



GOVERNMENT OF WEST BENGAL

Office of the Principal

JHARGRAM RAJ COLLEGE (GIRLS' WING)

P.O.- Jhargram :: Dist-Jhargram :: PIN-721507 :: Ph: 03221299907

Minutes of IQAC meetings and Action Taken Report of 2019 to 2023:

Year 2019

Sl No.	Meeting Date	Minutes	Action-Taken Report
1	30.01.2019	To achieve the shortfall of the teachers in the college MoU need to sign. To conduct seminars in the departments.	It was resolved to request all the Departmental Heads and in charges to formulate MoU with different HEIs and also establish collaborative linkages with distinguished faculties of other institutes. Departments conducted seminars to cater the needs of the students.
2	28.05.2019	To hold conferences, workshops and seminars in the departments. A PWD Cell is to create immediately.	It was resolved to conduct Academic and co-curricular seminars on academic topics by each of the departments. It was also decided to organize various government schemes and commemorative days like national Yoga Day, world Environment Day, National Youth Day were organized quizzes, competitions and talks.
3	11.09.2019	To promote the holistic developments of emotional and mental health of all stakeholders. To increase extension activities by linking and involving rural India in the wake of the pandemic. It is advised to form a PWD Cell and ST/SC Cell as soon as possible. It is necessary to form ICC. To conduct a seminar on ICT.	It was decided that IQAC in collaboration with other departments will organize and conduct several webinars to raise awareness among all stakeholders all throughout the year. It was decided that students of various departments and NSS would take part in the various outreach programmes conducted by the College. Student representatives and faculty volunteer team from nearly all the departments would work extensively for their neighbourhood people. A PWD Cell has been created to cater the needs of such students. Staff from the office has successfully conducted seminar on ICT.
4	19.12.2019	To participate in NIRF To reform the Internal Quality Assurance Cell.	It was decided to participate in the NIRF and a committee was formed. Department of English, Bengali and Sociology successfully conducted seminars. IQAC coordinator has been changed and the new coordinator Dr. Soumita Choudhury took the charge.

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Year 2020

Sl No.	Date	Minutes	Action-Taken Report
	08.01.2020	To follow CBCS Curriculum and plan accordingly To communicate with new members of the IQAC. To conduct seminars and workshop.	Formal letters sent to all the new members of the Internal Quality Assurance Cell.
	05.03.2020	To implement Vidyasagar University Routine. To complete syllabus within time line. To maintain departmental notice book. To maintain internal examination record book. To prepare AQAR for 2014-2015.	Centralized routine of the university had been implemented by all the departments. CBCS Curriculum has been followed. Departments took initiatives for syllabus distribution, lesson plan and completed the syllabus. Departments kept maintained all the notice books and record books regularly. Department of Sanskrit, Bengali, English, History and Sociology has conducted seminars.

Year 2021

Sl No.	Date	Minutes	Action-Taken Report
	02.06.2021	To continue classes online. To conduct webinars. To conduct certificate courses.	Due to pandemic situation, it was decided that all the departments would continue their classes through online. It was decided that departments will conduct webinars instead of offline seminars due to pandemic situation. Departments have agreed to start certificate courses on the topics namely 'Mental Health and Meditation'.
	16.11.2021	To carry on regular internal assessment online. To follow CBCS curriculum. To form an Electoral Literacy Club. To start new Certificate Courses. To conduct seminars and workshops. To Conduct coaching classes for ANM-GNM admission test.	Departments followed online internal assessment. Departments followed CBCS curriculum. An Electoral Literacy Club has been formed. Departments have agreed to start certificate courses on the topics namely 'Ancient History of Jhargram'; 'Women Empowerment' and on 'Gender Sensitization' in due course of time. Employment Exchange Officer agreed to coach our students for ANM-GNM admission test.
	21.12.2021	To reform the IQAC. To take initiative for NAAC preparation.	It was decided that due to sudden demise of the Educationist Dr. Subrata Mukherjee, he would be replaced by Swami Vedapurushananda ji from Jhargram Ramkrishna Mission.



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	<p>To conduct student seminars for the year 2022.</p> <p>To prepare departmental wall magazine.</p> <p>To publish annual college magazine</p> <p>To keep all the records updated.</p> <p>To conduct student seminars and workshops.</p> <p>To conduct certificate course for students.</p> <p>To facilitate central library.</p> <p>To develop the college website and to update teachers' profile.</p> <p>To conduct Green Audit, Energy Audit, Gender Audit and Academic Audit.</p> <p>To discuss best practices.</p>	<p>It was decided to start the NAAC documentation process.</p> <p>Department of Sanskrit, English and Physiology conducted seminars or workshops.</p> <p>It was decided that departments will publish wall magazine.</p> <p>It was resolved that annual college magazine will be published as soon as possible.</p> <p>It was decided that Prof. Smita Chakraborty will collect and organize documents and keep records of the following: Teachers' documents, college programme documents, NSS documents, TC meetings and minutes.</p> <p>It was decided that Prof. Mousumi Patra will be in-charge of the college central library till the librarian appointed.</p> <p>It was decided that student seminars and certificate course will be conducted throughout the year.</p> <p>It has been taken resolution that Green Audit, Energy Audit, Gender Audit and Academic Audit will be conducted for the session 2022-2023.</p> <p>It was decided to consider the Chunikotal Pathshala as Best Practices. College will follow other Best Practices.</p>
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Soumita Choudhury
 Coordinator, IQAC
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 IQAC Coordinator
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Year 2022

Sl No.	Date	Minutes	Action-Taken Report
	05.07.2022	To conduct Green Audit, Energy Audit and Gender Audit.	All the three i.e., Green Audit, Energy Audit, Gender Audit and Academic Audit have been planned to be executed by the college and IQAC for the session 2022-2023.



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11.07.2022	<p>To form Alumni Association. To elect/select members of the Alumni Association. To prepare planning and activities of the association. To conduct student feedback survey, alumni and employee feedback.</p> <p>To form Mentor-Mentee</p> <p>To conduct Certificate Courses.</p> <p>To Conduct Parent-Teachers Meeting.</p> <p>To conduct Academic Audit.</p>	<p>Formation of Alumni Association has been completed. It was decided to be registered this Alumni Association as soon as possible. It was decided that departments will complete their student feedback survey and alumni feedback. IQAC will conduct employee feedback.</p> <p>IQAC planned to implement the Mentor-Mentee concept for this session on December 2022 and March 2023. IQAC proposed for three new Certificate courses jointly with different departments.</p> <p>IQAC requested to conduct Parent- Teachers meeting by all the departments.</p> <p>IQAC asked the departments to conduct Academic Audit.</p>
10.08.2022	<p>To distribute work-load for preparation of NAAC. To collect and analyze feedback forms. To conduct certificate courses.</p>	<p>It was decided to distribute the entire works among the teachers of this college following the SOP to prepare the SSR. IQAC has taken initiative. New certificate courses have been started.</p>
04.09.2022	<p>To implement Mentor-Mentee in all departments.</p>	<p>Detailed planning to execute Mentor-Mentee in all departments has been done by the IQAC.</p>
20.10.2022	<p>To distribute metric wise work for SSR preparation.</p> <p>To be registered in NAAC Web Portal.</p> <p>To send letter for Governing Body.</p>	<p>Works have been distributed. IQAC has successfully registered on the NAAC website for further activities. Letters have been sent to the competent authorities to form the Governing Body of this college.</p>
07.12.2022	<p>To follow-up previously assigned NAAC work.</p> <p>To conduct new certificate courses.</p> <p>To prepare proposal for KOHA – library management software.</p> <p>To reform Internal Quality Assurance Cell.</p>	<p>IQAC conducted follow-up meetings with teachers to have discussions on the problems related to NAAC works. IQAC proposed for new certificate courses.</p> <p>It was decided to send a letter for KOHA software to Bikash Bhavan.</p> <p>It was decided to change the IQAC coordinator.</p>

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Soumita Choudhury
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Year 2023

Sl No.	Date	Minutes	Action-Taken Report
	10.01.2023	To reform the Internal Quality and Assurance Cell.	It was decided that Dr. Soumita Choudhury, present coordinator of the Internal Quality and Assurance Cell, will be replaced by Prof. Joheb Islam from this date.
	07.02.2023	To prepare the CAS files of the teachers. To conduct Seminars and workshops.	It was decided that all the teachers will prepare their CAS related documents in soft copy and will provide the same to the coordinator withing the month of March, 2023. Departments will conduct seminars and workshops for the academic well-being of their students.
	15.03.2023	To decide the dates of IIQA and SSR submission (emergency online meeting). To take initiative for NEP preparedness.	It was decided in the house that the date of IIQA submission will be 20.11.2024 and the date of SSR submission will be 20.01.2025. NEP preparedness has been taken.
	26.07.2023	To form NAAC Steering committee. To form Seven team for seven criteria to prepare the NAAC-SSR. To conduct seminars. To make report on certificate courses.	It was decided and formed a NAAC Steering committee with the leadership of Dr. Sutapa Das. It was resolved by forming seven different team with three members of each to further preparation of the NAAC-SSR. Different departments conducted seminars. IQAC prepared all the reports on the Certificate Courses conducted for the session 2021-2022 and 2022-2023. A discussion was done on the Feed-back report and suggestions have been noted down. Relevant actions will be taken. It was decided that Departments will conduct their academic audit for the NAAC.
	07.09.2023	To take initiatives for ABC ID of the student.	College has taken initiative for orientation on ABC ID.
	18.09.2023	To form Governing Body.	IQAC and Officer-in-Charge took initiative to form Governing Body.
	30.11.2023	To conduct internal financial audit.	It has been decided that internal Auditor will be recruited to conduct financial audit.

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