



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



Internal Quality Assurance Cell (IQAC)

Administrative Calendar
Session 2019-20

Sl. No.	Month	Activity
1.	July	<ul style="list-style-type: none">• Preparation regarding submission of AQAR 2018-19 to NAAC.• To prepare Internal Academic Audit Report for the session 2018-19 of the college.• Updation of Programme Outcome/Course Outcomes for different courses on college website.• Monitoring of preparedness of each department at the beginning of Academic Session 2019-20.• To publish Academic Calendar for the Session 2019-20 on the college website.• To publish Administrative Calendar of IQAC.
2.	August	<ul style="list-style-type: none">• To conduct regular meeting of IQAC.• To complete the AQAR and submit the same to Governing Body for approval.• Submission of Internal Academic Audit Report to Principal.• To monitor teaching learning methods of the institution in the current session.• To initiate Students' Mentoring Programme
3.	September	<ul style="list-style-type: none">• Started uploading of AQAR on HEI portal of NAAC.• To conduct meeting with parents and alumni.• To facilitate and monitor National Digital Library (NDL) registration of students;• To facilitate and monitor SWAYAM registration of students;
4.	October	<ul style="list-style-type: none">• To monitor regular activities.• To monitor the usage of N-List;• To facilitate the uploading of e-lectures in MOOCS online courses;
5.	November	<ul style="list-style-type: none">• To monitor regular activities.
6.	December	<ul style="list-style-type: none">• To conduct regular meeting of IQAC.• To collect half yearly report from Academic Committee.



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7.	January	<ul style="list-style-type: none">To monitor regular activities.
8.	February	<ul style="list-style-type: none">Preparation of feedback process for third year students.To monitor the activities of different Student-Centric Cells of the College.
9.	March	<ul style="list-style-type: none">To organise different quality initiatives for the students by the IQAC.Opening of online feedback process for third year Students.
10.	April	<ul style="list-style-type: none">To conduct regular meeting of IQAC.To organise training programmes for faculties.To organise training programmes for non-teaching staff.
11.	May	<ul style="list-style-type: none">To conduct meeting with parents.To conduct student satisfaction survey.To collect feedback from VI-th semester students.To collect feedback from faculties, parents, Alumni.
12.	June	<ul style="list-style-type: none">To collect yearly report from Academic committee, different student-centric cells, Green club, Cine club etc.To conduct regular meeting of IQAC.To analyse feedback collected from various stakeholders.To prepare Action Taken Report.To prepare Plan of action for the session 2020-21.To prepare Compliance Report of IQAC for the session 2019-20.To initiate the procedure for preparing AQAR for the session 2019-20.

Dr. Nilanjana Bhattacharya
Co-ordinator
Narajole Raj College

Dr. Anupam Parua
Principal
Narajole Raj College