

Nayagram Pandit Raghunath Murmu Government College  
Baligeria: Nayagram:Jhargram: 721125



**NOTICE**

Ref. No: NPRMGC/NAAC/11

Date: 25 July 2018

*It is hereby notified that a meeting will be held on 02/08/2018 at 1:00 PM at the meeting room. All faculty members are requested to attend the meeting.*

Agenda:

To discuss the modalities of delivering CBCS curriculum to the newly admitted first batch of CBCS, under Vidyasagar University

  
Officer In Charge

Nayagram PRM Govt College  
PRINCIPAL / OFFICER-IN-CHARGE  
NAYAGRAM P.R.M. GOVT. COLLEGE  
BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125

  
Dr. Swapan Kumar Maity  
Convenor

UGC & NAAC Subcommittee

MINUTES OF THE MEETING HELD ON 2.08.2018 CALLED BY THE UGC & NAAC  
COMMITTEE

Time: 1:00 pm to 2:30 pm  
Venue: Meeting Room

Agenda:

To discuss the modalities of delivering CBCS curriculum to the newly admitted first batch of CBCS, under Vidyasagar University

Minutes:

1. It is mentioned by most of the faculty members that they would find it helpful to understand the syllabus, credit distribution system, number of teaching hours per credit and the evaluation system under the newly introduced CBCS pattern if the University organized workshops for each subject.
2. OIC Sir has kindly consented to permit faculty members to attend such workshops so that both faculty and students are benefitted.
3. It is brought to the notice of the OIC that parallely delivering classes to students of the earlier Annual system of examination and the semester based CBCS pattern would require more teachers and he should seek more teaching faculty for the College from Higher Education Department.

Members Present:

1. OIC: 
2. TCS: 
3. Convenor, UGC & NAAC Committee 

Other members present:

4. 



Nayagram Pandit Raghunath Murmu Government College  
Baligeria:Nayagram:Jhargram: 721125



**NOTICE**

Ref. No: NPRMGC/NAAC/12

Date: 25 Aug 2018

*It is hereby notified that a meeting will be held on 29/08/2018 at 1:30 PM at the meeting room. Members of UGC & NAAC Subcommittee are requested to attend the meeting.*

**Agenda:**

1. To discuss issues related to CBCS Curriculum delivery
2. Matters arising

*Officer in Charge*

**Nayagram PRM Govt College  
PRINCIPAL / OFFICER-IN-CHARGE  
NAYAGRAM P.R.M. GOVT. COLLEGE  
BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125**

*Dr. Swapan Kumar Maity*

*Convenor*

**UGC & NAAC Subcommittee**

**MINUTES OF THE MEETING HELD ON 29.08.2018 CALLED BY THE UGC AND NAAC COMMITTEE**

Time: 1: 30 pm to 2:25 pm  
Venue: Meeting Room






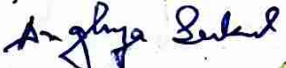
**Agenda:**

3. To discuss issues related to CBCS Curriculum delivery
4. Matters arising

**Minutes:**

1. It is mentioned by faculty members of almost all departments that new books relevant to the first semester undergraduate syllabus needs to be bought by the College immediately in order to ensure that students are benefitted. OIC Sir has consented to meet the Purchase Committee in order to facilitate the process.
2. Teachers have also raised the need to start a Multidisciplinary Academic Journal of the College where articles may be invited from the students, teachers of the College. It is proposed that a Journal Committee be created for the purpose.
3. Teachers have also raised their concern about the lack of opportunity to participate in RC/OP and other formats of FDPs as there is increasing pressure on them due to the examination timing of Annual and CBCS modes. OIC Sir has been requested to see to it that career advancement of teachers is not adversely affected due to paucity of teaching staff in the College.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor, UGC & NAAC Committee 
4. Jt. Convenor, UGC & NAAC Committee 

Other members present:

5. 

**Nayagram Pandit Raghunath Murmu Government College**  
**Baligeria:Nayagram:Jhargram: 721125**



**NOTICE**


Ref. No: NPRMGC/NAAC/13

Date: 4 Oct 2018

This notice informs you that there will be an emergency meeting in the meeting room on 4<sup>th</sup> October 2018 at 12:30 PM. It is requested that all faculty members attend the meeting.

Agenda:

1. Discussion regarding infrastructural facilities for teachers and need for Disciplinary action in certain cases
2. Matters arising

  
Officer-in-Charge  
Nayagram PRM Govt College

**PRINCIPAL / OFFICER-IN-CHARGE**  
**NAYAGRAM P.R.M. GOVT. COLLEGE**  
**BALIGERIA, NAYAGRAM, JHARGRAM**  
**WEST BENGAL, 721125**

**SK Nasim Ali,**

Sk. Nasim Ali  
Coordinator

IQAC & Teacher's Benefit Sub-Committee

Co-ordinator

IQAC

Nayagram P.R.M. Govt. College

**MINUTES OF THE MEETING HELD ON 4.10.2018 CALLED BY THE IQAC & TEACHERS' BENEFIT COMMITTEE**

Time: 12:30 pm to 1:15 pm  
Venue: Meeting Room






**Agenda:**

3. Discussion regarding infrastructural facilities for teachers and need for Disciplinary action in certain cases
4. Matters arising

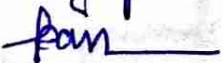
**Minutes:**

1. It is brought to the notice of all members present that cleanliness of the teachers' washrooms in particular and the entire college campus is seriously compromised and may pose a grave threat to the health of both teachers and students alike. OIC Sir was requested to arrange for sweepers on an urgent basis.
2. Teachers present also raised the need for more computers and improved internet connection in the staff rooms to facilitate marks uploading on University examination portal.
3. Members present also requested that more security measures like installation of CCTV, deployment of more guards, need for non – teaching staff to make rounds of the college campus, especially after college hours are necessary to ensure safety and security standards of the College.
4. Some members brought it to the notice of the Head of the Institution that their CAS would get adversely affected if he failed to attend RC/OP/FDPs and that he should be more accommodative and kindly consider their requests seeking permission to participate in such programmes. Teachers assured the OIC that participation in such programmes would not negatively impact their students and that they would take care to compensate for the loss of classes by taking extra classes after they report back to duty.

**Members Present:**

1. OIC 
2. TCS 
3. Convenor, IQAC SK Nasim Ali
4. Jt. Convenor, Teachers' Benefit Sub – committee 

**Other members present**

5. Anghya Sakul.
6. 

**Nayagram Pandit Raghunath Murmu Government College**  
**Baligeria:Nayagram:Jhargram: 721125**



**NOTICE**

Ref. No: NPRMGC/IQAC/15

Date: 21<sup>st</sup> March, 2019

*It is hereby notified that a meeting will be held on 27/03/2019 at 1:00 PM at the meeting room. Members of IQAC are requested to attend the meeting.*

**Agenda:**

1. Discussion on issues raised in the previous meeting of this Committee
2. Matters Arising

  
Officer-in-Charge  
Nayagram PRM Govt College

**PRINCIPAL / OFFICER-IN-CHARGE**  
**NAYAGRAM P.R.M. GOVT. COLLEGE**  
**BALIGERIA, NAYAGRAM, JHARGRAM**  
**WEST BENGAL, 721125**

**SK Nasim Ali**  
Sk. Nasim Ali  
Coordinator  
IQAC & Teacher's Benefit Sub-Committee  
Co-ordinator  
IQAC  
Nayagram P.R.M. Govt. College

**MINUTES OF THE MEETING HELD ON 27.03.2019 CALLED BY THE IQAC  
& TEACHERS' BENEFIT SUB - COMMITTEE**

Time: 1:00 pm to 2:30 pm

Venue: Meeting Room



**Agenda:**

3. Discussion on issues raised in the previous meeting of this Committee
4. Matters Arising

**Minutes:**

1. It was brought to the notice of the OIC that the security concerns and the hygiene concerns raised by the teachers in the previous meeting of the sub - committee have not yet been adequately met. OIC Sir has communicated that despite his best intentions, paucity of funds is the main cause behind this inadequacy. He has also assured the house that he will communicate with relevant higher authorities regarding arrangement of funds for the said purposes.
2. Some teachers sought clarity from OIC Sir regarding grant of on duty leave for attending seminars/ conferences/ workshops that are essential for their CAS standards.

**Members Present:**

1. OIC: A
2. TCS: an
3. Convenor, IQAC: SK Nasim Ali
4. Convenor, Teachers' Benefit Sub - Committee: SK Nasim Ali

Other members present:

5. Arghya Sukul
6. fan



**Nayagram Pandit Raghunath Murmu Government College**  
**Baligeria: Nayagram: Jhargram: 721125**



**NOTICE**

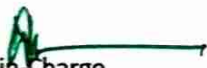
Ref. No: NPRMGC/IQAC/15

Date: 21<sup>st</sup> March, 2019

It is hereby notified that a meeting will be held on 11/04/2019 at 1:00 PM at the meeting room. Members of IQAC are requested to attend the meeting.

Agenda:

1. Proposal regarding conducting CAS related workshop for teachers.
2. Proposal related to Library cataloguing
3. Matters Arising

  
Officer-in-Charge  
Nayagram PRM Govt College

**PRINCIPAL / OFFICER-IN-CHARGE**  
**NAYAGRAM P.R.M. GOVT. COLLEGE**  
**BALIGERIA, NAYAGRAM, JHARGRAM**  
**WEST BENGAL, 721125**

**SK Nasim Ali,**  
Sk. Nasim Ali  
Coordinator  
IQAC & Teacher's Benefit Sub-Committee  
Co-ordinator  
I Q A C  
Nayagram P.R.M. Govt. College

**MINUTES OF THE MEETING HELD ON 11.04.2019 CALLED BY IQAC & TEACHERS' BENEFIT SUBCOMMITTEE**

Time: 1:30 pm to 2:15 pm

Venue: Meeting Room



**Agenda:**

4. Proposal regarding conducting CAS related workshop for teachers.
5. Proposal related to Library cataloguing
6. Matters Arising


**Minutes:**

1. Members of both the IQAC and the Teachers' Benefit Subcommittee have placed the proposal before the OIC that initiative should be taken to conduct a one – day workshop/ talk for faculty members to orient them regarding score, norms and regulations related to CAS. This would be helpful for all such teachers whose CAS is at hand. OIC Sir has acknowledged the need for same and has asked the IQAC to initiate the process of organizing one such programme.
2. Members have raised the demand for augmentation of stock of books in the College Library, specifically those pertaining to CBCS syllabi at the earliest. They also raised the need to initiate the process of online cataloguing of books available in the Library.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor: SK Nasim Ali
4. Co-convenor

Other members present:

5. Arghya Sukul.
6. 

**Nayagram Pandit Raghunath Murmu Government College  
Baligeria:Nayagram:Jhargram: 721125**

**NOTICE**



Ref. No: NPRMGC/NAAC/17

Date:30/04/2019

It is hereby notified that a meeting will be held on 02/05/2019 at 12:00 PM at the Principal Chamber. All the members of IQAC, UGC & NAAC Subcommittee are requested to attend the meeting.

**Agenda:**

1. Discussion regarding Parent Teacher Meeting
2. Discussion Regarding initiating feedback forms for final year/ semester students
3. Discussion regarding other practices to meet UGC NAAC standards
4. Matters Arising

  
Officer-In-Charge

Nayagram PRM Govt College  
PRINCIPAL / OFFICER-IN-CHARGE  
NAYAGRAM P.R.M. GOVT. COLLEGE  
BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125

  
Dr. Swapan Kumar Maity  
Convenor

UGC & NAAC Subcommittee

**MINUTES OF THE MEETING HELD ON 2.05.2019 CALLED BY THE IQAC, UGC  
& NAAC COMMITTEES**



Time: 12 noon to 1:30 pm  
Venue: Principal's Chamber




Agenda:

5. Discussion regarding Parent Teacher Meeting
6. Discussion Regarding initiating feedback forms for final year/ semester students
7. Discussion regarding other practices to meet UGC NAAC standards
8. Matters Arising

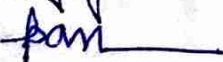
Minutes:

1. The Convenor of the NAAC Committee informed all members present that Parent Teachers Meetings should be conducted by all departments, at least once for every year/ semester. Besides being a pre – requisite for NAAC, such a practice would help to strengthen the bond and ease communication between teachers, parents and students and create a healthy environment for two – way communication. All members present agreed to the proposal and discussions were held regarding the suitable timings (tentative month and date) when such meetings could be scheduled without interrupting the ongoing classes.
2. The Convenor of the NAAC Committee also proposed that written and anonymous feedback forms be introduced for final semester/ year students, where students would not have to write their names, college roll nos. so that they could freely and fearlessly give their feedback, both about the College (infrastructure, library, campus life, co-curricular activities, security on campus etc.) and regarding teachers (individually) at the departmental level. All such feedback forms would be submitted to the IQAC and along with OIC Sir, these could be analysed and used for positive improvements in the standard and quality of the teaching learning process of the College.
3. Preliminary discussions were also made on the need to conduct more seminars/ workshops/ conferences as well as see to it that students of the College and surrounding Colleges also get the chance to participate in these programmes actively with a view to helping them become confident in public speaking. All members present agreed to begin taking such initiatives.

Members Present:

1. OIC: 
2. TCS: 
3. Convenor, IQAC: SK Nasim Ali
4. Convenor UGC & NAAC Committee 

Other members present:

5. Arghya Sankar.
6. 

**Nayagram Pandit Raghunath Murmu Government College  
Baligeria : Nayagram : Jhargram : 721125**

**NOTICE**



Ref. No: NPRMGC/NAAC/18

Date:11/12/2019

It is hereby notified that a meeting will be held on 19/12/2019 at 1:30 PM at the Meeting Room. All the members of IQAC,UGC &NAAC Subcommittee and the heads of all departments are requested to attend the meeting.

Agenda:

1. Action taken on proposals of the previous meeting
2. Discussion regarding need for more frequent meetings of particular sub – committees
3. Matters Arising

Officer-In-Charge

Nayagram PRM Govt College

**PRINCIPAL / OFFICER-IN-CHARGE  
NAYAGRAM P.R.M. GOVT. COLLEGE  
BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125**

Dr. Swapan Kumar Maity

Convenor

UGC & NAAC Subcommittee

**MINUTES OF THE MEETING HELD ON 19.12.2019 CALLED BY THE IQAC, UGC  
& NAAC COMMITTEES**

Time: 1:30 – 2:30 pm  
Venue: Meeting Room



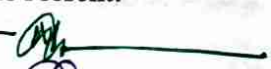
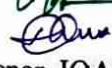

**Agenda:**

4. Action taken on proposals of the previous meeting
5. Discussion regarding need for more frequent meetings of particular sub – committees
6. Matters Arising

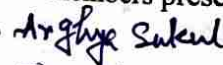
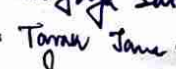
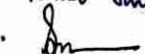
**Minutes:**

1. Heads of all the departments informed members present of the tentative dates on which they had decided to conduct the proposed Parent Teacher Meetings. It was suggested by some members that two dates be fixed in common and be declared as dates of PTM so that honours or pass classes do not get adversely affected.
2. The IQAC convenor placed a draft of the questions that could be included in the feedback forms and these questions were discussed and suggestions taken from all members present in the meeting regarding the same. These suggestions shall be incorporated into the final feedback form.
3. The UGC & NAAC Committee Convenor requested all departments to maintain proper records of routines, syllabus distribution, internal and external examination questions and marks obtained by students at the Departmental level.
4. It was also mentioned in the meeting that a format should be developed in which a students' database (name, subject combination, parents' name, address of communication, contact number, result, academic, curricular and co – curricular achievements).

**Members Present:**

- 1 OIC: — 
- 2 TCS 
- 3 Convenor, IQAC **SK Nasim Ali**
- 4 Convenor, UGC & NAAC Committee 

**Other members present:**

5. 
6. 
7. 

**Nayagram Pandit Raghunath Murmu Government College**  
**Baligeria:Nayagram:Jhargram: 721125**



**NOTICE**


Date:31/01/2020

Ref. No: NPRMGC/IQAC/19

A meeting of the IQAC will be held on 5<sup>th</sup> February 2020 at 1:30 pm at meeting room. All faculty members are requested to attend the meeting.

Agenda:

1. Discussion regarding participation of teachers in CAS related activities
2. Discussion regarding need for upgradation of college library
3. Matters Arising

  
Dr. Netai Chandra Das  
Officer In Charge

Nayagram PRM Govt College

PRINCIPAL / OFFICER-IN-CHARGE  
NAYAGRAM P.R.M. GOVT. COLLEGE  
BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125

SK Nasim Ali,  
Sk. Nasim Ali  
Coordinator

*IQAC & Teacher's Benefit Sub-Committee*

Co-ordinator  
IQAC  
Nayagram P.R.M. Govt. College

**MINUTES OF THE MEETING HELD ON 5.02.2020 CALLED BY THE IQAC & TEACHERS' BENEFIT SUB - COMMITTEE**

Time: 1:30 pm – 2:30 pm

Venue: Meeting Room





**Agenda:**

4. Discussion regarding participation of teachers in CAS related activities
5. Discussion regarding need for upgradation of college library
6. Matters Arising

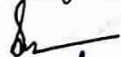
**Minutes:**

1. Teachers raised the problem of not getting permission and/ opportunity to participate in FDPs essential for their CAS due to extremely few number of faculty members. They have requested OIC Sir to either ask for more teachers to be deputed to the existing departments, particularly such departments that have single teachers or to allow such teachers to participate in RC/OP s that are absolutely essential for their CAS.
2. Teachers have also requested that the stock of books in the College library and the instruments in the Geography lab and the computers in the Maths lab be immediately upgraded for smoother and more effective curriculum delivery.

**Members Present:**

1. OIC — 
2. TCS 
3. Convenor, Teachers Benefit Subcommittee : SK Nasim Ali

Other members present:

4. Tanvi Jais -
5. 
6. Arghya Sengupta



**Nayagram Pandit Raghunath Murmu Government College  
Baligeria : Nayagram : Jhargram : 721125**

**NOTICE**

Ref. No: NPRMGC/NAAC/20



Date:02/01/2021

It is hereby notified that a meeting will be held on 06/01/2021 at 1:00 PM through the Google Meet platform. All the members of UGC &NAAC Subcommittee are requested to attend the meeting. Google Meet link will be share 1 hour before the commencement of the meeting.

Agenda:

Adoption of E- governance Policy of the College

Sd/-

**Dr. Netai Chandra Das**  
Officer-in-Charge  
Nayagram PRM Govt. College

*Sd/-*

**Dr. Swapan Kumar Maity**  
Coordinator

**IQAC and Teacher's Benefit Sub-committee**

# MINUTES OF THE MEETING HELD ON 6.01.2021 CALLED BY THE IQAC & TEACHERS BENEFIT SUB – COMMITTEE

**Time: 1: 30 – 3:00 pm**

**Venue: Meeting Room**

**Agenda: Adoption of E – governance Policy by the IQAC of the College**



## Minutes:

1. In view of the fact that the covid 19 pandemic has forced us to switch over to online and blended modes of teaching, the IQAC feels the need to outline a clear e-governance policy, which will clearly define the objectives and intentions of the College in using online modes of curriculum delivery and other related areas of College activities. After much deliberation and discussion, the following points have been laid down and finalised by the IQAC and other members of the teaching faculty:

**Policy:** The College intends to implement e-governance in various areas of its operations in order to ensure accessibility to information, transparency of operation and accountability to all its stake – holders.

**Scope:** The scope of this policy extends to the following areas of operation and functioning of the College:

- General Administration
- Student Admission and Support
- Library
- Examination
- Accounts & Finances

## Objectives:

- To function in keeping with the initiatives of the Central and State governments to digitalize information
- To promote transparency and accessibility of information in spheres of College activities like: admission, examination, finance and accounts, communication with students, communication with state government and various funding agencies
- To create a Wi-Fi enabled campus for the benefit of students and teachers in due course of time
- To create more Smart Classrooms to promote immersive learning in the future
- To establish, in the near future, a fully automated and e-catalogued library

## Areas of Policy Implementation:

- **Website:** The College Website is constantly updated and maintained as it acts as the first and most frequently accessed point of contact between the College and its students. It contains detailed information about the history of the College, the different Courses and Programmes taught by the College, the curriculum vitae of the faculty members, the notices regarding admission, curricular and co – curricular activities being organized by the College, examination, fees payment and all other necessary and important



information.

Students' Admission: As a government college, following the directives of the Higher Education Department, Government of West Bengal, admission to all the undergraduate courses/programmes is to be conducted online. The College is to hire the services of


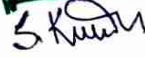


private vendor to create and run an Admission Portal that shall be easy to access and make the admission process error – free and transparent.




- Examination: As per norms of the Vidyasagar University, to which the College is affiliated, the marks acquired by students in both Internal and External Examinations are to be uploaded by the teaching faculty on the University portal. The College is committed to providing the requisite infrastructure to its teaching faculty and students' section to perform this function.
- Finance & Accounts: As a government college, all financial transactions, salary, Self - Appraisal Report, Leave Applications etc. of the teaching and non-teaching staff, are to be done through the West Bengal Integrated Finance Management System.

In order to successfully implement the above-mentioned e-governance policy, adequate hardware, software and internet connections shall be procured by the College from time to time.

Members Present:

1. OIC: 
2. TCS: 
3. Convenor, IQAC 
4. Convenor, Teachers Benefit Committee 

Other members present:

5. Tarak Jena.
6. Anghya Sukul.
7. 

**Nayagram Pandit Raghunath Murmu Government College  
Baligeria:Nayagram:Jhargram: 721125**

**NOTICE**

Ref. No: NPRMGC/IQAC/21



Date:11/02/2021

*A meeting of the IQAC will be held on 17<sup>th</sup> February 2021 at 6:00 PM through Google Meet. The members of IQAC are requested to attend the meeting. The meeting link will be shared before the commencement of the meeting with our official WhatsApp group.*

**Agenda:**

1. Discussion regarding records of online classes
2. Routines for blended mode of teaching
3. Matters Arising

Sd/-

*Dr. Netai Chandra Das*

*Officer-in-Charge*

*Nayagram PRM Govt. College*

Sd/-

*Dr. Swapan Kumar Maity*

*Coordinator*

*IQAC and Teacher's Benefit Sub-committee*

**MINUTES OF THE MEETING HELD ON 17.02.2021 CALLED BY THE IQAC & TEACHERS' BENEFIT SUB - COMMITTEE**

Time: 6 pm to 7:00 pm

Online Platform: GoogleMeet




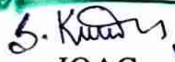

**Agenda:**

4. Discussion regarding records of online classes
5. Routines for blended mode of teaching
6. Matters Arising


**Minutes:**

1. The convenor of the IQAC informed all teachers that records would have to be maintained and retained at the departmental level of all online classes taken, syllabus covered and study material shared both online and offline.
2. Similarly, routines and schedules of classes taken in both online and physical modes have to be retained at the departmental level and hard copies of the same have to be shared with the IQAC.
3. Some teachers have raised privacy concerns during online classes. It seems that links to online classes have been shared with individuals who are not students of the Department/ College. The OIC has assured that he shall try to communicate with the Students Union regarding this issue.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor, IQAC 

Other members present:

4. Tarak Jauer
5. 
6. Anshuya Sankar

**Nayagram Pandit Raghunath Murmu Government College  
Baligeria:Nayagram:Jhargram: 721125**

**NOTICE**

Ref. No: NPRMGC/IQAC/22



Date:11/03/2021

*A meeting of the IQAC will be held on 17<sup>th</sup> March 2021 at 7:30 PM through Google Meet. The members of IQAC are requested to attend the meeting. The meeting link will be shared before the commencement of the meeting with our official WhatsApp group.*

**Agenda:**

1. Discussion regarding conducting add – on/ certificate courses by the different departments.
2. Matters Arising

Sd/-

*Dr. Netai Chandra Das  
Officer-in-Charge  
Nayagram PRM Govt. College*

Sd/-

*Dr. Swapan Kumar Maity  
Coordinator  
IQAC and Teacher's Benefit Sub-committee*

**MINUTES OF THE MEETING HELD ON 17.03.2021 CALLED BY THE IQAC & THE TEACHERS' BENEFIT COMMITTEE**

TIME: 7:30 – 8:35 pm

ONLINE PLATFORM: Google Meet






**Agenda:**

3. Discussion regarding conducting add – on/ certificate courses by the different departments.
4. Matters Arising


**Minutes:**

1. Members of different departments expressed their interest in organising add – on courses related to their core subject in order to raise interest and enhance quality of the education being given by the College.
2. It was suggested by the IQAC Coordinator that all interested departments should first submit proper proposals regarding add – on/ certificate courses outlining the proposed title, scope of the course, benefit to students from the proposed course / course outcome, proposed time of course, course coordinators and other relevant details.
3. The members were also asked to enquire into the minimum standards, norms etc. that should be adhered to while conducting these add – on/ certificate courses.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor, IQAC: 

Other members present:

4. 
5. Tarak Jena -
6. Anghya Sakul.



**Nayagram Pandit Raghunath Murmu Government College  
Baligeria:Nayagram:Jhargram: 721125**

**NOTICE**

Ref. No: NPRMGC/IQAC/23



Date:3/5/2021

*A meeting of the IQAC will be held on 12<sup>th</sup> May 2021 at 7:00 PM through Google Meet. All faculty members are requested to attend the meeting. The meeting link will be shared before the commencement of the meeting with our official WhatsApp group.*

**Agenda:**

1. Proposals placed by different departments regarding add – on/ certificate courses
2. Proposals for conducting outreach activities by the NSS
3. Matters arising

Sd/-

**Dr. Netai Chandra Das**  
**Officer-in-Charge**  
**Nayagram PRM Govt. College**

Sd/-

**Dr. Swapan Kumar Maity**  
**Coordinator**  
**IQAC and Teacher's Benefit Sub-committee**

**MINUTES OF THE MEETING HELD ON 12.05.2021 CALLED BY THE IQAC & NAAC COMMITTEE**

Time: 7:00 pm to 8:45 pm  
Online Platform: Google Meet






**Agenda:**

4. Proposals placed by different departments regarding add – on/ certificate courses
5. Proposals for conducting outreach activities by the NSS
6. Matters arising




**Minutes:**

1. Departments like Bengali, History, Philosophy placed their proposals have already placed regarding the add – on courses they wish to introduce in their Departments. Other departments too, are in the process of planning add – on courses. It is resolved in this meeting that such add – on/ certificate courses shall be conducted during the summer and autumn recess so as to avoid interruption of classes.
2. The NSS too placed a proposal to conduct outreach activities in the markets, households, schools and colleges in the vicinity of the College on issues such as: basic health and hygiene measures (especially in the post – Covid situation), No Smoking Campaigns, Say No to Drugs campaigns, Awareness on Dengue Prevention etc. The house whole – heartedly accepted the proposal. In fact, many departments also proposed that some of these programmes may be conducted as collaborative effort between them and the NSS Unit of the College.
3. The other departments who have not placed their proposals regarding add – on Courses as well as the NSS have been asked to draft their proposals and submit the same to the IQAC for further discussion and deliberation.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor, IQAC 
4. NSS Unit Officer

**Other Members present:**

5. 
6. 
7. 

**Nayagram Pandit Raghunath Murmu Government College**  
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**NOTICE**



Ref. No: NPRMGC/IQAC/24

Date:01/11/2021

A meeting of the IQAC will be held on 12<sup>th</sup> Nov 2021 at 2:00 PM through Google Meet. All members of IQAC are requested to attend the meeting. The meeting link will be shared before the commencement of the meeting with our official WhatsApp group.

**Agenda:**

1. Discussion regarding Add – on/ Certificate Courses, Outreach Programmes, Extension activities
2. Discussion regarding CAS of incumbents
3. Matters Arising

Sd/-

Dr. Netai Chandra Das  
Officer-in-Charge  
Nayagram PRM Govt. College

Sd/-

Dr. Swapan Kumar Maity  
Coordinator  
IQAC and Teacher's Benefit Sub-committee

**MINUTES OF THE MEETING HELD ON 12.11.2021 CALLED BY THE IQAC & TEACHERS' BENEFIT SUB – COMMITTEE**

Time: 2:00 - 3:25 pm

Online Platform: Google Meet



**Agenda:**

4. Discussion regarding Add – on/ Certificate Courses, Outreach Programmes, Extension activities
5. Discussion regarding CAS of incumbents
6. Matters Arising

**Minutes:**

1. All departments were asked to submit final proposals of the add – on/ certificate courses, extension activities and outreach activities they wished to conduct latest by 25.11.21 to the IQAC with a copy to the OIC for finalization and approval.
2. It was mentioned by the IQAC Coordinator that all documents, photographs, videos, certificates etc. should be maintained by the departments in hard copy at the departmental level and a report on successful completion of such a course or activity should be sent in soft copy, via mail, to the IQAC.
3. OIC Sir reminded all members of the faculty that they would have to submit photocopies of certificates to him on successful completion of RC/OP/FDP/ Summer School/Winter School/ paper presentation in seminars/ webinars etc. along with their application for grant of ODL.
4. Incumbents whose CAS is due have been asked to get their draft files checked by the members of the Teachers' Benefit Sub - Committee so as to facilitate the process.

**Members Present:**

1. OIC:
  2. TCS:
  3. Coordinator, IQAC
  4. Convenor, Teachers' Benefit Sub – committee
- Other members present
- 5.
  - 6.
  7. Tarah Jans.

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**NOTICE**



Ref. No: NPRMGC/IQAC/25

Date:31/01/2022

A meeting of the IQAC will be held on 9<sup>th</sup> February 2022 at 2:00 PM at the Principal's Chamber. The Committee members of IQAC are requested to attend the meeting.

Agenda:

1. Discussion regarding Add – on/ Certificate courses, outreach and extension activities submitted to the OIC
2. Preparation of annual academic audit
3. Matters Arising

  
Dr. Netai Chandra Das

Officer In Charge

Nayagram PRM Govt College

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**NAYAGRAM P.R.M. GOVT. COLLEGE**  
**BALIGERIA, NAYAGRAM, JHARGRAM**  
**WEST BENGAL, 721125**

Tarak Jana.

Dr. Tarak Jana

Coordinator

IQAC

Co-ordinator

IQAC

Nayagram P.R.M. Govt. College

## MINUTES OF THE MEETING HELD ON 9.02.2022 CALLED BY THE IQAC



Time: 2:00 – 2:45 pm

Venue: Principal's Chamber




### Agenda:

4. Discussion regarding Add – on/ Certificate courses, outreach and extension activities submitted to the OIC
5. Preparation of annual academic audit
6. Matters Arising

### Minutes:

1. Proposals for add – on/ certificate courses to be conducted by some departments and extension and outreach activities to be conducted this year by the NSS Unit of the College, either by the Unit itself or in collaboration with other departments of the College were submitted to the OIC and the IQAC for consideration and approval.
2. It was proposed by the IQAC Coordinator that annual academic audit has to be resumed in the post pandemic period and that departments should be informed accordingly.
3. The IQAC will provide a list of relevant documents that need to be kept ready at the departmental level for the purpose of internal academic audit.

### Members Present:

1. OIC: 
2. TCS: 
3. Convenor, IQAC: Tarak Jinnu.
4. 

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**NOTICE**



Ref. No: NPRMGC/IQAC/26

Date:02/03/2022

A meeting of the IQAC will be held on 9<sup>th</sup> March 2022 at 2:00 PM at the meeting room. The Committee members of IQAC are requested to attend the meeting.

Agenda:

1. Preparation for NAAC and related activities.
2. Matters Arising

  
Dr. Netai Chandra Das

Officer In Charge

Nayagram PRM Govt College

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**NAYAGRAM P.R.M. GOVT. COLLEGE**  
**BALIGERIA, NAYAGRAM, JHARGRAM**  
**WEST BENGAL, 721125**

Tarak Jana.

Dr. Tarak Jana

Coordinator

IQAC

Co-ordinator

IQAC

Nayagram P.R.M. Govt. College

## MINUTES OF THE MEETING HELD ON 9.03.2022 CALLED BY THE IQAC

Time: 2:00 – 3:30 pm

Venue: Meeting Room



### Agenda:

3. Preparation for NAAC and related activities.
4. Matters Arising

### Minutes:

1. The Convenor of the IQAC, along with the OIC, informed the house that preparations to be started for the NAAC process in earnest. It would require the whole – hearted participation and engagement of all teaching and non- teaching staff of the college to ensure that all the necessary steps may be taken with immediate effect.
2. The first step in this direction would be electing the NAAC Coordinator and Co-Coordinator so that proper direction and leadership can be given to the process of preparing for NAAC. The following names were suggested and endorsed at this meeting for the purpose:
  - (a) Mr. Uday Shankar Khatua, Asst. Prof., Dept. of Sanskrit as Convenor
  - (b) Dr. Swapan Kumar Maity, Asst. Prof., Dept. of Geography as Joint Convenor
  - (c) Dr. Banamali Maji, Asst. Prof., Dept of Mathematics as member
  - (d) Mr. Prodyot Ghora, Asst. Prof., Dept of Mathematics as member
  - (e) Mr. Soumen Chakraborty, Asst. Prof., Dept of Sanskrit as member

These names shall be placed once again for final consent of all the members at the next Teachers' Council meeting for finalization.

3. The NAAC Committee shall then constitute various sub – committees to work on different criterion of the SSR.
4. All teachers, in the meantime, have been asked to download the NAAC Manual and go through it meticulously so that they are aware of the nitty gritty of NAAC at the earliest.

### Members Present:

- 1 OIC:
- 2 Convenor, IQAC: *Torak Jann*
- 3 Jt. Convenor, IQAC: *Arghya Subudh*
- 4 Other members present:
5. TCS
- 6.



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**NOTICE**


Date:18/08/2022

Ref. No: NPRMGC/IQAC/27

A meeting of the IQAC Sub-Committee will take place on 24/08/2022 at 12:45 PM in Principal's Chamber. TCS and all the members of IQAC Subcommittee are requested to attend this meeting.

Agenda:

1. Updates received from NAAC Committee and action to be taken thereupon
2. Matters arising

  
Dr. Neta Chandra Das  
Officer In Charge

Nayagram PRM Govt College

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BALIGERIA, NAYAGRAM, JHARGRAM  
WEST BENGAL, 721125

Tarak Jana,  
Dr. Tarak Jana  
Coordinator

IQAC  
Co-ordinator  
IQAC  
Nayagram P.R.M. Govt. College

MINUTES OF THE MEETING HELD ON 24.08.2022 CALLED BY THE IQAC

Time: 12: 45 – 1:30 pm

Venue: Principal's Chamber



Agenda:

3. Updates received from NAAC Committee and action to be taken thereupon
4. Matters arising

Minutes:

1. The Convenor, on behalf of the entire NAAC Committee, informed the IQAC that after a careful study of the NAAC Manual they require the College to undertake the following steps:
  - (a) ICT facilities at each department and library are to be immediately augmented. Computers, printers, scanners, internet connection need to be provided to each department so that the documentations required for NAAC may begin immediately.
  - (b) A Multidisciplinary Peer – Reviewed Journal with ISSN should be started by the College as soon as possible and a separate committee should be created to focus upon this particular issue.
  - (c) Departmental Heads are once again requested to ensure that all academic, curricular and co – curricular activities at the departmental level for the five years under review for NAAC.
  - (d) OIC Sir was requested to communicate with the non- teaching staff to orient them regarding their duties in the NAAC process.

Members Present:

1. OIC: *[Signature]*
2. TCS: *[Signature]*
3. Convenor, IQAC *Tarak Jaisr.*
4. Coordinator, NAAC Committee *[Signature]*
5. *[Signature]*
6. *[Signature]*
7. *[Signature]*

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**NOTICE**

Ref. No: NPRMGC/IQAC/28

Date:19/09/2022

An emergency meeting of the IQAC subcommittee will take place today 21/09/2022 at 2:00 PM in Principal's Chamber. TCS, all faculties who have submitted file for CAS and all members of IQAC subcommittee are requested to attend the meeting.

Agenda:

1. Regarding finalization of CAS files of incumbents
2. Matters arising

Dr. Netai Chandra Das  
Officer In Charge  
Nayagram PRM Govt College

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WEST BENGAL, 721125

Tarak Jana.

Dr. Tarak Jana  
Coordinator  
IQAC

Co-ordinator  
IQAC  
Nayagram P.R.M. Govt. College

**MINUTES OF THE MEETING HELD ON 21.09.2022 AT THE PRINCIPAL'S CHAMBER**

Time: 2:00 – 3:00 pm  
Venue: Principal's Chamber






**Agenda:**

3. Regarding finalization of CAS files of incumbents
4. Matters arising

**Minutes:**

1. The CAS files of all the incumbents were placed before the Teachers' Benefit Sub - Committee and the members of the IQAC for final suggestions, remarks and corrections. Incumbents will have to submit their corrected, final copies of CAS files in triplicate to the OIC within two days from today.
2. The CAS Committee will also contact various subject experts regarding tentative dates of screening and inform the OIC and the incumbents.

**Members Present:**

1. OIC: 
2. TCS: 
3. Convenor, IQAC *Tanish Jain*
4. Convenor, Teachers' Benefit Sub- Committee *Dr. Nazim Ali*
5. 
6. *Anglye Sukal.*

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**NOTICE**

Ref. No: NPRMGC/IQAC/29

Date:16/11/2022

The incumbents whose CAS proposal are under process are hereby notified that the screening will take place on 25/11/2022 and the meeting in this regard will be held on 24/11/2022 at 12 pm in the Principal's Chamber.

They are therefore asked to submit the relevant file in triplicate (3 sets) by tomorrow, the 17<sup>th</sup> NOV 2022 without fail.

  
Dr. Netai Chandra Das

Officer In Charge

Nayagram PRM Govt College

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Tarak Jana,

Dr. Tarak Jana

Coordinator

IQAC

Co-ordinator

IQAC

Nayagram P.R.M. Govt. College

**Nayagram Pandit Raghunath Murmu Government College**  
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**NOTICE**



Ref. No: NPRMGC/IQAC/30

Date:22/02/2023

A meeting of the IQAC will be held on 2<sup>nd</sup> March 2023 at 1:00 PM at the meeting room. All faculty members are requested to attend the meeting.

Agenda:

1. NAAC preparation related updates to be discussed
2. Matters Arising

Dr. Netai Chandra Das

Officer In Charge

Nayagram PRM Govt College

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**WEST BENGAL, 721125**

Tarak Jana,

Dr. Tarak Jana

Coordinator

IQAC

Co-ordinator

IQAC

Nayagram P.R.M. Govt. College

MINUTES OF THE MEETING HELD ON 2.03.2023 CALLED BY THE IQAC

Time: 1:00 – 2:00 pm  
Venue: Meeting Room





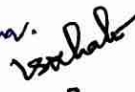


Agenda:

3. NAAC preparation related updates to be discussed
4. Matters Arising

Minutes:

1. The NAAC Coordinator reported to the house the status of work done in the different criterion of the SSR. He informed the house that data and records, both personal and departmental were yet to be received from faculty members for all the six criteria of the SSR. All faculty members were urged to submit the relevant document/ data to the respective criterion mentors to facilitate the work.
2. He also asked the NSS to submit photographs (geo – tagged if the activity was/ is conducted in the post – covid period) to the relevant criterion mentor along with brief report on the activity.
3. The records of Department of Physical Education are immediately required from Dr. Swadesh Pan. He has been repeatedly contacted and OIC Sir has been requested to contact him so that he immediately responds with the said documents.

Members Present:

1. OIC: 
2. TCS: 
3. Convenor, IQAC *Tarak Jana.*
4. Coordinator, NAAC Committee 
5. Jt. Coordinator, NAAC Committee 
6. 
7. *Anglye Sekel.*

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**NOTICE**


Ref. No: NPRMGC/IQAC/31

Date:14/06/2023

A meeting of the IQAC will be held on 26/6/2023 at 2:00 PM at the meeting room. All faculty members are requested to attend the meeting.

Agenda:

1. Discussion on updates given by NAAC Coordinator
2. Matters Arising

  
Dr. Netai Chandra Das  
Officer In Charge

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WEST BENGAL, 721125

Tarak Jana.  
Dr. Tarak Jana  
Coordinator  
IQAC

Co-ordinator  
IQAC  
Nayagram P.R.M. Govt. College



MINUTES OF THE MEETING HELD ON 26.06.2023 CALLED BY IQAC

Time: 2:00 – 4:00 pm

Venue: Meeting Room

Agenda:

3. Discussion on updates given by NAAC Coordinator
4. Matters Arising



Minutes:

1. The NAAC Coordinator informed the House that more interactions with the District Mentor and higher authorities would be required to gain more clarity on the various details of preparing the SSR. OIC Sir has agreed to the proposal and has consented to remain present at such meetings as and when these are organized.
2. Once again, members of the house insisted that more number of computers, printers and scanners along with internet connection so that work of NAAC, marks uploading, admission may be carried on smoothly.
3. Members requested that criterion – wise interaction with District Mentor and other assigned experts be conducted so that each criterion and sub – criterion could be understood to the best possible extent.
4. Non- teaching staff were also intimated of the data that would be required from their end in doing NAAC related work.

Members Present:

1. OIC: *M*
2. TCS: *Devi*
3. Convenor, IQAC: *Tarak Janna*
4. Coordinator, NAAC *rsahat*
5. Jt. Coordinator, NAAC *Jm*
6. *A*
7. *Anglyza Saha*
8. *Nadia*