

1. Anupam Parua

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3. Tannu Saha

4. Tapendu Karmila

5. Joma Debroy

6. SK Mohammad Aziz

7. Anu

8. SK. Taha A.

9. Dipak Ghosh

10. Uttam Kumar Kar

11. Susanta Kumar Dolai

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**Proceedings of the meeting of the IQAC held on 15.01.2021 (Friday) in the  
Office Chamber of the Principal**

*Meeting 2 of the Academic Session 2020 -21*

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:

*Agenda 1. To read and confirm the proceedings of the meeting held on 27.11.2020:*

The resolutions of the previous meeting held on 27.11.2020 were read out and confirmed without any amendment.





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**Agenda 2. To discuss regarding submission of AQAR 2019-20**

Dr. Nilanjana Bhattacharyya, Co-ordinator, IQAC informed the members that the Annual Quality Assurance Report (AQAR) of the Institution for the session 2019-20 was submitted and accepted within due time and without any query from DVV Mechanism of NAAC. Members expressed their satisfaction regarding the matter. Hon'ble Principal here opined that though Annual quality Assurance Report (AQAR) of the session 2019-20 depicted improvement in almost all the areas over those of the previous year, still there were ample scope of improvement, specially in the area of research activities and extension services. Though, institution done well in the field of ICT based teaching - learning, there was a scope of further improvement which needed to be explored in coming days.

**Agenda 3. To discuss on criterion-wise delegation of responsibilities among the internal members of IQAC:**

Discussion took place regarding criterion wise delegation of responsibilities among the internal members, adopted in the meeting dated 21.01.2020. Hon'ble Principal read out the criterion wise responsibilities of the members once again and asked them to discuss about their planning.

- a) Dr. Tanuka Acharya, who is responsible for the activities of Criteria I (Curricular Aspect), mentioned that she has planned to give more emphasis on curriculum delivery and informed the Academic Committee accordingly; she also added that opportunities of opening of Value-added courses, add - on courses may be explored in the coming years.
- b) Dr. Tapanendu Kamilya, responsible for Criteria III (Research, Innovation and Extension), informed that activities of Research Committee will be enhanced in the current session, publication of the faculties will be checked in regular intervals and necessary advice/suggestions must be given to the faculties regarding their improvement or achievement. He also proposed that Library should be properly facilitated with relevant books and journals which will be needful for the faculties.





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c) Smt. Soma Debray, who looks after the Criteria VII (Institutional Values and Best Practices), gave emphasis on qualitative and quantitative improvement of our institutional programmes related to institutional core values and she also suggested workshops for the students and employees regarding the matter.

d) Smt. Baisali Guha, responsible for the activities of Criteria VI ((Governance, Leadership and Management), gave emphasis on faculty and employee training programmes. She also proposed for awareness programmes to inculcate the Mission and Vision concept of the institution and its viabilities.

e) Dr. Dipak Shom, for the development of Criteria II (Teaching-Learning and Evaluation) suggested to give emphasis on Remedial and Special classes for the improvement of teaching - learning process of the institution.

f) Dr. Uttam Kr. Kanp, responsible for criterion IV (Infrastructure and Learning Resources), proposed the intensive practices of ICT oriented techniques in this criterion, with the help of Technology Sub-committee and MIS Sub-committee.

g) Dr. Sk. Md. Aziz, who is looking after the Criteria V (Student support and Progression proposed more career-oriented programmes for the students and suggested to practise career path analysis by the faculties to build a clear conception of the students regarding their career.

Hon'ble Principal accepted their planning and suggested them to do actively in their concerned areas for the holistic development of the institution.

*Agenda 4. To follow up the yearly activities of the cell and to approve the POA of the cell for the session 2020-21:*

Discussion took place and members discussed that due to continuation of partial closure in academic institutions, activities are going on in slow pace and certain activities could not be performed. However, IQAC already prepared its pending list of

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work and working sincerely towards its completion in a timely manner: Committees were functioning well for the preparation of Academic Calendar, Administrative Calendar; faculty training programmes also took place.

In connection with the regular activities of the cell, Co-ordinator IQAC, placed and read out the half yearly Plan of Action (POA) of the Cell for its perusal and necessary approval. After careful discussion and minor changes members accepted the document. Hon'ble Principal here reminded the members about the adherence to the document in its letter and spirit.

*Agenda 5. To follow up the functioning of Incubation Centre, Language Lab, Career Counselling Cell:*

Discussion took place and Hon'ble Principal mentioned that as partial closure/lock down persisted in Academic institutions, it was difficult to do substantial progress in those issues. However, he advised the Co-ordinator to continue the work through online mode, wherever possibilities found.

*Agenda 6. To discuss regarding functioning of Research Committee to initiate institutional care towards enhancement of research activities of the institution:*

Discussion took place and Dr. Tapanendu Kamilya, Convenor of the Committee proposed the following, -

- a. Central library of the institution are proposed to be facilitated with the books and journals which will be helpful for the young faculties for the progress of their research work.
- b. Research Committee may publish regular bulletin on various Research Projects announced by the government and non-government organizations to make the young faculties aware regarding the matter.
- c. Institution may recognize the faculties annually, based on their research performance.



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*Agenda 7. To discuss regarding reconstruction and functioning of Gender Equity Cell of the institution:*

Discussion took place and members unanimously gave their consent regarding the reconstruction of Gender Equity Cell of the college as it is necessary for NAAC evaluation. Members here requested the Hon'ble Principal to complete the formation of the Gender Equity cell and engaged them in regular activities.

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



*Dr. Anupam Parua*

**Dr. Anupam Parua  
(Chairman)**

Principal  
Narajole Raj College  
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