

1.	Anupam Parua
2.	
3.	Nilajana Bhattacharyya
4.	Soma Debroy
5.	Tapanendu Kamitya
6.	Tanuki Acharyya
7.	Uttam Kumar Kumbh
8.	Buha
9.	Dipak Ghosh
10.	Sr. Mohammed Aziz
11.	BK. Taher Ali
12.	Susanta Kumar Dolai
13.	



**Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the Office Chamber of the Principal**

*Meeting 3 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:

- 1. Read and confirm the proceedings of the last meeting held on 15.01.2021:**  
The resolutions of the previous meeting held on 15.01.2021 were read out and confirmed without any amendment.
- 2. To discuss regarding conducting online examinations in the institution:**  
Discussion started on conducting online examinations in the institutions. As partial closure/lockdown persisted in academic institutions, affiliating university continued online mode in End Semester Examinations. Members proposed the following to maintain a system in online examinations regarding distribution of questions papers, receiving of answer scripts, distribution of answer scripts among the examiners, preservations of answer scripts, etc. -



Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the  
Office Chamber of the Principal

Meeting 3 of the Academic Session 2020 -21

- i. Two dedicated domain email id will be generated for the purpose of UG and PG examinations: [examinations@narsajulerajcollege.edu.in](mailto:examinations@narsajulerajcollege.edu.in) (for UG Courses and programs) and [examinations@narsajulerajcollege.ac.in](mailto:examinations@narsajulerajcollege.ac.in) (for PG Courses). All the IA question papers will be submitted by the examiners through these mails. In addition to that, PG answer scripts will be submitted in their dedicated email id.
- ii. All the answer scripts will be submitted in departmental email id.
- iii. Answer scripts will be preserved in departmental drive under the supervision of departmental heads.
- iv. Marks will be submitted by the examiners in a prescribed DCF and will be sent to departmental email id.
- v. Through departmental heads marks will be centrally preserved at the office of the HOI.

**3. To introduce Institutional Examination Portal for conducting online examinations:**

Hon'ble Principal proposed to introduce institutional examination portal for facilitating conduct of online examinations of the college. He mentioned that Technology sub-committee should check the viability of the proposal and will talk to technology service provider of the institution regarding the matter.

**4. To discuss about Half yearly report of Academic Committee:**

The half -yearly report of Academic Committee was read out and members discussed at length regarding the matter. Hon'ble Principal here added that committee should motivate the faculties in ICT based teaching -learning methods, teachers should equip themselves in Learning Management System (LMS). Lecture Capturing System (LCS) should be practiced intensively and teaching plans should be followed seriously.

**5. To initiate a new outreach activity with Green Club of the College:**

Members discussed at length regarding a new scheme of community outreach programme i.e. special environmental educational programme with the students of local primary and secondary schools. Here Hon'ble Principal suggested to engage the



Proceedings of the meeting of the IQAC held on 13.02.2021 (Saturday) in the  
Office Chamber of the Principal

*Meeting 3 of the Academic Session 2020 -21*

Green Club of the college to conduct the programmes. He added that through the Green Club, students of the locality could enrich themselves with some new ideas which is not

so far available in their regular syllabus. Besides that, young people of this locality may get awareness about their neighbouring environment. Members felt the viability of the programme and accepted the proposal unanimously.

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-721211

