. Dipak Shom

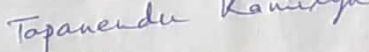
9. Dr. Uttam Kr. Kanp

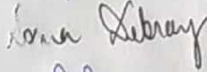
10. Dr. Sk Md. Aziz

11. Dr. Susanta Kumar Dolai

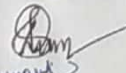
12. Sk. Taher Ali


Tanuka Acharya

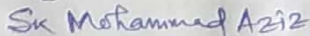

Tapendu Kamilya

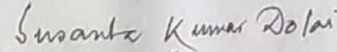

Smt. Soma Debray

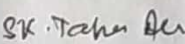

Smt. Baisali Guha


Dr. Dipak Shom


Dr. Uttam Kr. Kanp


Sk Mohammed Aziz


Susanta Kumar Dolai


SK Taher Ali



नं / No.	रेजल्यूशन / Resolution Adopted
	Members Present:
	1. Anupam Parua
	2. Nilayana Bhattacharya
	3. A. Singh
4.	Tanuki Acharya
5.	Bansali Guba
6.	Sr. Mohammad Aziz
7.	Uttam Kumar Das
8.	Tapaswini Kamilya
9.	Sr. Datta
10.	Soma Debroy
11.	Bhaskar
12.	Dipak Ghosh
	Susanta Kumar Dolai



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

Meeting 1 of the Academic Session 2020 -21

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

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

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

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





মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK



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

Meeting 1 of the Academic Session 2020 -21

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

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

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

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





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

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

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

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

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

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

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



**Dr. Anupam Parua
(Chairman)**

Principal
Narajole Raj College
Narajole-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)

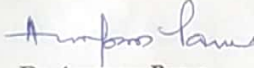
Notice

Dated: 05.01.2021

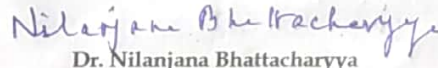
Notice is hereby given that a meeting of the IQAC will be held on 15.01.2021 (Friday) at 4.00 PM to discuss the following agenda. Please make it convenient to attend the meeting.

Agenda:

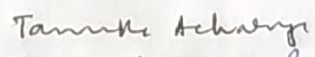
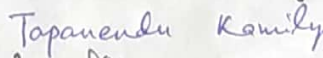
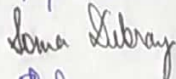

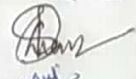



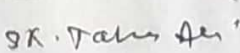
1. To read and confirm the proceedings of the meeting held on 27.11.2020.
2. To discuss regarding submission of AQAR 2019-20.
3. To discuss on criterion wise delegation of responsibilities among the internal members.
4. To follow up the yearly activities of the cell and to approve the POA of the cell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


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




Dr. Nilanjana Bhattacharyya
(Co-ordinator)

Members:

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



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	Nilanjana Bhattacharya
3.	Tanujit Chatterjee
4.	Tapanendu Kamulya
5.	Soma Debroy
6.	Sr. Mohammad Aetiz
7.	Buba
8.	S.K. Taher Aei
9.	Dipak Ghosh
10.	Uttam Kumar Kar
11.	Susanta Kumar Dolai
12.	
13.	
14.	



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

Meeting 2 of the Academic Session 2020 -21

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

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

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



মিটিং রেজল্যুশন বহি



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

Meeting 2 of the Academic Session 2020 -21

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

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

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

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

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

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





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

Meeting 2 of the Academic Session 2020 -21

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

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

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

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

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

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

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

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





মিটিং রেজল্যুশন বহি



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

Meeting 2 of the Academic Session 2020 -21

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

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

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

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

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

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

a. Central library of the institution are proposed to be facilitated with the books and journals which will be helpful for the young faculties for the progress of their research work.

b. Research Committee may publish regular bulletin on various Research Projects announced by the government and non-government organizations to make the young faculties aware regarding the matter.

c. Institution may recognize the faculties annually, based on their research performance.





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

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

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

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



Dr. Anupam Parua

**Dr. Anupam Parua
(Chairman)**

Principal
Narajole Raj College
Narajole-721211



মিটিং রেজল্যুশন বহি



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

Internal Quality Assurance Cell (IQAC)


Notice

Dated: 02.02.2021

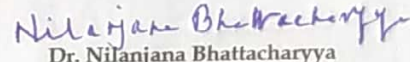
Notice is hereby given that a meeting of the IQAC will be held on 13.02.2021 (Saturday) at 04-00 PM in the Office Chamber of the Principal to discuss the following agenda. Please make it convenient to attend the meeting.

Agenda:

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


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




Dr. Nilanjana Bhattacharyya
(Coordinator)

Members: Narajole-721211

1. Prof. Arindam Gupta

2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

Tanuka Acharya

5. Dr. Tapendu Kamilya

Tapendu Kamilya

6. Smt. Soma Debray

Soma Debray

7. Smt. Baisali Guha

Baisali Guha

8. Dr. Dipak Shom

Dipak Shom

9. Dr. Uttam Kr. Kanp

Uttam Kr. Kanp

10. Dr. Sk Md. Aziz

Sk Mohammed Aziz

11. Dr. Susanta Kumar Dolai

Susanta Kumar Dolai

12. Sk. Taher Ali

Sk. Taher Ali



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



**Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the
Office Chamber of the Principal
Meeting 3 of the Academic Session 2020 -21**

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

- 1. Read and confirm the proceedings of the last meeting held on 15.01.2021:**
The resolutions of the previous meeting held on 15.01.2021 were read out and confirmed without any amendment.
- 2. To discuss regarding conducting online examinations in the institution:**
Discussion started on conducting online examinations in the institutions. As partial closure/lockdown persisted in academic institutions, affiliating university continued online mode in End Semester Examinations. Members proposed the following to maintain a system in online examinations regarding distribution of questions papers, receiving of answer scripts, distribution of answer scripts among the examiners, preservations of answer scripts, etc. -





মিটিং রেজল্যুশন বহি



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

Meeting 3 of the Academic Session 2020 -21

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

3. To introduce Institutional Examination Portal for conducting online examinations:

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

4. To discuss about Half yearly report of Academic Committee:

The half -yearly report of Academic Committee was read out and members discussed at length regarding the matter. Hon'ble Principal here added that committee should motivate the faculties in ICT based teaching -learning methods, teachers should equip themselves in Learning Management System (LMS). Lecture Capturing System (LCS) should be practiced intensively and teaching plans should be followed seriously.

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

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





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

Meeting 3 of the Academic Session 2020 -21

Green Club of the college to conduct the programmes. He added that through the Green Club, students of the locality could enrich themselves with some new ideas which is not so far available in their regular syllabus. Besides that, young people of this locality may get awareness about their neighbouring environment. Members felt the viability of the programme and accepted the proposal unanimously.

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



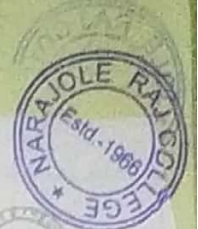
Anupam Parua

**Dr. Anupam Parua
(Chairman)**

Principal
Narajole Raj College
Narajole-721211



মিটিং রেজল্যুশন বহি



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

Internal Quality Assurance Cell (IQAC)

Notice

Dated: 04.05.2021

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

Agenda:

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

Anupam Parua

Dr. Anupam Parua
Principal & Chairman
Principal

Members: Narajole Raj College
1. Prof. Arindam Gupta



Nilanjana Bhattacharyya
Dr. Nilanjana Bhattacharyya
(Coordinator)

2. Dr. Bhaskar Bhowmik

3. Sri Gagan Chandra Samanta

4. Dr. Tanuka Acharya

Tanuka Acharya

5. Dr. Tapendu Kamilya

Tapanendu Kamilya

6. Smt. Soma Debray

Soma Debray

7. Smt. Baisali Guha

Bale

8. Dr. Dipak Shom

Dipak Shom

9. Dr. Ultam Kr. Kanp

Ultam Kr. Kanp

10. Dr. Sk Md. Aziz

Sk Mohammed Aziz

11. Dr. Susanta Kumar Dolai

Susanta Kumar Dolai

12. Sk. Taher Ali

Sk. Taher Ali



নং / No.	রেজল্যুশন / Resolution Adopted
1.	Anupam Parua
2.	
3.	Hilrajane Bhattacharya
4.	Tamara Acharjee
5.	Dipak Ghosh
6.	Soma Debroy
7.	Tapaswini Kanungo
8.	Baba
9.	Uttam Kumar Ganguly
10.	SK Mohammad A212
11.	SK. Tahar Akter
12.	Susanta Kumar Datta



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

Meeting 4 of the Academic Session 2020 -21

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

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

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

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

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





মিটিং রেজল্যুশন বহি



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

Meeting 4 of the Academic Session 2020 -21

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

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

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





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

Meeting 4 of the Academic Session 2020 -21

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

4. To discuss about Annual Report of Academic Committee:

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

- 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;

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

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

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





মিটিং রেজল্যুশন বহি



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

Meeting 4 of the Academic Session 2020 -21

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



Dr. Anupam Parua
(Chairman)

Principal
Narajole Raj College
Narajole-721211





Compliance Report of IQAC for the session 2020-21

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





Compliance Report of IQAC for the session 2020-21

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





Compliance Report of IQAC for the session 2020-21

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

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



Pragna Paramita Mondol
28.06.2022