

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1022/NAAC/ 01 /2025

16th July, 2025

MEMO

Subject : Constitution of NAAC Committee

The following committee is hereby constituted to oversee the preparation and coordination of activities related to **NAAC Accreditation**. All previous notices issued in this regard stand cancelled.

NAAC Committee:

- **Dr. Samiran Pramanik**, HoD – ECE – *Chairman*
- **Dr. Amit Kumar Jana**, BSH – *Convenor*
- **Dr. Alok Ranjan Pal**, CSE – *Member*
- **Mr. Debottam Das**, ECE – *Member*
- **Mr. Soumitra De**, CSE – *Member*
- **Mr. Sudip Bondhopadhyay**, ME – *Member*
- **Mr. Avishake Kar**, BSH – *Member*
- **Mr. Avik Metia**, EE – *Member*
- **Advisor:** Dr. Dilip Kumar Gayen, *Director*

Role of the NAAC Committee:

The NAAC (National Assessment and Accreditation Council) Committee plays a vital role in steering the College through the institutional accreditation process. Its primary objective is to ensure compliance with NAAC's standards in areas such as curriculum, teaching-learning, infrastructure, research, governance, and student support services.

Key Responsibilities:

1. Preparation and Coordination

- Coordinate with departments and stakeholders to collect data and documentation for the Self-Study Report (SSR).
- Prepare the Annual Quality Assurance Report (AQAR) and ensure timely submission.
- Maintain a timeline for all stages of the accreditation process.

2. Data Collection and Compilation

- Collect, validate, and compile both quantitative and qualitative data aligned with NAAC criteria.
- Ensure accuracy and authenticity of information in all submitted documents.

3. Documentation and Drafting

- Draft the SSR in collaboration with departmental coordinators and IQAC.
- Document best practices and institutional distinctiveness effectively.

4. Communication and Training

- Conduct workshops/orientations to familiarize staff with NAAC processes.
- Liaise with external experts or peer team members for quality enhancement, as needed.

5. Final Review and Submission

- Finalize the NAAC application, ensuring it is reviewed and approved by the Advisor before submission.
- Upload documents to the NAAC portal as per format and deadline.

6. Logistics and Coordination During Peer Team Visit

- Oversee logistical arrangements and ensure preparedness for the NAAC Peer Team Visit.
- Ensure documentation and infrastructure are inspection-ready.

7. Post-Accreditation Follow-Up

- Review the Peer Team Report (PTR) and develop an institutional action plan based on recommendations.
- Implement continuous improvement measures accordingly.

Reporting Requirements:

- A status report must be submitted to the Director on the last Saturday of each month. If the last Saturday is a holiday, the report should be submitted on the next working day.


Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

1. All HoDs
2. Concerned Members
3. DR (F&A)
4. DR (Acad)
5. OS (Admin)