

নং / No.

Proceedings of the meeting of the I.Q.C held on 07.12.2018  
at 4-00 PM in the office chamber of the Principal.

members Present:

- 1) Anupam Saha
- 2) Nilanjana Bhattacharyya
- 3) Suha.
- 4) Anil Kaul
- 5) Dipak Ghosh
- 6) SK. Tanu Saha
- 7) Rajkumar Khan
- 8) Tanu K. Acharya.

For proceedings see overleaf.

## মিটিং রেজল্যুশন বহি



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

Meeting 2 of the Academic Session 2018-19

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

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

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

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

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

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

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

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

Dr. Anupam Parua  
Chairman  
Principal  
Narajole Raj College  
Narajole, Pin- 741 211