




Memo No.

Date

GENERAL NOTICE FOR ALL EMPLOYEE

Date: 25.09.2024

This is to notify for general information of all concerned that, as per resolutions of the IQAC meeting held on 13.09.2024 a committee along with work distribution be constituted to smooth execution of different urgent work related to ensuing NAAC evaluation of the college. All coordinators, Conveners, Jt. Conveners and members are requested to extend your whole hearted cooperation and support in this endeavor. The Committee so constituted is attached herewith for your information and necessary actions. It is further mentioned that we have planned to accept NAAC peer team visit in the college premises on 26.11.2024 and 27.11.2024. All employee of the college are hereby requested to refrain any kind of leave except medical emergency.


25/09/2024

(Dr. Basudev Mandal)

Principal

Narajole Raj College

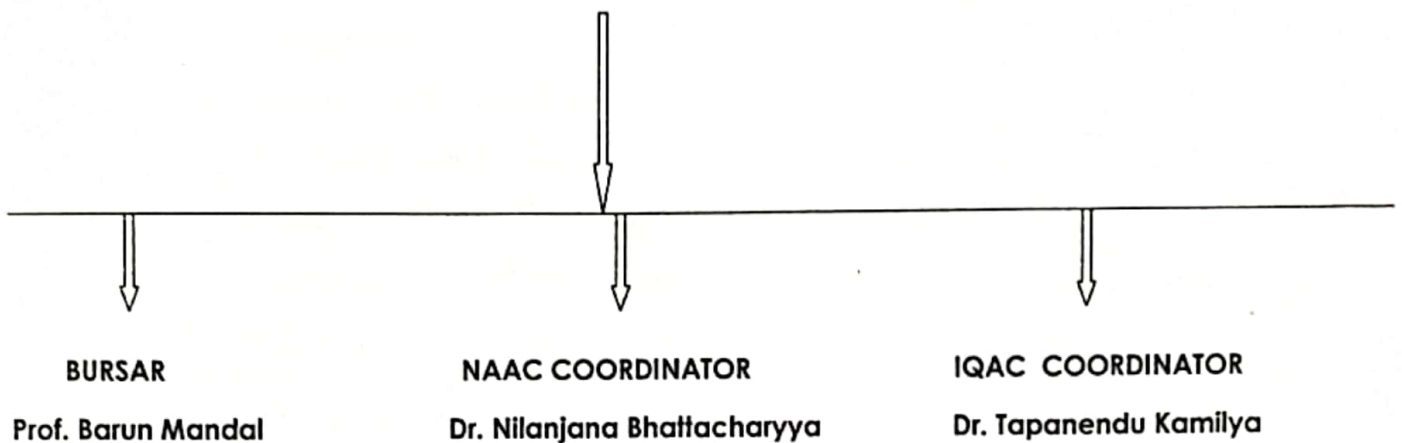
Principal
Narajole Raj College
Narajole, Pin-721211





NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION
NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024

OVER ALL SUPERVISION -Dr. Basudev Mandal,Principal



Work Distribution

BURSAR

Prof. Barun Mandal

- WORK -
1. Office Account , finance, Cash, Ledger Book , DC etc.
 2. Admission(with the help of admission committee)
 - 3.All financial documents & up to date entry account.
 4. Tender, Purchase, Finance Resolution with all documents.
 5. Library Account as per audit (with the help of Library in Charge)
 - 6.Assests Register.
 - 7.Numbering of all assets.
 8. All office documents

Will cooperate : Sri Ashoke Bhatta(Head Clerk in Charge), Sri Rupam Bhunia, Sri Satyajit Hait, Sri Dibakar Samanta, Sri Raju Poria,Smt. Malina Bhui, Sri Baren Dutta, Mr. Mustaqin Ansari.



NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION

IQAC Coordinator : Dr. Tapanendu Kamilya

Work Distribution under the IQAC Coordinator

➤ **Academic**

Dr. Akul Rana(**Jt.Convener**)

Dr. Uttam Kr.Kanp (**Jt. Convener**)

➤ **Skill**

Dr. Tapanendu Kamilya (**Convener**)

➤ **Add-on**

Dr. Prithwi Ghosh(**Convener**)

➤ **Students Data**

Prof. Nandita Bhakat(**Convener**)

➤ **Teachers data**

Prof. Nandita Bhakat(**Convener**)

➤ **IQAC**

Dr. Soumendu Bisoi (**Convener**)

➤ **Departmental file**

Dr. Tapanendu Kamilya(**Jt Convener**)

Dr. Shreyosi Jana(**Jt Convener**)

Dr. Sk. Md. Aziz(**Jt Convener**)

➤ **Technical facility**

Prof. Barun Rout (**Jt Convener**)

Dr.. Avradip Pradhan (**Jt Convener**)



NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION

WORK UNDER THE NAAC COORDINATOR : Dr. Nilanjana Bhattacharyya

Cultural -

Dr Rajashree Debnath (**Convener**)

Dr. Nilanjana Bhattacharyya

Prof .Avijit Chakraborty

Prof .Madhumita Adhya

Prof .Gautam Jana

Prof .Dipashree Roy

Prof .Suman Kalyan Khanra

Prof .Chandana Singh

Prof .Bilas Samanta

Prof . Surajit Dhara

Prof .Sanat Pan (wall magazine)

Prof. Manik Shit

Smt. Malina Bhui

Sri .Bhabani Boxi

Sports

Dr. Ranajit Kumar Khalua (**Jt.Convener**)

Dr Atanu Nanda(**Jt.Convener**)

Prof .Partha Manna

Prof .Uttam Chakraborty

Prof .Bhakti pada Jana

Prof . Sk Idrish Ali

Prof .Subhasis Das

Prof . Shiburam paira

Prof .Samir Kuila

Prof .Singrai Tudu

Sri Bibhas Singha

Smt. Krishna Roy

Parent's

Prof .Sanjay Kumar Datta (**Jt.Convener**)

Dr .Dipak Shom (**Jt.Convener**)

Prof . Uttam kr. Singha



NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION

Prof . Nimai Sannyasi
Prof .Tapas Rana
Prof . Masibul Ali
Prof .Milan Mondal
Prof .Bilas Samantha
Sri Praloy Singha

NSS:-

Prof.Anustup Chattopadhyay (Jt.Convener)
Dr. Sk.Md Aziz (Jt.Convener)
Dr. Dipak Shom(Jt.Convener)
Prof.Achintya Ghosh
Prof. Manas Barik
Prof.Sumanta Hait
Sri Bhabani Boxi
Sri Dibakar Samanta,

STUDENTS GROOMING:-

Prof. Soma Debray (Jt.Convener)
Dr.Nilanjana Bhattacharya (Jt.Convener)
Dr. Sadhan Ch. Pandit (Jt.Convener)
Dr. Baishali Guha (Jt.Convener)
Prof.Barnali Banerjee
Dr. Arif Iqbal Mallick
Prof. Sanat Pan
Prof. Supen Sarkar
Prof.Bangamati Hasda
Prof. Acintya Ghosh
Prof. Rajab Ali Biswas
Prof. Partha Manna
Prof. Surajit Dhara
Prof.Manik Sheet
Dr. Bishnupada Satpathi
Dr. Parimal Dua
Prof.Milan Mandal
Prof.Shilpa Patra
Dr. Poulami Mukherjee
Dr. Bhakti Pada Jana
Prof. Sumankalyan Khanra
Prof.Subhasis Das



NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION

Prof. Milan Mandal
Prof. Ishita Biswas
Prof. Nimai Sannyasi

N.C.C

Prof .Uttam kr. Singha (**Convener**)
Sk. Assiruddin Chisti

Best Practice

Dr. Tanuka Acharya (**Jt.Convener**)
Dr. Nilanjana Bhattacharya(**Jt.Convener**)
Prof. Pragna Paramita Mondal
Dr. Mongal Kr. Nayak
Dr. Arpita Chakraborty
Prof. Subhas Manna
Prof.Mousumi Maity
Sri Ashoke Bhatta

Alumni

Prof. Asis Bhattacharya (**Convener**)
Prof. Bilas Samanta
Prof.Madhumita Adhya
Prof. Tapas Rana
Prof.Uttam Chakraborty
Prof.Goutam Jana
Prof. Prasenjit Senapti
Sri Rupam Bhunia,
Sri Satyajit Hait,
Sri Raju Poria,
Smt. Malina Bhuin,
Sri Baren Dutta,
Mr. Mustaqin Ansari.
Sri Rajesh Maity
Smt. Rajashree Karan
Sri Amar Kundu
Sri Sujit Pathak
Sri Plralay Sigha



NARAJOLE RAJ COLLEGE
2ND CYCLE NAAC VISIT -2024
WORK DISTRIBUTION
Library

Dr. Sukamal Maity(**Convener**)
Ms. Buti Tewari
Sri Amar Kundu
Sri Sujit Pathak
Smt. Krishna Roy

Physical facilities

Prof. Sanjay Kumar Datta(**Convener**)
Dr. Dipak Shom
Prof. Barun Kr. Mondal
Prof. Asis Bhattacharya
Dr. Rabindranath Maity
Prof. Sumanta Hait
Prof. Manas Barik
Prof.Samir Kuilya
Prof. Shiburam Paira
Prof.Bholanath Mahato
Prof. Koushik Samanta
Prof. Tapas Rana
Smt. Jharna Pandit(Ladies Common room)
Ms. Malina Bhuiin
Sri Arup Barik
Sri Anupam Ghosh
Sri Pralay Singha
Sri Baren Dutta
Sri Prabir Bhunia
Sri Pasupati Maity
Sri Manoranjan Dolai
Sri Naba Dolai (Narajole)
Sri Naba Dolai (Supa)
Sri Prasanta Bera
Smt. Jharna Nayek
Sri Tapan Maity
Sri Arjun Poria
Sri Bibhas Singha