

নং / No.

রেজল্যুশন / Resolution Adopted

Proceedings of the meeting of IGAC held on 28.06.2019,  
at 4.Pm in the Office Chamber of the Principal.

Members Present :—

- 1) ~~Ampan Pano~~
- 2) ~~Qaha.~~
- 3) Tapanendu Kamilya.
- 4) Dipak Shom.
- 5) Nilanjana Bhattacharyya
- 6) Anul Kaul
- 7) Sr. Tanu Sen
- 8) Rajkumar Khan
- 9) Tanuka Acharyya.



## মিটিং রেজল্যুশন বহি



Proceedings of the meeting of the IQAC held on 28/06/2019 (Friday) in the  
Office Chamber of the Principal  
Meeting 4 of the Academic Session 2018-19

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

1. The resolutions of the previous meeting held on 29/04/2019 were read out and confirmed without any amendment.
2. Members discussed regarding preparation of Annual quality assurance report (AQAR) for the session 2018-19 at length and suggested the following for the preparation of AQAR:

- (a) To prepare Internal Academic Audit Report of the college for the session 2018-19.
- b) To prepare result analysis of UG and PG courses for the session 2018-19. Here, members added that, following things need to be prepared before the submission of AQAR:

- i) To prepare a Hand Book of institutional code of conduct. Members discussed that for the submission of self-study report (SSR), college has already prepared a general hand book of institutional code of conduct. Now for the submission of AQAR, separate code of conduct is needed for each stack holders. Hon'ble Principal requested Dr. Tanuka Acharya to take necessary initiatives regarding this matter.
- ii) Members also noted that Course Outcomes of different subjects must be checked and rectified if needed, by the HODs before the submission of AQAR.
- iii) Institutional website will be re-designed as per instruction of NAAC.

3. Members started discussion on preparation of Academic and Administrative plan for the session 2019-20. After careful discussion, following plan of action was adopted:

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Sl. No.	Activity	Responsibility Delegated To
01.	To initiate the ICT enabled classes.	Technology committee
02.	To enhance the research activities of the faculties.	Research Committee
03.	To enhance the functions of running incubation Centre.	IQAC
04.	To make an effective plan for student mentoring.	Academic Committee
05.	To create a structured system to identify the slow learners and advanced learners as per suggestion of NAAC peer team members.	IQAC
06.	To enhance the sports and cultural activities of the students.	Sports & Cultural Committee
07.	To prepare a structured online system for collecting feedback forms from all stake holders and conducting student's satisfaction survey (SSS) from the session 2019-20.	Technology committee and IQAC
08.	To conduct student seminars	Respective depts. And IQAC
09.	To organize training programs for non-teaching staff as to upgrade their technological skill.	Technology committee & IQAC
10.	To upgrade the college library and speedy completion of library automation system.	Principal and Librarian
11.	To initiate the extension activities in adopted villages.	Unnat Bharat Abhiyan Committee
	To provide more student support services to	Career counselling cell and



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12.	enhance their course employability, i.e. to organize more career counselling programs, establishment of college placement cell etc.	IQAC
13.	To initiate intensive approach towards green activities, i.e. proper functioning of Rainwater harvesting system, to find out effective procedure for waste management, initiative to create a paperless office etc.	College green Club
14.	To initiate the activities to nurture the creativity among the students, i.e. to organize programs for creative writings, science exhibitions, making posters on various social and scientific issues, publication of student- journals etc.	Respective departments and Research Committee
15.	To initiate various technological progression in administrative domain of the college, i.e. to create departmental email ID, e-analysis of student attendance etc.	Principal and Technology Committee.

Members unanimously adopted the Institutional development plan (IDP) which has been already submitted to RUSA. Hon'ble Principal mentioned that the said IDP will be treated as Mid-term strategic plan of the institution and will initiate the systematic development of the college.

4. Hon'ble Principal informed the members that Admission committee satisfactorily started the online admission procedure in UG and PG courses for the session 2019-20. In this connection members greeted the Admission committee members spontaneously.

No.

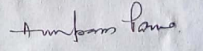
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The activities of Technology committee were also acknowledged and appreciated by the Hon'ble Principal. Principal here mentioned that college submitted the project of RUSA in timely manner. Members expressed their pleasure regarding this matter and appreciated the tenacious effort of Hon'ble principal and Dr. Tapanendu Kamilya, the coordinator of RUSA heartily.

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

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