

## Minutes and ATR (Action Taken Report) of IQAC Meeting

### MEETING NO-1

Notice no- 40

Dt-01.06.2019

Meeting no-40

Dt-04.06.2019


A Meeting of Internal Quality Assurance Cell Was held in the IQAC room on 4.6.2019 at 2.00PM Under the chairmanship of Principal Mrs. Jayanti Nayak..

Following members were Present in the meeting.

1. Mrs. Jayanti Nayak, Principal-chairman
2. Mr. Jayanta kumarPradhan, Coordinator
3. DR. Trilochanasahu, member
4. Mr. DebendraDas,member
5. Mr. Ashish kumarchoudhury,member
6. Miss. Archana Acharya,member
7. Mrs. Anjana Das,member
8. Mr.RajendraPanda,member
9. Er. Gopinath Rana,External Expert
10. Retd. Sub. Maj. Girish kumarSarangi,member from local society
11. Mrs. MalatiSamal,G.B Nominee
12. Miss. AkankhsyaBehera,Industrialist
13. Mr.Kiran kumar Maharana, Representative of Alumni
14. Miss. Sasmita Das, Representative of student.

#### Agenda:-

- 1.To review the minutes of previous meeting and Action taken Report.
- 2.To discuss about admission for the session 2019-20.
3. To discuss Faculty development program.
- 4.To review results.
5. To discuss about upload of activities in the college website.
6. To organize National level workshop.
7. To discuss construction of Department Quality circles.
8. To discuss participation of faculties in Refresher course.

 04/06/2019

Following business were transacted in the meeting and passed unanimously.

**Item no: 01:** Approval of the minutes of previous meeting and Action taken Report (ATR).

**Resolution: 01:** The minutes of the previous meeting were readout by the coordinator,

IQAC, all the minutes of previous meeting dt-22.05.2019 were discussed and the action taken plan was presented.

#### **Action taken Report (ATR):-**

The following actions have been taken as,

- 1- The results of 5<sup>th</sup>, 3<sup>rd</sup> and 1<sup>st</sup> semesters were analyzed. It was found that the results of all departments were satisfactory while the chemistry Department & mathematics Department have not been satisfactory so the principal advised them to give priority on slow learners for better results.
- 2- The IQAC members approved to organize faculty development program in the college. The Principal advised the coordinator to select a Resource person with date for the program.
- 3- All the convenors have submitted their curricular activities report for verification by the President G.B.
- 4- After approval by G.B. Miss Akankshya Behera has been nominated to IQAC, as the member of Industrialist and Mrs. Malati Samal, Lect. In History as the member of IQAC from G.B.
- 5- The students of Botany Department under the guidance of their faculties have started mushroom cultivation.
- 6- It was also decided that all the matters should be addressed directly to the principal rather it should come through to concerned convener, OIC or Authority.

**Item no:-02** – Discuss about Admission of 2019-20.

**Resolution no: 02:-**

Dr. Trilochan Das, lect. In odia was selected a convener of the Admission committee. The principal advised to form admission committee and continue to admission process as per the guideline of SAMS, Dept. of Higher Education. The resolutions were passed unanimously.

**Item no: 03:-** About faculty development program.

**Resolution no: 03:-**

The IQAC coordinator placed before the committee that (Retd.) prof. Dr. Gananath Das has agreed to be the Resource Person of Faculty Development program. After the discussion on the date 09.07.2019 was selected tentatively for this. The resolution was passed unanimously.

**Item no: 04:-** Review of Results.

**Resolution no: 04:-**

The university results of 6<sup>th</sup> semester & 4<sup>th</sup> semester Examination were placed by convenor of examination committee. The results were found to be satisfactory. But the principal advised all to give more focus on slow learners and to give priority to advanced learners, so that they can prove their excellence in the examinations.

**Item no : 05 :-**Upload various activities in the college website.

**Resolution no : 05 :-**

It was unanimously resolved that all activities of college and their photographs should be uploaded in college website immediately after the end of activities.

**Item no: 06:-** Reconstruction of IQAC and formation AQAR team.

**Resolution: 06:-**

It is unanimously resolved that these points will be discussed in the forthcoming meeting. The resolution was passed by all members.

**Item no: 07:-** To organize National level Workshop.

**Resolution no: 07:-**

The IQAC, Coordinator placed the proposal of organizing a national level workshop in the college. After the discussion the chief librarian suggested to organize workshop in the month of August 2019. It was decided that the date 31-08-2019 which was finalized by all. The principal gave the charge to chief librarian for formation of a committee and the action further.

**Item no: 08:-**

Reconstruction of all dept. Quality circle.

**Resolution no : 08:-**

Like the previous years it was unanimously resolved that all the departmental quality circles will be reconstructed the names of 6<sup>th</sup> semester (pass out) students have been cancelled and include the names of 1<sup>st</sup> semester students (newly added) and then continue the quality circular activities and keep the records with resolutions properly.

**Item no : 09:-**

Apply for Refresher course.

**Resolution no : 09:-**

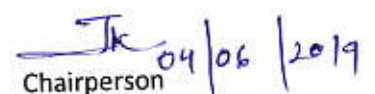
The principal suggested to all the faculties to apply for Refresher Course and publish their article in UGC approved journals. The resolution was passed unanimously.

**Item no: 10:** Collection of feedback from Faculties, parents and alumni.

**Resolution no :10:**

The IQAC Coordinator suggested in the meeting that the feedbacks from the faculties, parents and Alumni will be collected from all H.O.D and they will submit in the meeting of IQAC after the notifications. The resolution passed unanimously.

After the discussion on agenda and decision (resolutions) made accordingly, the IQAC, Coordinator thanked all members and the meeting was concluded.

  
Chairperson 04/06/2019

## MEETING NO-02

Notice no- 41

Dt-13.07.2019

Meeting no-41

dt-19.07.2019

A meeting of the IQAC was held at 9.00 a.m on 19.07.19 in the IQAC room under the chairmanship of the Principal Mrs. Jayanti Nayak.

The following members were present in the meeting.

1. Mrs. Jayanti Nayak, Principal-chairman
2. Mr. Jayanta kumarPradhan, Coordinator
3. DR. Trilochanasahu, member
4. Mr. DebendraDas,member
5. Mr. Ashish kumarchoudhury,member
6. Miss. Archana Acharya,member
7. Mrs. Anjana Das,member
8. Mr.RajendraPanda,member
9. Er. Gopinath Rana,External Expert
10. Retd. Sub. Maj. Girish kumarSarangi,member from local society
11. Mrs. MalatiSamal,G.B Nominee
12. Miss. AkankhsyaBehera,Industrialist
13. Mr. Kiran kumar Maharana, Representative of Alumni
14. Miss. Sasmita Das, Representative of student.

The Chairman extended welcome to all the members and gave consent to present the agenda of the meeting.

### AGENDA OF THE MEETING

- 1) Review of the minutes and action taken report of the last meeting.
- 2) Reconstitution of IQAC.
- 2)Formation of AQAR Committee for AQAR 2018-19.
- 3) Discussion about academic and administrative audit.
- 4) Department audit by experts.
- 5) Refresher courses.
- 6) Need of Boys' Common Room.
- 7) Online payment facility.
- 8) Apply for ISO Certificate

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19/7/2019

The following resolutions were made and confirmed.

**ITEM NO-1: Review of the minutes.**

**Resolution no-1**

The minutes of the previous meeting were read out by the Co-coordinator of IQAC. All the minutes of the previous meetings dt-04.06.2019 were discussed and the action taken reports were presented.

**Action Taken Report**

1. Dr.TrilochanSahu, Lect. in Odia has been selected as the Convenor of Admission Committee for the smooth conduct of admission under SAMS, Higher Education, and Govt. of Odisha. The Admission Committee was approved by the IQAC.
2. The Faculty Development Programme was held on 9.07.2020. All the faculties joined the Programme. The Resource Person (Retd.) Prof. Ganath Das joined and gave various tricks to faculties for upgradation of themselves for better teaching as per needs.
3. The various results of the Semester Examinations were reviewed by the IQAC and found to be satisfactory. It was suggested to all the faculties by the Chairperson to try for better results in their concerned Departments.
4. As reported by Miss Archana Acharya, Lect. in Comp. Sc. all the activities of the college have been uploaded in the college website.
5. It was decided that the National Level Library Workshop with the title "Library House Keeping Operations And Services in Degree College Libraries" would be organized in the last week of August, 2019. The tentative date was fixed to be 31<sup>st</sup> August, 2019. The invitation letters were issued to the participants of the outside of Odisha through their college email.
6. All the HODs of various Departments have constituted their Departmental Quality Circles.
7. The Chairperson suggested to all the faculties to apply for Refresher Course and write articles for publication in UGC approved journals.

**ITEM NO-2**

**Re-Constitution of IQAC**

**Resolution no- 2:-**

As per the guidelines of the National Assessment and Accreditation Council (NAAC), the Internal Quality Assurance Cell (IQAC) is constituted w.e.f. 19.07.2020. The resolution was passed unanimously. The members are as following-

Sl. No	Category	Designation	Name
01	Chairperson	Head of the institution, Principal.	Mrs. Jayanti Nayak
02	Co-ordinator	Head of the Department History	Mr. Jayanta Kumar Pradhan
03	Administrative Officers	i) Administrative & Academic Officers ii) Accounts Bursar	i) Dr.TrilochanSahu ii) Mr. Debendra Das

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		iii) RUSA & YRC Co-ordinator iv) NIRF Co-ordinator v) Examination-in-Charge vi) In- Charge, R.T.I Cell	iii) Mr. Ashis Kumar Choudhury  iv) Miss. Archana Acharya  v) Miss. SabitaPusty vi) Mr. Rabindra Nath Parida
04	Faculty	Head, Dept. of Physics Head, Dept. of Zoology Lect. in Zoology	Mr. Bikram Kumar Jena Miss. RunuSahu Mr. Gopal Chandra Das
05	Official staff	Head Clerk	Mr. Rajendra Panda
06	G.B Nominee	Lect. in History	Mrs. MalatiSamal
07	External Expert	Civil Engineer	Er. Gopinath Rana
08	Local Society Member	Retd. Sub. Maj.	Retd . Sub. Maj. Girish kumar Sarangi (Retd.)
09	Industrialist	MD, Oripol PVT, Ltd.	Miss. Akankshya Behera
10	Student Representative	+3 3 <sup>rd</sup> year Economics	Mr. Sudhansu Jena
11	Alumni Representative	Advocate	Ad. Mr. Kiran Kumar Moharana

### ITEM NO-3

Formation for AQAR Preparation Committee 2018-19.

#### RESOLUTION NO-03:-

Regarding preparation of AQAR for the year 2018-19, the Co-ordinator IQAC reported that various data have been collected from the Committees. For the preparation of AQAR, after due discussion, it is resolved that Miss. Archana Acharya, Lect. in Comp. Science, Miss. RunuSahu, Lect. in Zoology, Miss. SabitaPusty, Lect. in Economics, Mr. Gopal Chandra Das, Lect. in Zoology, Mr. Bikram kumar Jena, Lect. in Physics are laid with the responsibility of preparation of AQAR and submission of the same before due time.

The resolution was passed unanimously.

#### Item No: 04

Discuss about Academic Audit.

#### Resolution No: 04

Dr. DebaBijaya Mishra stressed upon the need of academic audit and after the discussion, it was resolved to invite the renowned experts for the academic audit in all the Departments for the session 2019-20. The Co-ordinator has taken initiatives for the audit.

**Item No: 05**

Allow for Refresher Course.

**Resolution No: 05**

According to the letter of Fakir Mohan University, the concerned Department faculties have been allowed by the Principal-in-Charge as per the schedule dates of their Refresher Courses.

**Item No: 06**

Need of Boys Common Room (BCR).

**Resolution No: 06**

The Staff Council Secretary raised the need of Boys' Common Room for the students of the college. After the discussion, the Principal was requested to inform the President, G.B. for the BCR of our college which need be constructed as soon as possible. The resolution was passed unanimously.

**Item no : 07** Online Payment Facility.

**Resolution no: 07**

In the meeting, a vivid discussion was made about the financial payment. All the members agreed to provide online payment facilities to the students. Regarding this, a link has been provided for online payment and the students have been duly notified.

**Item No: 08**

Apply for ISO.

**Resolution no: 08**

It was discussed in the meeting that besides the usual benefits, the ISO implementation in the college will bring such benefits like focus on the quality of the faculties can be shifted towards the performance of the college as a whole and any new or additional quality control mechanism can be introduced while the quality assurance system and performance related mechanism containing education and training can also be created, hence for the said benefits, ISO certification is to be had and it is unanimously resolved that the IQAC will take necessary steps for its implementation in the college and the IQAC Coordinator is requested to take further steps in this regard.

  
Chairperson | 19 | 7 | 2019

## Meeting-03

NOTICE-42

DATE-01.08.2019

MEETING-42

DATE-03.08.2019

The meeting of Internal Quality Assurance Cell for the session 2019-20 was held on 3<sup>rd</sup> August 2019 at IQAC room of the college at 8.00am under the chairmanship of Mrs. Jayanti Nayak Principal.

The following members were present in the meeting:

1. Mrs. Jayanti Nayak
2. Mr. Jayanta Pradhan
3. Dr. Trilochan Sahu
4. Mr. Debendra Das
5. Mr. Aashiskumar Choudhury
6. Miss. Archana Acharya
7. Miss. Sabita Pusty
8. Mr. Bikram Kumar Jena
9. Miss. Runu Sahu
10. Mr. Gopal Chandra Das
11. Mr. Rajenda Panda
12. Er. Gopinath Rana
13. Retd. Sub. Maj. Girish Kumar Sarangi
14. Mrs. Malati Samal
15. Mr. Sudhansu Jena

The following members were absent in the meeting:

1. Miss. Akankshya Behera
2. Mr. Kiran Kumar Behera

### AGENDA

1. To review the minutes of the last meeting and placed ATR
2. Internal assessment of new patterns of model CBCS syllabus
3. Online messaging system
4. NIRF participation
5. Discuss on National Level Library Workshop
6. Continue PPT classes
7. Collection of students feedback
8. Review of Department seminar and development of teaching and learning.

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9. Review of proctorial classes
10. Review of faculty participated in refresher course
11. Other if any

The following business (agenda) were transacted into the meeting and passed unanimously.

### **Item No -01**

To read and confirm the minutes of the last meeting of IQAC held on 19.07.2019

### **Resolution No-01**

The minutes and ATR of the previous (last) meeting were read out by the co-ordinator and the house accepted it.

### **Action Taken Report**

The action taken report on the resolutions passed in the last meeting held on 19th July 2019 presented by the IQAC Coordinator and accepted members.

1- As per resolution no -1, and the guidelines of NAAC the IQAC has constituted i.e. 19.07.2020. The following members were elected to IQAC body unanimously as:-

- 1- Mrs. Jayanti Nayak, Principal- Chairperson.
- 2- Mr. Jayanta Kumar Pradhan, Coordinator.
- 3- Dr. Trilochan Sahu, Member.
- 4- Mr. Debendra Das, Member.
- 5- Mr. Asish Ku. Choudhury, Member.
- 6- Miss Archana Acharya, Member.
- 7- Miss Sabita Prusty, Member.
- 8- Mr. Bikram Ku. Jena, Member.
- 9- Mr. Rabindranath Parida, Member.
- 10- Miss Runu Sahu, Member.
- 11- Mr. Gopal Ch. Jena, Member.
- 12- Mr. Rajendra Panda, Member.

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- 13- Mrs. Malati Samal, Member.
- 14- Retd. Sub. Maj. Girish Kumar Sarangi, Member.
- 15- Er. Gopinath Rana, Member.
- 16- Miss Akankhya Behera, Member.
- 17- Mr. Kiran Ku. Jena, Member.
- 18- Mr. Sudhansu Jena Member.

2- In the last IQAC meeting as per the resolution no - 3, the following members were chosen for the preparation of AQAR, 2018 – 19 and the IQAC had submitted the AQAR due time. For the preparation of AQAR the following faculties were nominated by the members. The team members were as, Miss Archana Acharya, lect. in Comp. Sc., Miss Runu Sahu, lect. in Zoology, Mr. Bikram Ku. Jena, lect. in Physics, Miss Sabita Prusti, lect in Economics and Mr. Gopal Chandra Das, lect in Zoology.

3= The IQAC Coordinator was taken initiative for Academic Audit and contacted with few reputed experts regarding this.

4= It was also decided in the last meeting that according to the letter of Fakir Mohan University those faculties were selected for Refresher Course, they were allowed by the principal for joining in the Course and after the end of the course they should be deposited their certificate at office.

5= The Chairperson Mrs. Jayanti Nayak was placed in the meeting that the need of Boys Common Room is too need for the students. She was also placed it before G.B meeting and President suggested that they should taken initiative very soon.

6= The online link has been provided by college for better transaction of finance.

7= The IQAC Coordinator was placed that the ISO certificate for our college has approved on dt: 29.08.2020. The time period of the certificate is from 29.08.2019 to till 29.07.2021.

**ITEM NO- 2:-** Internal assessment for new pattern of model CBCS syllabus.

**RESOLUTION NO – 2:-** It was decided in the meeting that all the HODs will be prepared their progress register and lesson plan according to the model CBCS syllabus. After their preparation these are audited by the Academic Committee. Dr. Trilochan Sahu suggested discussing about the SEC – I, II papers for 3<sup>rd</sup> and 4<sup>th</sup> semesters. After the discussion it was finalized that out of 12, SEC papers (which were implemented by Fakir Mohan University) the 04 (four) papers were selected as SEC – I and SEC – II for 3<sup>rd</sup> and 4<sup>th</sup> semester students. The students will choose any 02 (two) as their SEC papers at the time of admission.

The resolution passed unanimously.

**ITEM NO – 3:-** On line massaging system

**RESOLUTION NO – 3:-** The Coordinator pointed in the meeting that to start the online massaging system for all staff and students because it should be helped for better connection and quick service. So all the members were raised their voice to implemented it as soon as possible.

The resolution passed unanimously.

**ITEM NO – 4:-** Preparation about NRIF.

**RESOLUTION NO – 4:-** In the meeting it was unanimously resolved that the College will be applied for the approval of NRIF. It was decided that Miss Archana Acharya was selected for the preparation of NRIF for the better rank of the college in national level.

The resolution was passed unanimously.

**ITEM NO – 5:-** Discussion on National level Workshop.

**RESOLUTION NO – 5:-** It was resolved that the National Level Workshop will be organized on 31. 08. 2019. For the smooth conduct of the workshop a team was formed in the meeting and the team members have been advised for further proceed by chairperson.

The resolution was passed unanimously.

**ITEM NO – 6:-** Continuity of PPT classes

**RESOLUTION NO – 6:-** In the meeting according to the suggestion of Miss Archana Acarya the PPT classes were continued like previous years according to the need of units of the papers. All the faculties were kept the records of slides of PPT classes in their departments.

**ITEM NO – 7:-** Collection of Feedbacks from the Students.

**RESOLUTION NO – 7:-** The IQAC Coordinator suggested that all the HODs of every department will be collected the feedbacks like previous years through questioner method. It was also decided that the feedback of the students should be submitted near IQAC by the HODs after the ended of 5<sup>th</sup>, 3<sup>rd</sup> and 1<sup>st</sup> semester examinations. Then IQAC will analysis the feedbacks.

The resolution was passed unanimously.


**ITEM NO – 08:**

Review of Departmental seminar

**RESOLUTION NO- 08**

After a vivid discussion it was resolved that the seminars of the session 2019-20 have been continued by all departments. It was founded that maximum departments have conducted one seminar and second seminar will be conducted by them very soon. So chairperson suggested them to completed the two seminars on or before February 2020.

The resolution was passed unanimously.

  
02/8/2019

**ITEM NO-09:**

The review of proctorial classes

**RESOLUTION NO-09:**

After the discussion it was founded that the proctorial classes by the all proctors in every department have been continued and maintained registers properly. The registers were verified in the meeting.

**ITEM NO-10:**

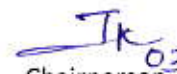
Review of Refresher course

**RESOLUTION NO-10:**

Those faculties were participated in Refresher course at Fakir Mohan University, they were submitted their certificates and shared their knowledge in the meeting. All the members were congratulation them with big hands.

The resolution was passed unanimously.

As there were no points to discussions the meeting ended with the vote of thanks to the chair.

  
Chairperson | 03 | 8 | 2017

## Meeting-04

### Minutes and ATR of IQAC

NOTICE-43

DATE-06.09.2019

MEETING-43

DATE-13.09.2019


The meeting of Internal Quality Assurance Cell for the session 2019-20 was held on 13<sup>th</sup> September 2019 at IQAC room of the college at 2.00 p.m. under the chairmanship of Mrs. Jayanti Nayak Principal.

The following members were present in the meeting:

1. Mrs. Jayanti Nayak
2. Mr. Jayanta Pradhan
3. Dr. Trilochan Sahu
4. Mr. Debendra Das
5. Mr. Aashiskumar Choudhury
6. Miss. Archana Acharya
7. Miss. Sabita Pusty
8. Mr. Bikram Kumar Jena
9. Miss. Runu Sahu
10. Mr. Gopal Chandra Das
11. Mr. Rabindra Nath Parida
12. Mr. Rajenda Panda
13. Er. Gopinath Rana
14. Retd. Sub. Maj. Girish Kumar Sarangi
15. Mrs. Malati Samal
16. Mr. Sudhansu Jena
17. Miss. Akankshya Behera
18. Mr. Kiran Kumar Behera

### AGENDA

12. To review the minutes of the last meeting and presentation of ATR.
13. Discussion about IQAC activities in the session 2019-20.
14. Applying for NTA Examination Centre.
15. Proposal to introduce Library Induction Programme for 1<sup>st</sup> year students.
16. Encouragement of faculties to conduct more PPT classes.
17. Other if any.

  
13/9/2019

The following business (agenda) were transacted in the meeting and passed unanimously.

### **Item No -01**

To read and confirm the minutes of the last meeting of IQAC held on 03.08.2019.

### **Resolution No-01**

The minutes and ATR of the previous (last) meeting were read out by the Co-ordinator and the house accepted it.

### **Action Taken Report (ATR)**

The action taken report on the resolutions passed in the last meeting held on 03.08.2019 presented by the IQAC Coordinator and accepted by the members.

1. The following members were elected to IQAC body unanimously as:-

- 2- Mrs. Jayanti Nayak, Principal, Chairperson.
- 2- Mr. Jayanta Kumar Pradhan, Coordinator.
- 3- Dr. Trilochan Sahu, Member.
- 4- Mr. Debendra Das, Member.
- 5- Mr. Ashis Ku. Choudhury, Member.
- 6- Miss Archana Acharya, Member.
- 7- Miss Sabita Prusti, Member.
- 8- Mr. Bikram Ku. Jena, Member.
- 9- Mr. Rabindra Nath Parida, Member.
- 10- Miss Runu Sahu, Member.
- 11- Mr. Gopal Ch. Jena, Member.
- 12- Mr. Rajendra Panda, Member.
- 13- Mrs. Malati Samal, Member.
- 14- Retd. Sub. Maj. Girish Kumar Sarangi Member.
- 15- Er. Gopinath Rana, Member.
- 16- Miss Akankhya Behera, Member.

17- Mr. Kiran Ku. Jena, Member.

18- Miss Sasmita Das, Member.

2. According to the resolution no-2, all the HODs prepared their progress registers and lesson plans according to new model CBCS pattern syllabus and out of 12 SEC papers, four SEC papers have been selected for Arts students and for Science and Commerce students two SEC papers have been selected according to their subject related papers. These SEC papers –I, II are meant only for 3<sup>rd</sup> semester and 4<sup>th</sup> semester students.

3. The online messaging facilities have been started for both faculties and students.

4. We have applied for National Institutional Ranking Framework (NIRF) for ranking our institution at all India level.

5. The National Level Workshop was organised on 31.08.2019 by the college. The participants were from various districts of Odisha as well as from the various states of the country.

6. A few numbers of faculties have taken PPT classes for students and have kept the slides of the PPT classes in their respective Departments, which have been reviewed by IQAC from time to time.


7. All the HODs from the various Departments have collected feedbacks from the students manually.

8. Till the last December, 2019, the Departments which could not organise their second departmental seminars have been advised to organise those before February, 2020.

9. The proctorial classes have been conducted properly by the proctors and their registers have been duly verified.

**ITEM NO- 2:-** Discussion about accomplishment of various activities under IQAC.

**RESOLUTION NO - 2:-**The IQAC Coordinator placed before the house that several activities have been done under the IQAC. The activities like PPT classes, cultural programmes, sports, teaching learning, evaluation of results, review of admission, various competitions, best practices of the previous years, distribution of Medha Samman awards, seminars, special priority to slow learners, interaction between advance and slow learners, remedial classes, guide for P.G entrance, activities by Cultural Committee, NSS (3 wings: 2 girls wings and 1 boys wing), YRC, ROVER & RANGER and NCC and various additional activities have been conducted properly with proper plan and program. No compromise with quality output was made by anyone in any context. Regarding this, the Chairperson advised all the members to inquire and review if the above activities had been going on properly or not and report as soon as possible. The administrative audit, energy audit and green audit are prior steps of the quality assurance programme. All the Departments and Committees ought to keep themselves ready for the review by the IQAC at any moment.

 13/9/2019

**ITEM NO – 3:-**Applying for NTA Examination entre.

**RESOLUTION NO – 3:-** Miss. Archana Acharya, Lect. in Computer Science suggested to apply for the NEET (UG)-2020 to be conducted by NTA. It is unanimously resolved that the college will apply for NEET (UG)-2020, Examination very soon and a Sub-Committee has been organized for this.

The resolution was passed unanimously.

**ITEM NO – 4:-** Proposal to introduce Library Induction Programme for 1<sup>st</sup> year students.

**RESOLUTION NO – 4:-** The Coordinator of IQAC placed the draft for introducing Library Induction Programme for 1<sup>st</sup> year students. The house resolved that this Programme will be conducted on 21<sup>th</sup>, 22<sup>nd</sup> & 23<sup>rd</sup> October, 2019. The Librarian is asked to prepare a time table on Induction Programme for students as soon as possible.

The resolution was passed unanimously.

**ITEM NO – 5:-** Encouragement of faculties to conduct more PPT classes.

**RESOLUTION NO – 5:** The IQAC Proposed following suggestions:

- A. Faculties need to conduct more PPT classes and advise students to prepare PPT and present in front of faculties.
- B. Faculties should bring more and more flexibility in the curriculum.
- C. Use of ICT tools to facilitate teaching and learning.
- D. Bring dynamic approach in internal evaluation and give weight age to personal skills.

The resolution was passed unanimously.

**ITEM NO – 6:-** Continuity of PPT classes.

**RESOLUTION NO – 6:-** In the meeting, as reported by Miss Archana Acharya, the PPT classes are continuing like the previous years and it is suggested that these need to continue as per the need of units of the concerned papers. All the faculties are advised to keep the records of slides of PPT classes in their respective Departments.

**ITEM NO – 7:-** Collection of Feedbacks from students.

**RESOLUTION NO – 7:-** The IQAC Coordinator suggested that all the HODs of every Department need to collect the feedbacks from students like the previous years through questionnaire method. It was also decided that the feedbacks of the students should be submitted at the IQAC by the HODs after the end of 5<sup>th</sup>, 3<sup>rd</sup> and 1<sup>st</sup> Semester Examinations in order to be analysed by the IQAC.

The resolution was passed unanimously.

**ITEM NO – 08:** To constitute Sub-Committee to prepare draft of revised mission and vision statement of the College.



**RESOLUTION NO- 08**

A Sub-Committee-cum-Study Group of senior faculty members has been formed by the IQAC to submit the mission and vision statement of the college by considering the multi-faculty status of the college and activities conducted by the college. These mission and vision shall be adopted from the session 2020 – 2021.

The resolution was passed unanimously.

**ITEM NO-09:**

Review of Proctorial classes.

**RESOLUTION NO-09:**

After the discussion, it was found that the proctorial classes by the all proctors in every Department have been continued and the registers have been maintained properly. The registers were verified in the meeting.

**ITEM NO-10:**

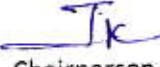
Review of Refresher Course.

**RESOLUTION NO-10:**

The faculties who participated in Refresher Course at Fakir Mohan University have submitted their certificates and shared their knowledge in the meeting. All the members congratulated them with big hands.

The resolution was passed unanimously.

As there was no any other points to discuss the Convener of the house proposed the vote of thanks and with permission of the Chair declared adjourn of the meeting.

  
Chairperson 13 | 9 | 2019

## MEETING-05

NOTICE-44

DATE-10.10.2019

MEETING-44

DATE-15.10.2019

The meeting of Internal Quality Assurance Cell for the session 2019-20 was held on 15<sup>th</sup> October, 2019 at IQAC room of the college at 2.30 p.m. under the chairmanship of Mrs. Jayanti Nayak Principal.

The following members were present in the meeting:

- 1- Mrs. Jayanti Nayak, Principal, Chairperson.
- 2- Mr. Jayanta Kumar Pradhan, Coordinator.
- 3- Dr. Trilochan Sahu, Member.
- 4- Mr. Debendra Das, Member.
- 5- Mr. Ashis Ku. Choudhury, Member.
- 6- Miss Archana Acharya, Member.
- 7- Miss Sabita Prusti, Member.
- 8- Mr. Bikram Ku. Jena, Member.
- 9- Mr. Rabindra Nath Parida, Member.
- 10- Miss Runu Sahu, Member.
- 11- Mr. Gopal Ch. Jena, Member.
- 12- Mr. Rajendra Panda, Member.
- 13- Mrs. Malati Samal, Member.
- 14- Retd. Sub. Maj. Girish Kumar Sarangi Member.
- 15- Er. Gopinath Rana, Member.
- 16- Miss Akanshya Behera, Member.
- 17- Mr. Kiran Ku. Jena, Member.
- 18- Miss Sasmita Das, Member.

JTC  
15 | 10 | 2019

## **AGENDA:**

1. Review of the minutes of the last meeting and placing of ATR (Action Taken Report).
2. Interaction with Prof. Suresh Chandra Nayak for NAAC 2<sup>nd</sup> Cycle preparation.
3. Proposal for installation of CC Cameras.
4. Proposal for conferring Medhha Samman award to Advanced Learners.
5. Conduct of Skill Enhancement Programme.
6. Inclusion of sports items.
7. Other if any.

The following business (agenda) were transacted in the meeting and passed unanimously.

### **Item No -01**

To read and confirm the minutes of the last meeting of IQAC held on 13.09.2019


### **Resolution No-01**

The minutes and ATR of the previous (last) meeting were read out by the Co-ordinator and the house accepted it.

### **Action Taken Report (ATR)**

The action taken report on the resolutions passed in the last meeting held on 13.09.2019 were presented by the IQAC Coordinator and accepted by the members.

1. The various activities under IQAC and college were discussed. It was resolved unanimously in the meeting that all the activities must continue as usual and the concerned authorities need to keep the documents, photographs and registers in their respective Department and whenever needed they will hand over these to IQAC or College. It is also informed that, in the next meeting, the Energy Audit and Green Audit files will be verified by the IQAC.
2. The College has applied for the NEET (UG) – 2020 Examination for the centre at the College.
3. The National Level Library Workshop with title "**Library housekeeping operations and services in Degree college libraries**" was organized by the Institution on 22<sup>nd</sup> and 23<sup>rd</sup> October, 2019. The librarians from the state as well as other states participated in the Workshop. The necessary arrangements had been made while proper hospitality had been extended to the participants of the Workshop by the College.

  
15 | 10 | 2019

4. More PPT classes have been taken by the faculties. A team has monitored these from time to time.
5. Used ICT tools for better teaching learning.
6. Internal evaluation has been conducted by IQAC from time to time.
7. A Sub-Committee-cum-Study Group has been formed for modification of mission and vision of the college, if it is needed.
8. It was found that the Proctorial classes by all the Proctors have been carried out properly. All the Proctors have been advised to make pinpoint focus on Slow Learners.
9. A big hand was given to the participants who have participated in Refresher Course at Fakir Mohan University.

**ITEM NO – 2:-**Interaction with Prof. Suresh Ch. Nayak (FAKIR MOHAN AUTO. COLLEGE) for preparation of NAAC 2<sup>nd</sup> Cycle.

**RESOLUTION NO – 2:-** The chairperson suggested to inviting Prof. Suresh Ch. Nayak, for take suggestion about the preparation NAAC second cycle. After vivid discussion it was resolved that on coming 18<sup>th</sup> October 2019 will be invited to Prof. Nayak by Chairperson (Principal) for interaction with IQAC members and other staff.

**ITEM NO – 3:-** Installation of CC Cameras.

**RESOLUTION NO – 3:-**It was resolved in the meeting that CC Cameras in all class rooms, outside the classrooms, portico, library and boundaries shall be installed because better safety and security from every angle is a must. On the other hand, it will serve smooth and fair conduct of the Examinations as per rules and regulations laid in the guidelines of the Higher Education as well as the University. Earlier, CC Cameras have already been installed at the office, computer laboratory and at a few other places. Further, it was resolved that CC Cameras will be installed in the new Academic Building-II after its completion.

The resolution was passed unanimously.

**ITEM NO – 4:-** Proposal to conduct Skill Enhancement Programme.

**RESOLUTION NO – 4:-**

Dr. Deba Bijaya Mishra, Lect. in Commerce was suggested to start Skill Enhancement Program for the students. After the discussion, it was decided that the programs like communication skill, personality development programme and entrepreneurship programme have been started for the benefits of the students. It was unanimously resolved that the CTTC courses will be offered to students under skill enhancement programme. This programme will be organized tentatively in January, 2020.

The resolution was passed unanimously.

**ITEM NO – 5:-** Proposal for Medha Samman.


**RESOLUTION NO – 5:-** It was resolved in the meeting that the felicitation of Medha Samman awards to meritorious students will continue as it has created a strong competition among the students for securing good marks. The money meant for awards will be arranged from local philanthropists and this money will be kept as fixed deposit in the bank. The interest of the money will be felicitated to the awardees with certificates (Manapatras). It should be continued titled as "Best Graduate" and highest mark scorer subject wise according to the wish of the donors.

**ITEM NO – 6:-** Inclusion of sports items.

**RESOLUTION NO – 6:-** A vivid discussion was made for the inclusion of sports items. Since long, the success of our college in sports and athletics has been focused as the strong backbone of the Institution. To enhance sporting prowess of our students sports need to be practised on regular basis and hence these need to be procured. So, the Chairperson advised the O.I.C, Sports to take initiative in this regarding and discuss with the Purchase Committee Convenor for procurement of sports items.

The resolution was passed unanimously.

As there were no point to discussion the meeting ended with the vote of thanks to the Chair

  
Chairperson 15/10/2019

**MEETING: - 06**

**NOTICE-45**

**DATE-19.01.2020**

**MEETING-45**

**DATE-24.01.2020**

The meeting of Internal Quality Assurance Cell for the session 2019-20 was held on 24<sup>th</sup> January, 2020 at IQAC room of the college at 2.00 p.m. under the chairmanship of Mrs. Jayanti Nayak Principal.

The following members were present in the meeting:

1. Mrs. Jayanti Nayak
2. Mr. Jayanta Pradhan
3. Dr. Trilochan Sahu
4. Mr. Debendra Das
5. Mr. Aashiskumarchoudhury
6. Miss. Archana Acharya
7. Miss. Sabita Pusty
8. Mr. Bikram kumar Jena
9. Miss. Runu Sahu
10. Mr. Gopal Chandra Das
11. Mr. Rabindra Nath Parida
12. Mr. Rajenda Panda
13. Er. Gopinath Rana
14. Retd. Sub. Maj. Girish kumar Sarangi
15. Mrs. Malati Samal
16. Miss. Sasmita Das
17. Miss. Akankshya Behera
18. Mr. Kiran Kumar Behera

**AGENDA:**

1. To review the minutes of the last meeting and place ATR (Action Taken Report).
2. To organize Skill Enhancement Programme by CTTC.
3. Proposal for Academic Audit.
4. INFLIBNET membership and purchase.
5. Proposal for BEST PRACTICES.
6. Campus cleaning by NSS, YRC and ROVER & RANGER.
7. Other if any.

The following business (agenda) were transacted in the meeting and passed unanimously.

*JK*  
24/01/2020

7. Other if any.

The following business (agenda) were transacted in the meeting and passed unanimously.

**Item No -01:-**

To read and confirm the minutes of the last meeting of IQAC held on 15.10.2019.

**Resolution No-01:-**

The minutes and ATR of the previous (last) meeting were read out by the Co-ordinator and the house accepted it.

**Action Taken Report (ATR):-**

The action taken report on the resolutions passed in the last meeting held on 15<sup>th</sup> October, 2019 presented by the IQAC Coordinator and accepted by the all members.

1. The IQAC team interacted with Prof. Suresh Chandra Nayak, F.M. Autonomous College, Balasore on 18<sup>th</sup> Oct, 2019.
2. CC Cameras have been installed in all the rooms of the Academic Building 1, verandahs, Library and portico. It has been decided to install CC Cameras in the classrooms of the New Academic Building after completion.
3. CCTC courses under Skill Enhancement Programme for students have been decided to be held in the college tentatively in the last week of January.
4. Medha Samman Award is decided to be felicitated to the best graduate in a particular academic session and as per the wish of the donors the highest scorers from Honours will be awarded Medha Samman every year.
5. For enhancement of sports some sports items have been decided to be purchased, which has been recommended to the Sports Committee as well as Purchase Committee.


**ITEM NO -2:**

To organise Skill Enhancement Programme by CTTC.

**RESOLUTION NO: 2**

It has been decided to organise Skill Enhancement Programme by CTTC on 28.01.20 which is an opportunity for the students of the college to acquire skill in hardware. All the HODs have been instructed to give the names of students for registration.

The resolution passed unanimously.

  
24/01/2020

**ITEM NO-3:-**

Proposal for Academic audit.

**RESOLUTION NO: 3-**

As per the advice of the Chairperson, academic audit will be done for improvement of academic performance of the institution and it is suggested to the IQAC Coordinator to correspond the renowned experts who have better knowledge regarding academic and can suggest with valuable guidance. The IQAC Coordinator stated that after discussion with the Chairperson about the availability of the expert, the particular date for academic audit will be informed to all the Departments duly.

The resolution was passed unanimously.

**ITEM NO-4:-**

INFLIBNET Membership and Purchase.

**RESOLUTION NO - : 4-**

Discussion about providing E-book facility to students is made and it has been decided to install INFLIBNET in the Library so that students can have access to the university information library network for reading e-books and enhance their knowledge in their particular area of learning. It was resolved that the INFLIBNET will be purchased by the college and steps for applying for membership will be taken.

The resolution was passed unanimously.

**ITEM NO - 5: Proposal for Best Practices.**

**RESOLUTION NO - 5:** The Chairperson of the Committee suggested discussing about Best Practices for the session 2019-20 and it has been decided to do Blood Grouping Test for Zoology Department and Moral Teaching for the Department of Sanskrit.


The resolution was passed unanimously.

**ITEM NO-6: Campus cleaning by NSS, YRC and ROVER - RANGER UNITS.**

**RESOLUTION NO - 6:** It has been decided that the college campus will be cleaned every fortnight by the volunteers of NSS, YRC and ROVER & RANGER UNITS under the guidance and supervision of the Counsellor and Officers and Programme Officers of the concerned Units.

As there were no points to discuss, the meeting ended with vote of thanks to the Chair.

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Chairperson 24/01/2020



## Meeting- 07

NOTICE-46

DATE-31.01.2020

MEETING-46

DATE-05.02.2020

The meeting of Internal Quality Assurance Cell for the session 2019-20 was held on 5<sup>th</sup> February, 2020 at IQAC room of the college at 2.30 p.m. under the chairmanship of Mrs. Jayanti Nayak Principal.

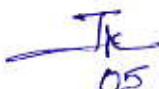
The following members were present in the meeting:

1. Mrs. Jayanti Nayak
2. Mr. Jayanta Pradhan
3. Dr. Trilochan Sahu
4. Mr. Debendra Das
5. Mr. Aashiskumarchoudhury
6. Miss. Archana Acharya
7. Miss. Sabita Pusty
8. Mr. Bikram kumar Jena
9. Miss. Runu Sahu
10. Mr. Gopal Chandra Das
11. Mr. Rabindranath Parida
12. Mr. Rajenda Panda
13. Er. Gopinath Rana
14. Retd. Sub. Maj. Girish kumar Sarangi
15. Mrs. Malati Samal
16. Miss. Sasmita Das
17. Miss. Akankshya Behera
18. . Mr. Kiran Kumar Behera

### AGENDA:

1. Passed to review the minutes of the last meeting and placed ATR (Action Taken Report).
2. Proposal for construction of Gymnasium Room and Extension of Ladies Toilet
3. Preparation for Second Cycle of NAAC SSR
4. Review of Department Quality Circle.
5. Other if any with the permission of the Chair.

The following business (agenda) were transacted into the meeting and passed unanimously.

  
05/02/2020

### **Item No -01:-**

To read and confirm the minutes of the last meeting of IQAC held on 24.01.20

### **Resolution No-01:-**

The minutes and ATR of the previous (last) meeting were read out by the Co-ordinator and the house accepted it.

### **Action Taken Report (ATR):-**

The action taken report on the resolutions passed in the last meeting held on 24<sup>th</sup> January, 2020 presented by the IQAC Coordinator and accepted by the all members.

1. The Skill Enhancement Programme by CTTC has been held from 28.01.20 and students from various Departments who had registered earlier participated in the Programme. The Programme came off successfully.
2. The academic audit has been conducted by the renowned Experts. All the Departments so reviewed have been suggested by the Experts to give more to attention to teaching learning by which the all-round development of the students as well as the performance of the concerned faculties can be made.
3. For INFLIBNET membership it has been applied and decided to purchase.
4. Blood Group Testing has been started in the Department of Zoology as Best Practice. The students of the Department of Zoology got practical knowledge in blood group testing and subsequently disseminated their knowledge to other students of the college.
5. The volunteers of YRC, NSS Boys' and Girls' Units, Rovers & Rangers Units regularly clean the College campus every fortnight. The Counsellor, Officers of the concerned Units are supervising the activities.

**ITEM NO – 2:-** Proposal for construction Gymnasium Room and Extension of Ladies Toilet.

**RESOLUTION NO – 2:-** It was unanimously resolved in the meeting that a room is need for Gymnasium so very soon a Room will be started for this and it was informed to construction committee to arrange a suitable room to place the Gymnasium equipments. Room will be built through proper plan of action. It was further resolved that to extension the Ladies Toilets according to need.

The resolution was passed unanimously.

**ITEM NO – 3:-Preparation of 2<sup>nd</sup> Cycle NAAC SSR.**

**RESOLUTION NO – 3:-** The IQAC Coordinator was placed the suggestion for preparation of 2nd Cycle NAAC SSR before the meeting. It was discussed that the validation of NAAC Accreditation of 1<sup>st</sup> cycle would be completed on 15<sup>th</sup> December 2021. So the progress for the 2<sup>nd</sup> Cycle a preparatory Committee has been formed and the members are engaged in the ongoing process. It was decided that a notice was issued by the IQAC to all HODs, Officer in Charges, Convenors and Coordinators to continue the all activities which has been advised by IQAC and will keep the all records, registers and photographs in their departments from the session 2017 – 18. The NAAC SSR preparation committee will be started their works very soon.


The resolution was passed unanimously.

**ITEM NO – 4:-Review of the Department Quality Circle.**

**RESOLUTION no – 4:-** In the meeting the all Departmental Quality Circle registers have been reviewed by the Chairperson and members. It was suggested to the HODs are formed Quality Circle like the previous years and the Principal suggested to HODs to solve the problems of the students in the meeting at their level and record these and inform the problems to IQAC Coordinator if required.

The resolution was passed unanimously.

As there were no points to discussion the meeting ended with the vote of thanks to the chair

  
Chairperson 05/02/2020