

নং / No.	রেজল্যুশন / Resolution Adopted
1.	Ambar Sams
2.	Nilanjana Bhattacharyya
3.	Tanuka Acharya
4.	Tapasendu Kamilya
5.	Sk. Mohammad Aziz
6.	Dipak Ghosh
7.	Praba
8.	SK. Toussif
9.	Mittam Kumar Ramph.
10.	Soma Debroy
11.	Ar. Gupta
12.	Susanta Kr. Das



**Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the
Office Chamber of the Principal**

Meeting 3 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 21.01.2020 were read out and confirmed without any amendment.
2. Discussion started regarding the future activities of College Incubation Centre. From their previous experience, members who were connected with this Centre mentioned the difficulties in running the Centre which included lack of specialized training programmes required for ensuring quality and variety of products to be made by the students and absence of proper marketing and distribution channel. Members here also added that during NAAC Peer Team visit, Peer Team members mentioned that institution may introduce certificate programmes on such activities for aspiring students. It will also enhance the employability of the students who engage themselves in the activities of incubation centre. Here, members suggested the following proposals for further development of the Incubation Centre:



মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK



Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the
Office Chamber of the Principal
Meeting 3 of the Academic Session 2019 -20

- a. Arrangement of training programmes for the students to enhance their creativity and capability.
- b. Arrangement of trade fare in the college campus to promote the product made by our students.
- c. To establish a tinkering lab for the science students.
3. Members proposed to establish Management Information System (MIS) in the college administration. Here, the Hon'ble Principal opined that full-fledged MIS cannot be introduced in one go. He suggested that as a preparatory to MIS a Centralized Data Management System (CDMS) be developed. He also suggested that a separate committee will be formed to handle the Centralized Data Management System (CDMS) for data storage and information retrieval. Hon'ble Principal explained that such single point data management system is the only mechanism with which we can avoid the data - discrepancies among various sections of the College. In course of discussion Hon'ble Principal also mentioned that the institution is aspired to operate the MIS gradually in multiple intensive and extensive ways to run the administration in better manner.
4. As application of ICT is becoming a viable issue in the field of higher education, members gave emphasis on the point and proposed few initiatives as the forthcoming academic initiatives:
 - a. To arrange virtual classes and uploading of e- learning modules in our college website to initiate the e-learning system.
 - b. To explore the possibilities of organizing of e-seminars, e-workshops, e- training programmes with the help of Learning Management system (LMS).
 - c. To train and facilitate the faculties and students to practice the online mode of learning system.
 - d. To organize awareness and motivational programme to make the faculties and students acquainted with the new procedure of education.
5. The Annual report of Academic committee was read out. Reports indicates the uprising graph of outreaching- learning system and members proposed the following as the development measures:





Proceedings of the meeting of the IQAC held on 10.03.2020 (Tuesday) in the
Office Chamber of the Principal

Meeting 3 of the Academic Session 2019 -20

- Tutorials and Remedial classes will be given more importance.
- Through the mentoring system the academic mentorship must be intensively practiced.
- Book resource of the departmental library may be improved by the procurement of e-books.
- Class routine of the new semester may be re- drafted as to avoid the class room conflict among the departments and to hold maximum number of classes as mentioned by affiliated university.

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

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

