

# মিটিং রেজল্যুশন বহি



Estd.-1966

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



Estd.-1966

**Internal Quality Assurance Cell (IQAC)**

**Notice**

**Dated: 03.09.2021**

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

**Agenda:**

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

*Anupam Parua*

Dr. Anupam Parua  
(Principal & Chairman)  
Principal

Members: Narajole Raj College

(1) Prof. Arindam Gupta

(2) Dr. Bhaskar Bhowmik

(3) Sri Gagan Chandra Samanta

(4) Dr. Tanuka Acharya

(5) Dr. Tapendu Kamilya

(6) Smt. Soma Debray

(7) Smt. Baisali Guha

(8) Dr. Dipak Shom

(9) Dr Uttam Kr. Kanp

(10) Dr. Sk Md. Aziz

(11) Dr. Susanta Kumar Dolai

(12) Sk. Taher Ali



*Nilanjana Bhattacharyya*

Dr. Nilanjana Bhattacharyya  
(Coordinator)

*AH-210*

*MA 3/24/24*



Principal  
Narajole Raj College  
Narajole Pin-721 211





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



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

*Meeting 5 of the Academic Session 2020 -21*

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

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

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

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

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



Principal  
Narajole Raj College  
Narajole, Pin-721 211







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

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

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

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

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



Principal  
Narajole Raj College  
Narajole, Pin-721 211







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

*Meeting 5 of the Academic Session 2020 -21*

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

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

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

- i. Annual Compliance Report.
- ii. To chalk out the Plan of Action (POA) of IQAC for the session 2021-22.
- iii. To prepare Administrative Calendar of IQAC for the session 2021-22.
- iv. To revisit the Institutional Code of Conduct

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

- i) Preparing of Compliance Report of the Cell for the session 2020-21;
- ii) Preparing of Plan of Action (POA) of the Cell for the coming session 2021-22;
- iii) Preparing of Administrative Calendar of the Cell for the session 2021-22;
- iv) To revisit and make necessary updation of the Code of Conduct of the institution, and to display it in institutional website.

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

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



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Narajole Raj College  
Narajole Pin-721 211







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

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

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

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



**Dr. Anupam Parua  
Chairman**

Principal  
Narajole Raj College  
Narajole-721211



AAC 2/20  
28/09/20

Principal  
Narajole Raj College  
Narajole Pin-721 211





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



**Internal Quality Assurance Cell (IQAC)**

**Notice**

Dated: 11.04.2022

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

**Agenda:**

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

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

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

**Members:**

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



Principal  
Narajole Raj College  
Narajole Pin-721 211





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

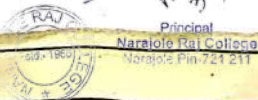


**Proceedings of the meeting of the IQAC held on 18.04.2022  
(Monday) in the Office Chamber of the Vice Principal  
Meeting 1 of the Academic Session 2021-22**

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

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

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





# মিটিং রেজল্যুশন বহি



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

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

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

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

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

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



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

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



Principal  
Narajole Raj College  
Narajole Pin-721 211







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

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

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

AH-240  
MO  
28/04/24

Principal  
Narajole Raj College  
Narajole Pin-721 211





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

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

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

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

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

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

AA-240  
MA 25/04/24





# মিটিং রেজল্যুশন বহি



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

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

## 5. Miscellaneous

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

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

*Ranajit*  
CHAIRMAN  
(DR. RANAJIT KUMAR KHALUA)

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



Principal  
Narajole Raj College  
Narajole, Pin-721 211





# মিটিং রেজল্যশন বহি



## NARAJOLE RAJ COLLEGE

(NAAC Accredited B grade)

NARAJOLE: PASCHIM MEDINIPUR: PIN-721211



### IQAC

Notice

Dated 06/05/2022

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

#### Agenda:

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

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

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

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

#### Internal Members:

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

*AH-460*  
*MD 25/05/22*

Principal  
Narajole Raj College  
Narajole Pin-721 211





নং / No.	রেজল্যুশন / Resolution Adopted
1.	
2.	Pragna Paramita Mondal
3.	Rajeshree Subrath
4.	Dipak Shom
5.	Auradip Pradhan
6.	Sk. Mohammad Aziz
7.	Tapanendu Kamilya



AH-110  
Principal  
Narajole Raj College  
Narajole Pin-721 211

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

*Meeting 2 of the Academic Session 2021 - 2022*

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

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

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

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

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

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

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





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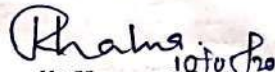


Committee and their feedback and suggestions have been duly solicited and incorporated. It is hereby resolved that the next course of action would involve the formal inviting of Course Proposals and Course Syllabus from the concerned departments, committees and cells, following which the Board of Studies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

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

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

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

  
Dr. Ranajit Kumar Kharia

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



Principal  
Narajole Raj College  
Narajole Pin-721 211





# NARAJOLE RAJ COLLEGE



NAAC Accredited 'B' Grade Govt -Aided College

**ESTD.-1966**


Narajole ⊕ Paschim Medinipur

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

Email:  
nrcprincipal@narajolerajcollege.ac.in

Memo No. ....

Date .....

SI No	Plan of Action	Action Taken	Compliance
1.	<p>To develop a centralized and robust system for identification of slow &amp; advanced learners in all academic departments.</p> <p><i>Approved</i> <i>MA</i> <i>30/04/24</i></p> 	<p>The proposal for the introduction of the Slow &amp; Advanced Learners identification mechanism was placed and resolved in the Academic Committee and the Governing Body and the first Slow &amp; Advanced Learners' Assessment (SAL) was conducted in May 2022. Teaching at the right level and assessing the needs of the students through continuous evaluation enables them to minimize their learning gaps.</p> <p>The result publication, learner identification, feedback sessions will be subsequently conducted. Internal Assessments were held in June 2022 to support the system of continuous evaluation prescribed by the affiliating University.</p>	Complied
2.	<p>To increase the number of seminars, workshops, and special lectures to bring together subject matter</p>	<p>After overcoming a long pandemic period we have succeeded to organize 09 seminars, workshops, and</p>	Complied



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



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



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



		terms of library attendance hours in the current academic session and this prize will be awarded by the Students' Council in its Annual Ceremony 2022.	
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Attested  
[Signature]  
24/12/2023

Principal  
Narajole Raj College,  
Narajole, Pin-721 211



Attested  
[Signature]  
30/04/24

Principal  
Narajole Raj College  
Narajole, Pin-721 211







**NARAJOLERAJCOLLEGE**  
(NAAC Accredited 'B' Grade Government-Aided College)  
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## *Internal Quality Assurance Cell*

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

#### **CONTEXT**

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

#### **TEACHING&CURRICULARASPECTS**

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

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



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

### **EVALUATION&ASSESSMENT**

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

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

### **INFRASTRUCTURE &LEARNINGRESOURCES**

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

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

### **SKILLDEVELOPMENT & EMPLOYMENT**

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

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



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

*Attested*

*[Signature]*  
30/04/24

Principal  
Narajole Raj College  
Narajole, Pin-721 211







Memo No. ....

Date .....

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

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

Date: 28/11/2022 at 11.00 am

Place: Office Chamber of the Vice- Principal

### Members present:

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

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

### Item No. 04 (Miscl.)

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

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

*A.A. 24/12/2023*

Principal  
Narajole Raj College  
Narajole, Pin-721 211



s/d

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



Principal  
Narajole Raj College  
Narajole, Pin-721 211

