

সিটিং বক্তৃতাশন বক্তি

NARAJOLE RAJ COLLEGE
(NAAC Accredited 'B' Grade Govt.-Aided College)
NARAJOLE: PASCHIM MEDINIPUR: PIN-721211

Internal Quality Assurance Cell (IQAC)

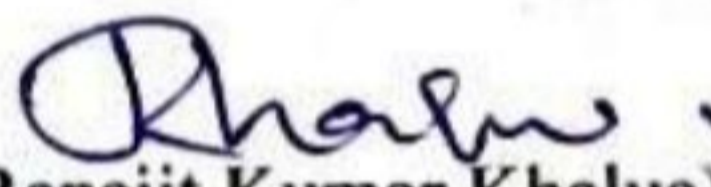
Notice

Dated: 11.04.2022

It is hereby notified that a meeting of the IQAC will be held on 18.04.2022, Monday, at 11:00 a.m. at the Vice Principal's Chamber to discuss the following agenda. Please make it convenient to attend the meeting.


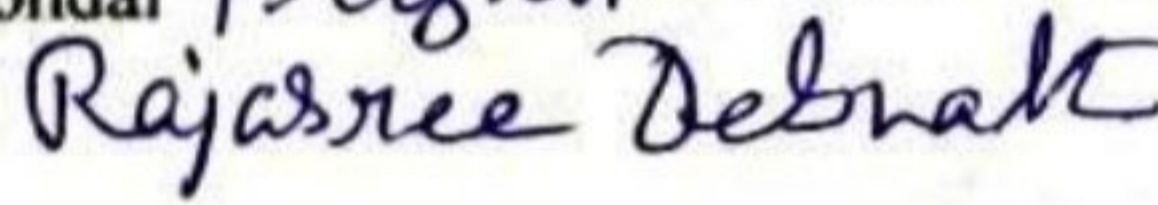
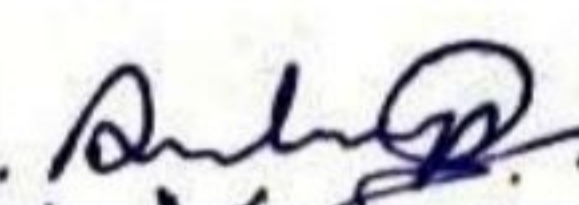

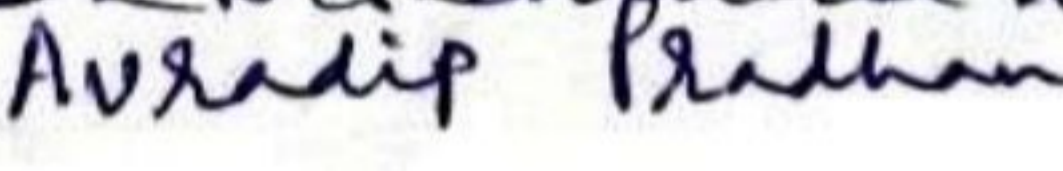
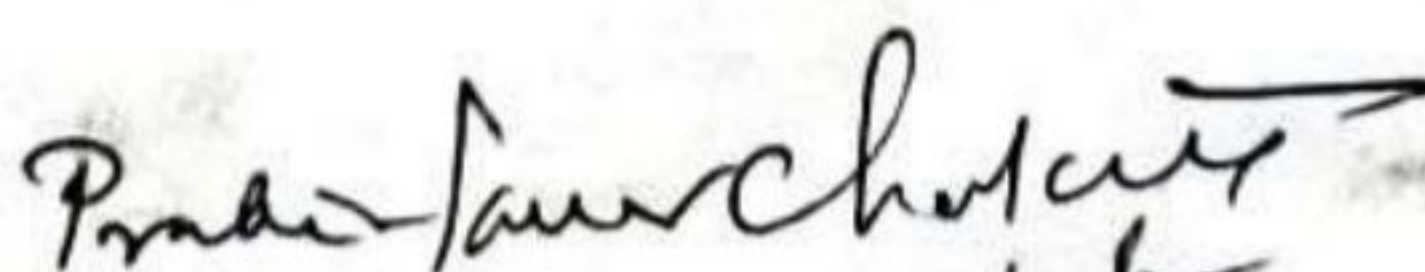
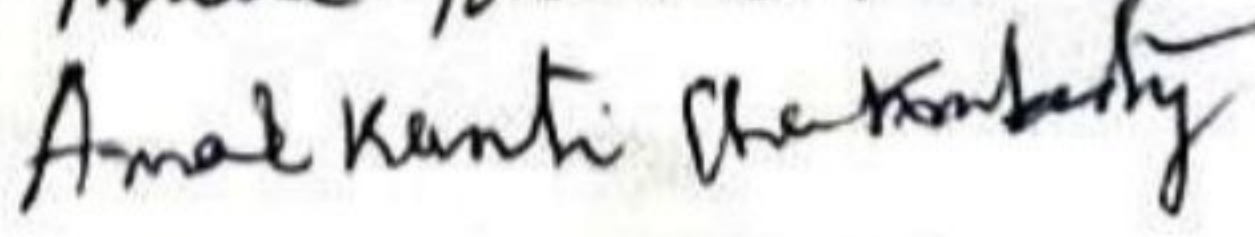
Agenda:

1. Read and confirm the proceedings of the previous meeting held on 18.09.2021;
2. Discuss the reconstitution of the IQAC as per the resolution of the Governing Body;
3. Discuss the Plan of Work (POW) of IQAC in the next academic session;
4. Discuss the proposals of the IQAC Coordinator;
5. Miscellaneous, if any, with the permission of the Chair

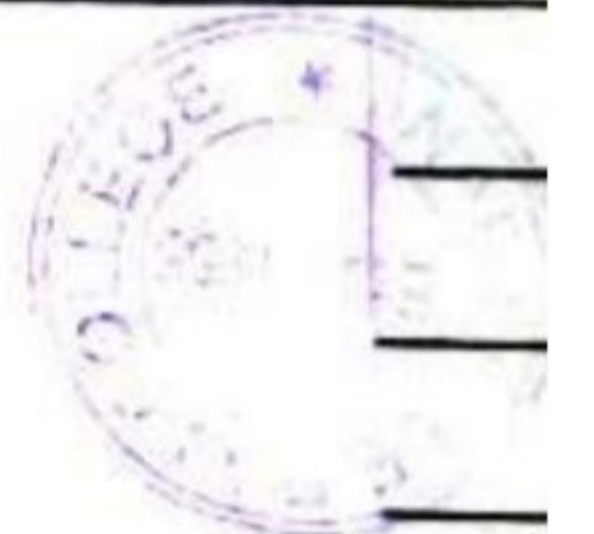

(Dr. Ranajit Kumar Khalua)
Signature of the Vice Principal
Narajole Raj College

Dr. Ranajit Kumar Khalua
Vice-Principal
Narajole Raj College
Narajole, Pin - 721211

Members:

1. Dr. Nilanjana Bhattacharyya
2. Prof. Pragna Paramita Mondal 
3. Dr. Rajasree Debnath 
4. Dr. Tapanendu Kamilya
5. Dr. Akul Rana
6. Prof. Anustup Chattopadhyaya 
7. Dr. Sk Mohammad Aziz 
8. Dr. Avradip Pradhan 
9. Dr. Shreyasi Jana
10. Shri Kumaresh Bhunia
11. Dr. Susanta Kumar Dolai
12. Dr. Prabir Kumar Chakraborty 
13. Dr. Amal Kanti Chakraborty 
14. Sk. Taher Ali
15. Sri Gagan Chandra Samanta

নং / No.	রেজল্যুশন / Resolution Adopted
	The first meeting of the Internal Quality Assurance Cell (IQAC) of Narajole Raj College was held on 18.04.2022. The following members were present in the meeting of the newly formed IQAC of Narajole Raj College:
1.	Ranajit Kumar Khalua -
2.	Amal Kanti Chakraborty
3.	Pradip Kumar Chakraborty
4.	Pragna Paramita Mondal
5.	Kumaresh Bhunia
6.	Dr. Tanu Ali
7.	Sagar Chakraborty
8.	Shreyan Jona
9.	Auradip Pradhan
10.	Atul Kaul
11.	Sr. Mohammad Aziz
12.	Rajaneesh Chakraborty 18-04-22
13.	A. Chattopadhyaya. 18.04.22
14.	Nilanjan Bhattacharya
15.	Susanta Kumar Dolai 18/4/2022
16.	Tapanendu Kamilya 18/4/2022



**Proceedings of the meeting of the IQAC held on 18.04.2022
(Monday) in the Office Chamber of the Vice Principal
Meeting 1 of the Academic Session 2021-22**

Meeting of the IQAC commenced with the Vice Principal Dr. Ranajit Kumar Khalua 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 18.09.2021:

The resolutions of the previous meeting held on 18.09.2021 were read out and confirmed without any amendment.



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2. Discussion on the reconstitution of the IQAC and the charge hand-over to the new IQAC Coordinator

As per the resolution framed by the Governing Body in its meeting held on 29.03.2022 vide Item No. 10, the charge of the IQAC Coordinator is officially handed over to Prof. Pragna Paramita Mondal on and from this date, i.e. the 18th of April, 2022, by the present IQAC Coordinator, Dr. Nilanjana Bhattacharyya. Furthermore the IQAC is reconstituted and the following members are incorporated in place of the former members: Dr. Prabir Kumar Chakraborty & Dr. Amal Kanti Chakraborty as External Members (Senior Administrative Official), Dr. Susanta Kumar Dolai as Nominee from Alumni, Sri Kumaresh Bhunia as Member from Management, Sri Gagan Chandra Samanta as Local Member, Dr. Rajasree Debnath, Dr. Akul Rana, Dr. Tapanendu Kamilya, Prof. Anustup Chattopadhyay, Dr. Sk Mohammad Aziz, Dr. Shreyasi Jana & Dr. Avradip Pradhan as Teacher Representatives and Sk Taher Ali as representative of the Non-teaching staff of the college. The proposal to include a student representative was also spelled out and it was resolved that such inclusion would be facilitated at the earliest.

3. Discussion on the Plan of Work (POW) of the IQAC in the current year from May to December 2022

Detailed discussion on the Plan of Work (POW) was conducted and the following resolutions were adopted:

- i. The NAAC Peer Team Report and the recommendations therein must be strictly complied with.
- ii. IQAC must take initiatives to introduce skill-based courses outside the prescribed curriculum of Vidyasagar University. Such courses may include Value-Added Courses & Add-on Courses that could be offered as Certificate Courses following UGC guidelines. The courses must cater to the needs of the students and must train them in a set of transferable life skills. Some of the preferred courses may be based on Yoga, Language Use & Writing Skills, Human Rights, Ethics, Value Education, Indian Culture & History, Gender Awareness, Functional English and Application-based Courses in the Science disciplines.





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- iii. The proposal to introduce new Postgraduate Courses was discussed. The Vice Principal expressed his intention to introduce PG Courses in History, Botany and Geography in the next academic session and indicated the benefits that students may avail as part of this initiative. It was further resolved that the proposal for the introduction of the aforementioned courses will be submitted in due time as per the official regulation.
- iv. The proposal to offer Computer Science as General subject in the UG level in combination with Mathematics and Physics Honours under the CBCS curriculum was also discussed and the Vice Principal observed that this subject combination could be extremely useful for students in their higher education. It was therefore resolved that the modalities of introducing this new subject will be followed up with the affiliating university.
- v. The recommendation of the NAAC Peer Team to develop an effective framework for the identification of Slow & Advanced Learners was discussed and it was resolved that the IQAC will pursue this mandate in the meeting of the Academic Committee and conclusively design a uniform and comprehensive framework for segregation of learners based on their level of learning. It was also resolved that the IQAC would frame the institutional codes of conducting Feedback Sessions and Remedial Classes for the academic improvement of students.
- vi. The status of Library Automation was discussed by the members and it was resolved that the institution should make the best efforts to shift from partial to full automation in the course of the next few months. The shortage of trained library staff must be duly considered and the human resource management must be accomplished with discretion to identify the gaps in the automation procedure and to address the needs with time-bound response system and adequate software support. The members unanimously agreed to the proposal of the new IQAC Coordinator to conduct library classes and library orientation to increase footfalls in the library and to keep the circulation section mobile. The need to improve Reading Room facilities was also discussed.
- vii. The recommendation of the NAAC Peer Team to develop an innovation ecosystem was discussed and it was resolved that new projects in the



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Sciences would be launched to support the innovation needs of the institution. Such scope might be provided by introduction of some courses on Mushroom Cultivation, Plant Propagation, LED Technology or Vocational Training. The proposal would be further expanded by the IQAC to map the potential and capacity of the institution to initiate feasible changes in this direction. It was further resolved that Innovation in the Humanities departments would be broadly based on some aspect of training in research methodology.

- viii. The need to upgrade the infrastructure development strategy and to formalize the strategic planning was discussed. It was indicated by the External Members that the HEI should take the initiative to mobilize grants for infrastructural development and should spell out the provisions for expansion of physical infrastructure through civil surveying and vetting. It was agreed that this will be acted upon after careful consultation with members of the Building Sub-Committee.
- ix. The need to develop sports facilities was thoroughly discussed. It was resolved that the IQAC would take necessary steps to improve the sports activities of the college and should make necessary arrangements to encourage student participation in the university level sports & cultural competitions.
- x. The proposal for employing waste management techniques inside the college campus was discussed and it was resolved that the IQAC should explore opportunities for the implementation of a Green Audit strategy. It was further observed that the Dept. of Chemistry was presently in charge of the waste management unit owing to the disposal of the chemical waste generated in the chemical laboratory. However, it was specifically resolved that the energy and waste management planning would be systematically executed by the newly formed IQAC.
- xi. The need to conduct an Administrative and Academic Audit was discussed and it was resolved that the consultation with a professional auditor will be sought. It was pointed out by the Vice Principal that the financial audit was conducted regularly and the academic self-appraisal





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was also performed by the faculty members. But a systematic academic audit will be adopted in near future.

- xii. The functioning of the Research Committee was discussed and it was proposed by the External Members that a seed money of at least Rs . 10000/- could be allocated to promote quality research initiatives by faculty members. It was resolved that the proposal would be referred to the Governing Body and the primacy of research activities would be significantly highlighted in the course of academic operation within the institution.

4. Discussion on the proposals forwarded by the incoming IQAC Coordinator

The incoming IQAC Coordinator was asked to place her proposals and ideas for collective consideration. Prof. Pragna Paramita Mondal put forward the following suggestions:

- I. Different categories of add-on certificate courses will be introduced after careful consultation with the teaching faculty of the different departments. There would be specifications for student enrolment given the fact that several courses would be running simultaneously and no overlap should therefore hinder the hours of instruction in the courses or affect the feasibility of students registered for these courses.
- II. The IQAC Coordinator asserted the need to upgrade the ICT facilities of the college and to create a systematic framework for conducting ICT-enabled classes from the current semester onwards. It was resolved that the technical issues with the Smart Classroom and the departmental projectors would be immediately addressed.
- III. As part of the need to finalize the infrastructural development planning, it was indicated that the requirement of a playground was very integral to the independent operation of sports activities inside the college. Thus the scope of securing a playground for college students will be seriously considered.
- IV. The formation of sports teams by selecting and training players from different departments throughout the year and the need to form Cultural Units to provide students the right opportunities and the



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- platform to hone their creative and artistic skills were seriously considered and seconded by the IQAC members.
- V. The Coordinator pointed out the vision to generate employment among students by improving their employability quotient and my mentoring them to update their job profile. She stated that there was an urgent need to create a Placement Cell that would coordinate with the Career Counselling Cell of the college and connect students to job networks. The proposal to facilitate internship opportunities for students or arrange industrial training to enhance their professional abilities was also much appreciated by all members present.
- VI. The Coordinator conveyed to the members the immediacy with which the extension activities of the college needed to be resumed. The pandemic had caused significant delay in the operationalization of extension services at the adopted village of Boramara. So in the post-pandemic situation there was a need to conduct a fresh pilot survey or a focus group discussion with different categories of stakeholders for proper identification of local needs. It was resolved that community mobilization for resumption of extension services would be subsequently undertaken.
- VII. The proposal to conduct free coaching classes for competitive exams was placed and it was unanimously resolved that such guidance initiative would be much lauded by all categories of stakeholders.

5. Miscellaneous

It was resolved that the IQAC would convene at regular intervals as adequate review and monitoring of tasks and responsibilities of the Cell would ensure its effective functioning.

With no other issues left, the meeting ended with paying reciprocal thanks to the Chair.



CHAIRMAN
(DR. RANAJIT KUMAR KHALUA)

Dr. Ranajit Kumar Khalua
Vice-Principal
Naraj College
721211

