

PROCEEDINGS OF THE IQAC MEETING
held at 3.00 PM on 06.03.2019

A. Chair Person

Sri Shyama Sundar Padhi

[Signature]
06/03/19

B. G. B Nominee

1. Prof. Dr. Saketha Rama Rao

2. Prof. Major R. R. Padhi

[Signature]
06/03/19

C. Senior Administrative Officers

1. Dr. Bimal Prasad Sahu

2. Sri Trinath Sahu

[Signature]
[Signature]

3. Sri Biswanath Mahapatra

[Signature]

D. Teacher Representatives

1. Miss. Shehameer Patnaik

[Signature]

2. Dr. Alkha Chandra Mohanty

3. Sri Gangadhar Pradhan

[Signature]
06/03/19

4. Dr. Saranistha Mahapatra

[Signature]
06/03/19

5. Sri T. Akshya Kumar

[Signature]
06/03/19

6. Dr. Sunil Kumar Sengupta

[Signature]

x. Sri Koushka Chandra Tanna

E. Nominee from Local Society,

Prof. Prakash Chandra Mishra

Retd Prof. of Commerce

Berkhampur University,

[Signature]
06/03/19

F. Alumni

Dr. Srikant Mahapatra

Retd. Principal

[Signature]

G. Industrialist

Sri Ram Mohan Panda

[Signature]

H. Stakeholder

Sri Sudhanu Sekhar Sahu

[Signature]

Advocate

I. Student Representative

Sri Bikesh Kumar Maharana

J. Co-ordinator

Dr. Sunil Kumar Pattnaik

[Signature]

The meeting of Internal Quality Assurance Cell (IQAC) was conducted on

06 March 2019 at 3 P.M. in the office of the Principal. The Principal of the College Presided over the meeting. The Coordinator IOAC Placed the Agenda before the Chairman and members of IOAC. The following resolutions were Passed Unanimously after thorough discussion on all items of agenda.

Agenda. 1 Review of the successful execution of Proceedings of IOAC meeting.

The successful implementation of the resolution of the preceding IOAC meeting was reviewed. The Principal was advised to constitute a three man committee taking senior members of teaching staff to examine successful execution of the Proceedings of IOAC meetings. The said committee will submit a Review report of successful implementation of the decision taken in the preceding IOAC meetings with their constructive suggestions to the Principal for perusal of the Governing Body.

Agenda. 2 Implementation of on-line survey of feedback from students, parents, and teachers after completion of each semester.

Resolved that necessary steps be taken to up-date the College website for online survey of feedback of students, parents and teachers soon after completion of each semester. Further it is Resolved that a three man committee be constituted taking senior most members of teaching staff

to review the feedback which is to be submitted before the Governing Body.

Agenda-3 Mechanism to adopt for assessment of learning levels of the students after admission is over.

Resolved that the Staff members of all the departments should conduct Monthly test on their respective Subjects in the classes taken by them to assess the Learning levels of students at the Outset and this may be continued further to assess the development of Learning levels of students. Minimum two monthly tests of 20 marks each be conducted for each Semester. The Pattern of Questions be at Par with University Questions Pattern. The faculty members are required to give more attention to the Academically Poor Students for enrichment of their Academic Standards. Interactions be made with the students by the Examiners after evaluation of monthly test Answer Scripts to clarify the doubts of the students.

Tabulators be instructed to enter the marks of the students of two monthly tests examination in the tabulation Register along with internal assessment marks. The tabulation Register of each stream are to be reviewed by the Coordinator IQAC for necessary discussions in the IQAC meetings for further enrichment of the system and betterment of students.

Agenda. 4. Feedback to Submit by the faculty members regarding effective teaching & learning management systems and e-learning resources etc. during the Current Session 2018-19, in the given format.

| No of teachers on Roll | No of teachers Using ICT (LMS- e-resources) | ICT Tools and resource available | No of ICT smart enabled class room runs | No of E-learning and techniques used |
|------------------------|---|----------------------------------|---|--------------------------------------|
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Resolved that each department should submit the duly filled in aforesaid format to the Principal signed by each faculty and Counter signed by the respective heads of the departments by the end of 1st week of May 2019 for Review in the next Governing Body meeting for further improvement of teaching and learning strategies.

Agenda. 5. Reforme initiated on Continuous Conduct of Internal Exams at the College Level, its Evaluation and transparency. Each department is required to submit a draft Report within 250 words regarding steps initiated by the department during the Academic Session 2018-19.

Resolved that each department is required to submit a draft report within 250 words regarding steps initiated by the departments during the Academic Session 2018-19 regarding Continuous Conduct of Internal Examinations in addition to the mid Semester Examinations

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its evaluations and transparency to the students to assess the Academic Knowledge of the students. The report must reach the Principal by end of May 2019.

Agenda: 6 Examination related grievances if any during the Academic Session 2018-19 and its management mechanism Officer in Charge of Examination to submit a draft report within 500 words

Exercises and techniques used

Resolved that the officer in Charge of Examination is to submit a draft report within 500 words about examination related grievances if any during the Academic Session 2018-19 and its management mechanism for discussion in the next ICAC meeting.

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Agenda: 7 Review of Programme outcome and Course outcome of the session 2017-18 Uploaded in the College website.

Resolved that the Programme outcome and course outcome of the session 2017-18 Uploaded in the College website be placed in the next Governing Body meeting for review.

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Agenda: 8 Extension and Outreach Programmes Conducted during the year 2018-19.

Resolved that the officers-in-charge of Y.R.C, N.S.S and other student organisations are required to submit a report on Extension and outreach Programme activities conducted by them in their respective adopted villages in collaboration with Industry, Community, and

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Non Govt Organisations in the given format along with Photographs, Paper Clippings by the end of May 2019 for onward transmission to NAAC, Bengaluru.

Agenda. 9. Achievements in Sports, Games (Indoor/outdoor), Gym and Cultural Activities during 2018-19 if any.

Resolved that the Physical education teacher (PET) be asked to submit a report to the Principal on achievement of students in Sports and Games at University/State and National level during the Academic Session 2018-19 duly countersigned by the Vice President of Athletic Association by the end of May 2019 onward transmission to NAAC, Bengaluru. The officer-in-charge of Literary and Cultural Activities during 2018-19 at University/State and National level by the end of May 2019 onward transmission to NAAC Bengaluru.

Agenda. 10 Collection of rare books, Manuscripts, Special Reports or any other knowledge resource for library enrichment.

Resolved that a Library Committee will be made to take necessary steps for the collection of rare books, manuscripts, special reports or any knowledge resource for library enrichment.

Agenda. 11. Books Purchased during the current session if any with no of books and total expenditure incurred in purchasing books and Journals separately.

The Librarian be asked to Provide no of books purchased during the Current Session 2018-19 and the total Expenditure made for the same purpose.

Agenda. 12. Maintenance of Register regarding Per day Usage of Library books and Journals by teachers and students.

Resolved that a Register be maintained in the Library to record Per day Usage of Library books and Journals by teachers and students. The Coordinator IQAC is required to review the same in the end of every month and to give a Report to the Principal.

Agenda. 13 Frequency of Website Updates and the last date of Update.

Resolved that the Lecturer in the Dept. of Computer Science be assigned the duty to update the College Website everyday between 3.00 PM to 4.00 PM in Consultation with the Coordinator IQAC, Administrative Bursar, Coordinator World Bank and RUSA.

Agenda. 14. Use of Language Lab. for Recording of teaching Process in various Curriculum

Resolved that necessary steps be taken for Recording various Curriculums by use of Language Lab. so that they can be useful for the students and a Curriculum archives can be maintained by the College on each Subject Semester wise. Steps should be taken for the optimal use of Language Laboratory for the development of Academic

and Communication skills of the students

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Agenda- 15 Achievement of students in Competitive Examinations during last two years.

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Resolved that Achievement of students in Competitive Examinations during last two years is to be analysed. Necessary steps like Career Counselling Programmes is to be Conducted for the greater Interest of the students.

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Agenda. 16 Number of students qualifying in State, National, International level Examinations during last two years 2016-17 and 2017-18.

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Resolved that necessary documentation of students qualified in State, National, International level examinations like NET, SET, SLET, GATE CAT, GRE, TOFFEL, Civil Services and St. Govt Services etc. be made for the year 2016-17 2017-18, and 2018-19 through the Mentors. The report be completed by end of May 2019.

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Agenda. 17 Alumni Association: Its Registration function and significant Contribution to the Institution.

Resolved that Necessary Cooperation be given to the Alumni association of the College in Preparing its Bi-daw for Registration.

Necessary Coordination be made by the Coordinators IOAC with the office bearers of Alumni Association for their significant Contribution to the Institution.

IOAC

Agenda. 18 Database of Outgoing Students
on Compliance of +3 Final year
2016-17 and 2017-18.

Resolved that a database of the Outgoing Students be maintained to have a Cordial relationship with them to know their views, suggestions achievements and role playing in the Society.

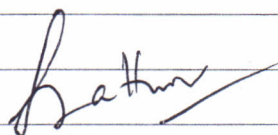
Agenda. 19 Collaboration and faculty Exchange

Resolved that Collaboration and faculty Exchange Programs be Conducted by the departments to ascertain and sustain quality education in the Institutions.

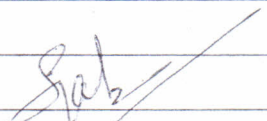
Agenda. 20. Students Mentoring System adopted in the College.

Resolved that the Coordinator of Mentor-Mentee System be advised to give a detail report within 500 words to the Principal by last week of May 2019 regarding successful implementation of the system in the College during Academic Session 2018-19 along with his suggestion for further improvement. The report must cover total no of students, no of full time teachers and Mentor-Mentee ratio.

The meeting ended with thanks to the Chair.



ICAC COORDINATOR.



Principal.