

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



DUCK-BANGLOW, DHULIYAN
DIST. MURSHIDABAD. (W.B.)

Pin - 742202

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Workshop Report of the Awareness cum Discussions and Suggestions on NAAC Related Matters

Overview

- **Date:** January 9, 2025
- **Venue:** Room No. 03, Nur Mohammad Smriti Mahavidyalaya
- **Organized by:** Internal Quality Assurance Cell (IQAC), Nur Mohammad Smriti Mahavidyalaya
- **IQAC Coordinator:** Dr. Md Zinarul Hoque Biswas
- **Mentoring Institution:** Berhampore Girls' College IQAC Team
- **Presented by:** Berhampore Girls' College IQAC Team
- **Attendees:** Principal, IQAC members, faculty members, and office staff of Nur Mohammad Smriti Mahavidyalaya
- **Total Attendance:** 34 participants

Objectives


The workshop aimed to:

1. Enhance awareness about the National Assessment and Accreditation Council (NAAC) processes and requirements.
2. Discuss the Qualitative Metrics (QLM) across all NAAC criteria.
3. Provide guidance on preparing effective departmental presentations for the NAAC Peer Team Visit (PTV).
4. Foster collaboration between Nur Mohammad Smriti Mahavidyalaya and Berhampore Girls' College for quality enhancement in higher education.

Workshop Proceedings

The workshop was structured to provide comprehensive insights into NAAC accreditation processes, with a focus on practical guidance for compliance and quality assurance. The event commenced with an inaugural address by the Principal of Nur Mohammad Smriti Mahavidyalaya, followed by a welcome note from Dr. Md Zinarul Hoque Biswas, IQAC Coordinator.




Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd

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Key Sessions

1. Introduction to NAAC and IQAC Role

- **Presenter:** Berhampore Girls' College IQAC Coordinator
- **Content:**
 - Overview of NAAC's role in ensuring quality in higher education institutions.
 - Importance of the Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure.
 - Explanation of the Annual Quality Assurance Report (AQAR) submission process, emphasizing the mandatory online submission by December 31 each year, as per NAAC guidelines.
- **Key Takeaway:** The IQAC is pivotal in developing systems for consistent and catalytic improvement in institutional performance.


2. Discussion on NAAC Qualitative Metrics (QLM)

- **Presenter:** Berhampore Girls' College IQAC Coordinator
- **Content:**
 - Detailed discussion on the seven NAAC criteria:
 1. Curricular Aspects
 2. Teaching-Learning and Evaluation
 3. Research, Innovations, and Extension
 4. Infrastructure and Learning Resources
 5. Student Support and Progression
 6. Governance, Leadership, and Management
 7. Institutional Values and Best Practices
 - Explanation of Qualitative Metrics (QLM) and their significance in the Self-Study Report (SSR) preparation.
 - Strategies for addressing QLMs, including documentation, stakeholder feedback, and best practices.
- **Key Takeaway:** Accurate and comprehensive documentation is critical for QLMs, and institutions must align their activities with NAAC's quality benchmarks.

3. Departmental Presentation Samples for Peer Team Visit (PTV)

- **Presenter:** IQAC Coordinator from Berhampore Girls' College




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Nur Mohammad Smriti Maha-Vidyalyaya
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- **Content:**
 - Guidelines for preparing effective departmental presentations during the NAAC PTV.
 - Sample presentations showcasing departmental achievements, teaching-learning processes, research contributions, and student support initiatives.
 - Tips for addressing PTV queries, maintaining consistency in data, and highlighting institutional strengths.
- **Key Takeaway:** Departments should focus on clear, data-driven presentations that reflect their contributions to institutional goals and NAAC criteria.
- 4. **Interactive Q&A and Suggestions**
 - **Moderators:** Berhampore Girls' College IQAC Team and Dr. Md Zinarul Hoque Biswas
 - **Content:**
 - Faculty and staff of Nur Mohammad Smriti Mahavidyalaya raised queries regarding AQAR preparation, SSR documentation, and PTV logistics.
 - Suggestions included:
 - Regular IQAC meetings to monitor NAAC compliance.
 - Workshops for faculty on data management and NAAC metrics.
 - Collaboration with Berhampore Girls' College for mock PTV sessions.
 - The Berhampore Girls' College team provided actionable recommendations, such as creating a centralized institutional database and conducting periodic academic audits.

Outcomes

- **Enhanced Awareness:** Participants gained a clearer understanding of NAAC processes, particularly the importance of QLMs and PTV preparedness.
- **Practical Guidance:** The sample departmental presentations provided a blueprint for Nur Mohammad Smriti Mahavidyalaya to develop their own.
- **Strengthened Collaboration:** The mentoring by Berhampore Girls' College IQAC Team fostered a supportive partnership for future NAAC-related initiatives.
- **Action Plan:** Nur Mohammad Smriti Mahavidyalaya resolved to:
 - Form a dedicated NAAC preparation committee.
 - Conduct follow-up of NAAC activities in our college.




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Duck Banglow, Dhuliyan, Msd

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Attendance Details

- **Total Participants:** 34
- **Breakdown:**
 - Principal: 1
 - IQAC Members: 04
 - Faculty Members: 16
 - Office Staff: 13

Conclusion

The workshop successfully achieved its objectives of raising awareness and providing practical guidance on NAAC-related matters. The mentorship from Berhampore Girls' College IQAC Team was instrumental in equipping Nur Mohammad Smriti Mahavidyalaya with the knowledge and tools needed for NAAC accreditation. The interactive discussions and suggestions laid the groundwork for sustained quality enhancement efforts. The IQAC Coordinator, Dr. Md Zinarul Hoque Biswas, expressed gratitude to the Berhampore Girls' College team and all participants for their active engagement.

Recommendations

1. Schedule regular training sessions on NAAC criteria and documentation.
2. Establish a timeline for pending activities regarding QLM of NAAC.
3. Leverage the mentoring relationship with Berhampore Girls' College for ongoing support.

Prepared by:

Dr. Md Zinarul Hoque Biswas
IQAC Coordinator, Nur Mohammad Smriti Mahavidyalaya

Date: January 10, 2025



Rajon Dey
Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd

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Letter of Invitation to BGC

NUR MOHAMMAD SMRITI MAHAVIDYALAYA



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DIST. MURSHIDABAD. (W.B.)**

Pin - 742202

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To,
The Principal,
Berhampore Girls' College,
Berhampore, Murshidabad,

Date: 16.12.2024

Subject: Request for Guidance on NAAC-Related Matters

Respected Madam,

On behalf of Nur Mohammad Smriti Mahavidyalaya, we are requesting you for a brief meeting with the IQAC of your esteemed institution to discuss NAAC-related matters in our college premise on **19.12.2024**. We seek your guidance and mentoring on documentation, quality enhancement initiatives and best practices to align with NAAC requirements.

We would be grateful if you could suggest a convenient date and time for the meeting. Your support will be invaluable in helping us strengthen our accreditation preparedness.

Thank you for your kind consideration.

Yours sincerely,

Prof. (Dr.) Rajesh Das
Principal
Nur Mohammad Smriti Mahavidyalaya
Contact: 8617059572

Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd

Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyon, Msd.



Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd

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To,
The Principal
Berhampore Girls' College
Berhampore, Murshidabad

Date: 06.01.2025

Subject: Request for Mentoring and Guidance on NAAC-Related Matters

Respected Madam,

I hope this letter finds you in the best of health and spirits. At **Nur Mohammad Smriti Mahavidyalaya**, we are committed to achieving excellence in academic and institutional performance. In pursuit of this, we are in the process of preparing for our accreditation by the National Assessment and Accreditation Council (NAAC).

We are aware of the exemplary academic standards and accreditation processes followed by **Berhampore Girls' College**. Your institution's commitment to quality assurance and excellence is truly inspiring, and we believe there is much we can learn from your expertise in this domain.

Through this letter, I humbly request your guidance and mentoring in our NAAC-related preparations. We would be grateful if you could assist us by sharing your experiences, strategies, and best practices for NAAC accreditation. Additionally, we request an opportunity for our faculty and staff to interact with your team to better understand the nuances of the accreditation process.

I would be pleased to arrange a visit to your esteemed IQAC team at **Nur Mohammad Smriti Mahavidyalaya** as per your convenience dated on **09.01.2025**. Your insights and suggestions will be invaluable in helping us strengthen our academic and administrative frameworks.

I sincerely hope for your positive response and look forward to your support in this endeavor. Please feel free to communicate with us for further coordination.

Thank you for considering our request.

Yours sincerely,

Prof. (Dr.) Rajesh Das

Principal

Nur Mohammad Smriti Mahavidyalaya

Duckbanglow, Murshidabad

Contact: 8617059572

Email: iqacnmsm@gmail.com

Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd



Principal
Nur Mohammad Smriti Maha-Vidyalaya
Duck Banglow, Dhuliyon, Msd

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Attendance

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Date: 09.01.2025

Attendance of the Meeting

SL. No.	Name of The Employees	Designation
1	Md Zinurul Hoque Biswas	Assistant Professor
2	Dr. Amit Bhattacharya	Associate Professor
3	Dr. Ishani Basu	Assistant Professor
4	Abhishek Pramanik	Assistant Professor
5	Parabrat Das	Assistant Professor
6	Soma Banerjee	"
7	Mopara Das	SACT
8	Fatema Khatoon	SACT
9	Dr. Pulak Das	Assistant Professor
10	Ram Chandra Ghosh	casual staff
11	md. Alauddin SK	casual staff
12	Soma Sarkar	casual staff
13	md. Sahayamal SK	Guard
14	Arizant Haque	casual staff
15	Zakir Hossain	NTS
16	Md. Rajul Hossain	SACT
17	Md. Asaduzzaman	Librarian (Casual staff)
18	Ujjal Kr Ghosh	NON Teaching Casual
19	md. Babbar Rahman	Casual NTS
20	Md. Wobaidur Rahman	SACT
21	Debananda Das	SACT (P)
22	Sandip Kr. Ghosh	SACT
23	Dr. Md. Serajul Islam	SACT (I)
24	Dr. Anup Kumar Mondal	Assistant Professor
25	Asif Hossain	SACT - I
26	Prabir Das	NTS
27	Md. Shaukat Hossain	NTS

9.1.25
Co-ordinator
KAC
NMS Maha Vidyalaya
Dhuliyon, Msd.

Rajan Das
09.01.2025
Principal
Nur Mohammad Smriti Maha Vidyalaya
Duck Banglow, Dhuliyon, Msd.



Rajan Das
Principal
Nur Mohammad Smriti Maha Vidyalaya
Duck Banglow, Dhuliyon, Msd

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SL. No.	Name of The Employees	Designation
28	Arnab Ghoshal	IBAC, Staff, Bae.
29	Rajesh Das	Principal, Nur Mohammad Smriti Mahavidyalaya
30	Pohrasmai Mahanayam	IBAC Coordinator, Barhamper College
31	Chiranjit Pal	IBAC Staff, Bae.
32	Abdul Malik	IBAC, Staff, Bae.
33	Madon Mondal.	(peon)
34	Tharuna Singh	Casual

programme organised by IBAC, NMSM.


9.1.25
Coordinator
IBAC
NMS Mahavidyalaya
Dhuliyan, Msd.


09.01.2025
Principal
Nur Mohammad Smriti Mahavidyalaya
Duck Banglow, Dhuliyan, Msd.




Principal
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Report of Meeting regarding NAAC Related Matters

Date: 09.01.2025


Matters Discussed:

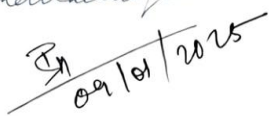
- NAAC Related matters
- Departmental presentation
- A.M & Q.L.M MARKS distribution discussed in detail.
- Library matters discussed.


programme organised by IQAC, NMSM.


Total Number of employees Presented: 34

Signature of Mentoring Team, Berhampore Girls College :


Name	Designation	Signatures
① Bhuvan Mahanayan	IQAC coordinator	
② Chiranjit Pal	IQAC Staff, BGC	Chiranjit Pal
3. Abdul Halim	IQAC, Staff, BGC	Abdul Halim
4. Bhattacharyya		


09/01/2025


Co-ordinator
IQAC
NMS Mahavidyalaya
Dhuliyān, Msd.


Principal
Nur Mohammad Smriti Mahavidyalaya
Duck Banglow, Dhuliyān, Msd.




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Image of the Workshop:



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