

JHARGRAM RAJ COLLEGE GIRLS' WING

Meeting on NAAC Committee formation and Work Delegation Resolutions and Minutes

- The modus operandi for the NAAC accreditation process for the college is to be divided into two parts or approaches :

1. QUALITATIVE (written representation of actual work done and ends accomplished)
2. QUANTITATIVE (supporting documentation)

In case the above two do not complement each other, points shall be deducted during assessment.

- As this college will be applying for NAAC accreditation for the first time, AQAR will not required. We will need to upload the IIQA (Institutional Information for Quality Assessment). After acceptance of the IIQA which is expected to be checked in a month, the SSR needs to immediately uploaded within the ensuing 45 days.
- The SSR is classified into 7 sections further divided into 5 or 6 more categories each:

1. Faculty related documents (Degree Certificates, Papers presented in Conferences and seminars, Papers published in journals, Chapters in books, Edited books, Projects undertaken or any such activity and achievement)
2. Student related documents (Enrolment percentage, pass percentage, dropout rates, scholarships, career counselling, placements and other achievements in various state, national or international level examinations)
3. Academic Administration (Syllabus, Curriculum, library and other related matters)
4. College Infrastructure (Stock inventory, Safety, security, Green initiative)
5. Accounts related data
6. Institutional quality (best/unique practices or activities of the college which make it stand out with respect others)
7. Student satisfaction survey (Analysis of student feedback forms, performance assessment and formulation procedures to address shortcomings in outcome)

- The target term period for NAAC assessment will be from the academic year 2018-19 to the academic year 2024
- Each department should have a list of e-mail ids of students (at least 10% of the total number in each class) who are active and available on digital platforms
- The faculty members who have been put in charge of various NAAC-related duties are as follows:

1. Faculty-related section - Rashmi Beck and Pritam Ghosal
2. Student-related section- Rahul Shaikh, Naznin Mullick, Sanatan Murmu
3. Academic Administration section - Nibedita Debnath, Debarati Chakraborty
4. Infrastructure section - Sutapa Das, Amrita Chakraborty
5. Accounts section - Sonia Mondal, Shamayeeta Ghosh
6. Qualitative writing section - Ayanti Mondal, Deblina Mukherjee, Madhumita Biswas
7. Students Satisfaction survey section - Pampa Hembram, Suvasis Acharya, Sreyashi Ghosh
8. Library section - Trisha Mondal, Mousumi Patra
9. Final documentation - Suchandra Ghosh, Smita Chakraborty, Joheb Islam
10. Academic Calendar maintenance - Suvasis Acharya
11. Alumni Association - Sutapa Das, Joheb Islam. Sreyashi Ghosh

- In case add-on courses are to be conducted, the following criteria need to be met:
 1. A minimum of 30 contact hours
 2. Framing of syllabus and curriculum with due diligence, following norms

A meeting of the IQAC will be held on 22.9.22 at 1.00 P.M. in the Teachers' Common Room. All the teachers are requested to be present in the meeting.

Agenda
work distribution following SOP of SSR

A meeting of the IQAC will be held on 20.10.22 via google meet to discuss the following -

- ① Brief up the summary of the meetings attended by Dr. Soumitra Chaudhary, Coordinator IQAC & OIC Sri Susil Kr. Barman held in Bidhanagar College on 23rd Sept. 2022 and another meeting attended by Dr. Soumitra Chaudhary held in Asanva Building on 27th Sept. 22.
- ② Update on the work distribution following SOP
- ③ Matters Arising.

Minutes

It is decided in the meeting that the IQAC coordinator will sit with diff committee members on every one day every week to understand the work flow. In this regard the next meeting will be held on 9th Nov and 16th Nov.