

নং / No.	রেজল্যুশন / Resolution Adopted
1.	
1.	Anupam Parua
2.	Nilejane Bhattacharya
3.	Tapanendu Kanilm
4.	Tannu Acharji
5.	SK. Taher Ali
6.	Ahul Rane



**Proceedings of the meeting of the IQAC held on 13.08 2019 (Tuesday) in the  
Office Chamber of the Principal**

*Meeting 1 of the Academic Session 2019 -20*

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 28.06.2019 were read out and confirmed without any amendment.
2. Members discussed at length regarding academic planning of the college and recommended the followings:
  - a) Members present put emphasis on improvement in ICT based teaching learning environment in the College. Resolved that to have ICT enabled classes in larger number and with enhanced quality, more in-house on-the-job training programs for faculties be arranged throughout the year. Besides that, Hon'ble Principal gave emphasis on computer learning for all the teachers specially in Humanities section to make them more technology savvy to cope with changing paradigm of teaching learning environment.



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK



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b) Hon'ble Principal also sensitized all the members about the **Student Mentoring Programme (SMP)** of the College. He suggested a comprehensive approach towards the matter. So, not only the academic issues of the students but also physical issues, emotional and psychological well beings, financial and family related issues of the students would be looked after. He also proposed a **Data Capturing Format (DCF)** for generation and collection of data and management of information with a view to have purity and completeness in data and timely sharing of information to concerned internal and external authorities and agencies. All the confidential reports regarding the matter will be preserved by the IQAC Office.

c) During NAAC peer team visit, Peer team members pointed out that the process of identification of **Advanced and Slow Learners** should more structured. So, members recommended arrangement of special examination for the very purpose. The questions of this special examinations will be moderated by the concerned head of the departments. It would be comprised of three types of questions i.e. easy, moderately hard and hard. Categorization would be done on the basis of their performance in those special examinations. Also resolved that after categorization of students into slow and advanced learners a structured system would be formulated to have adequate **Remedial and Special Classes**.

d) From this session 2019-20, feedback and student satisfaction survey will be done on online mode. A consultation with a software developer will be arranged as to handle the matters efficiently.

3. Members discussed regarding introduction of some quality initiatives in the College. Hon'ble Principal suggested the preparation of an **Organizational Chart (OC)** and **Work Flow Analysis (WFA)** of the institution by himself as to run a robust administration in the College. Besides that, he gave emphasis on proper documentation of all the activities. For this very purpose, he proposed to develop various data capturing format. Here, he added that he is going to introduce online system in different administrative works i.e. Fees Collection, Bill Payment, Voucher Generation, Budgeting, Preparation of Due List, Asset Management, Preparing of Office Ledger etc.





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He also proposed to reconstruct the college website in a quick time. Members unanimously agreed with all the proposals of Hon'ble Principal.

4. IOAC coordinator, Dr. Nilanjana Bhattacharyya, informed the members that IQAC has completed the AQAR of the college for the session 2018-19 and now it is ready for submission. But institutional portal in NAAC website not yet activated for our college. It will be activated after completion of one year of NAAC accreditation i.e. after 26.09.2019 and then our institution will be able to submit the same. Members gave their consent regarding the matter and forwarded the report to the Governing Body for necessary approval. Here, members unanimously decided that Dr. Tapanendu Kamilya, NAAC coordinator of the college will look after the total procedure of online uploading of AQAR.

5. Members resolved that as the tenure of IQAC has been completed, so, Hon'ble Principal is requested to take necessary initiatives for selection of new members and placed the same in Governing Body meeting.

6. Members unanimously adopted the Administrative Calendar of IQAC and decided to upload the same on college website. In connection with that, members accepted the Plan of Action (POA) of IQAC for the session 2019-20.

With no other issues left to be discussed, the meeting ended with a reciprocal vote of thanks to from the chair.

**Dr. Anupam Parua**

(Chairman)

Principal

**Narajole Raj College**

Narajole, Pin-721 211

