

1.	Anupam Parua
2.	
3.	Tapanendu Kamilya
4.	Tammy Acharya
5.	Bala
6.	Soma Debroy
7.	Dipak Ghosh
8.	Sr Mohammad Aziz
9.	SK. Taha A.
10.	Nilanjana Bhattacharyya
11.	Uttam Kumar Kranti
12.	Susanta Kumar Bala
13.	
14.	



Proceedings of the meeting of the IQAC held on 18.09.2021 (Saturday) in the  
Office Chamber of the Principal

Meeting 5 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 15.05.2021:

The resolutions of the previous meeting held on 15.05.2021 were read out and confirmed without any amendment.

2. To discuss regarding progress of preparing of AQAR for the session 2020-21:

Dr. Nilanjana Bhattacharyya, coordinator IQAC, here informed the members that NAAC has announced in its website (Notification date: 11.05.2021 & 30.08.2021) that, due to pandemic situation, the submission time of AQAR has been extended; as period of session also extended. So, she proposed to complete the pending activities of the institution for the session 2020-21 as to prepare the report within reasonable time. Hon'ble Principal gave his consent regarding the matter and instructed the speedy completion of pending activities.

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Here, Dr. Bhattacharyya added that activities which have already taken place, have been processed for AQAR. Dr. Tapanendu Kamilya, proposed to prepare DCFs in Microsoft excel format for the collection and preservation of the required data. Hon'ble Principal affirmed with his proposal and gave his consent to Dr. Kamilya to proceed accordingly.

i. Discussion were made regarding the functioning of different student centric cells during the period of lockdown. Hon'ble Principal informed the members that convenors of different student centric cells, such as NSS, Green Club, Yoga Centre, Cine Club already organized webinars and awareness programmes for the students. He also added that a circulation will be made shortly to submit their year-wise activities, to the office of IQAC, in specified Data Capturing Format (DCF).

ii. Members mentioned that, result analysis of different UG and PG courses in this academic session not yet completed due to late publication or non-publication of the results by the affiliating university, particularly due to lockdown. Academic departments are instructed to complete the activity in earliest possible time after resumption of activities of the College.

iii. Hon'ble Principal informed the members that Technology Sub-committee of the college has prepared the Feedback Form in Google Forms for filling out in online mode. Feedback has been prepared for the four groups of stake holders i.e., Students, Faculties, Alumni and Parents. The institution already adopted the online mode for filling out the forms. Hon'ble Principal preferred to engage the Head of the Departments to instruct their students properly regarding procedural issues involved. Members expressed their satisfaction regarding the matter and acknowledged the system as more transparent than previous manual one and that the experience of the previous year was also good.





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**3. To discuss regarding organizing of e-workshop on Gender Equity:**

Here, Dr. Nilanjana Bhattacharyya mentioned that a one-day workshop on Gender Equity will be held on 22.09.2021 and on behalf of IQAC Smt. Baisali Guha will look after the matter. The girl students of the institution will be the target group of the workshop.

**4. To initiate the preparation of:**

- i. Annual Compliance Report.
- ii. To chalk out the Plan of Action (POA) of IQAC for the session 2021-22.
- iii. To prepare Administrative Calendar of IQAC for the session 2021-22.
- iv. To revisit the Institutional Code of Conduct

Members unanimously entrusted the responsibility to the Coordinator, IQAC, regarding the completion of regular activities, like,

- i) Preparing of Compliance Report of the Cell for the session 2020-21;
- ii) Preparing of Plan of Action (POA) of the Cell for the coming session 2021-22;
- iii) Preparing of Administrative Calendar of the Cell for the session 2021-22;
- iv) To revisit and make necessary updation of the Code of Conduct of the institution, and to display it in institutional website.

**5. To discuss regarding continuation of online academic activities of the institution for the coming session 2021-22, if Covid 19 restrictions continues in academic institutions:**

Detailed discussion was made regarding the student services by the Academic Departments if restrictions due to Covid 19 protocol is extended in academic institutions. Hon'ble Principal appreciated the utmost effort of the institution towards their students, during this tough time in previous semesters. Hon'ble Principal added that the role of Technology Sub-Committee will remain same. Holding of Virtual classes, preparing of e-materials, conducting video conferencing meetings, organizing webinars will remain unchanged. Initiation of arranging of Google class room may be initiated, faculties should give emphasis on LCS.



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6. *Miscellaneous, if any, with the permission of the Chair:*

Hon'ble Principal appreciated Dr. Tapanendu Kamilya, Assistant Professor, Dept. of Physics, for his academic achievements during this session. Dr. Kamilya got best paper presentation award in Two-day national level webinar titled "Nanomaterials Physics & Chemistry: Recent Developments & Applications". Besides that, Prof. Debasis Aich, his research scholar, awarded with Ph.D degree from Vidyasagar University. Members congratulated him and wished him every success in the years ahead.

As no other business left, meeting ended with reciprocal vote of thanks to and from the Chair.



*Anupam Parua*

**Dr. Anupam Parua**  
Chairman

Principal  
Narajole Raj College  
Narajole-721211