

R.C.M SCIENCE COLLEGE, KHALLIKOTE

MINUTES OF THE IQAC MEETING DATED 29.07.2022

Members Present:

1. Dr. Bimal Prasad Sahu, Principal	Chair Person
2. Dr. Saket Rama Rao, Educationist, Vice-President, K.C. Trust Managing Committee and Member Governing Body	Member
3. Major R. R. Padhy, Retd. Principal, Educationist, Secretary, K.C. Trust Managing Committee	Member
4. Prof. Dr. Prakash Ch. Mishra, Retd. Prof. of Emeritus & eminent Social Scientist, ICSSR, New Delhi.	Member
5. Sri Sudhansu Sekhar Sahu, Advocate	Member
6. Sri Trinath Sahu, Reader & Head, Department of Zoology (IQAC Coordinator)	Member
7. Mrs. Harapriya Sabat, Reader & Head, Department of Botany	Member
8. Miss. Snehamayee Pattnaik, Reader & Head Department of Physics	Member
9. Sri. Biswanath Mahapatra, Reader & Head, Department of Commerce	Member
10. Sri B. Ch. Deo, Lecturer in Botany	Member
11. Sri T. Akshya Kumar, Lecturer in History	Member

The meeting of IQAC was held in the Principal's Office at 11.00 A.M on 29.07.2022 under the chairmanship of the Principal Prof. Dr. Bimal Prasad Sahu.

AGENDA

1. Discussion on AQAR report 2021-22
2. Approval of annual action plan of IQAC for the new academic year
3. Approval of academic calendar of the college for new academic year.
4. Approval of Administrative Calendar.
5. Opening of College Canteen.
6. Proposal for formation of Power Bank & Question Bank by all departments.
7. Conduct of National / International Seminars.
8. Consideration of promoting digital resources.
9. Discussion on extension and collaborative activities.
10. Creating more facilities for cultural, sports activities.
11. Online access to college Library.
12. Organizing professional development programs for teaching and non-teaching staffs.
13. Organization of gender equity programs for staffs and students
14. Academic and administrative audit.

Minutes of the Meeting	Compliance to the Decisions
<p>Resolution – 1: It was resolved to collect the information from all departments for the session 2021-22 for onward transmission to NAAC on or before 31.12.2022.</p>	Action Taken as resolved.
<p>Resolution – 2: The Annual Action Plan prepared by the Coordinator in consultation with the faculty members and OIC of different activities was approved.</p>	Action taken in accordance with the Annual Action Plan.
<p>Resolution – 3: The Academic Calendar for 2022-23 prepared by the Coordinator was reviewed and approved.</p>	The Academic activities with reference to the Academic Calendar were complied in consonance with the instructions received from time to time from the Higher Education Department, Government of Odisha, Bhubaneswar.
<p>Resolution – 4: The Administrative Calendar for 2022-23 prepared by the Coordinator, IQAC was approved after threadbare discussion.</p>	The Administrative activities with reference to the Administrative Calendar were complied with reference to the instructions received from time to time from the Higher Education Department, Government of Odisha, Bhubaneswar, Berhampur University, Regional Director of Education & UGC authorities.
<p>Resolution – 5: It was resolved to function the college canteen in the newly constructed building after receiving the Non-Civil fund from OHEPEE.</p>	Approval for procurement of Non-Civil items for the college canteen has been received from Government under OHEPEE.
<p>Resolution – 6: It was resolved to prepare the PowerPoint Bank and Question Bank by all departments as per the CBCS pattern syllabus for students of all semesters.</p>	Complied by all departments on all programmes.
<p>Resolution – 7: It was resolved to conduct National & International Seminars by applying to CSIR, DST, ICSSR and other organizations for providing funds. It was further resolved to approach the concerned authority for minor and major projects in academic area to enhance the quality of teaching and learning.</p>	A National Seminar was conducted by P.G Department of Chemistry of this college on the topic " Application on Advanced Material in different emerging field " on 17.08.2022.
<p>Resolution – 8: It was resolved to purchase more digital learning systems for enhancing the quality of teaching and learning.</p>	Purchased.
<p>Resolution – 9: It was resolved to collaborate with various institution to formalize MOU for teacher exchange programme, student visit, internship etc.</p>	MoU signed with Kalinga Institute of Industrial & Technology (KIIT) Deemed to be University, Bhubaneswar for Collaborative & Mutual Beneficial Programmes for a period of 3 Years.
<p>Resolution – 10: Resolved to Host Inter College Cricket Tournament and Table Tennis Tournament for this session by seeking permission from Berhampur University.</p>	This year Berhampur University has not conducted Inter College Tournaments hence it was not possible to host both the events.

<p>Resolution – 11: It was resolved to complete the automation of library and subscription of e-journals for the college library.</p>	<p>The automation of Library was completed. The students and members of teaching staff are provided the benefit of per using e-Journals through Remote Access Portal at World Leadership Academy.</p>
<p>Resolution – 12 Resolved to organize workshop for teaching and non-teaching staff on professional development. It was further resolved to constitute a code of conduct committee for preparation of Booklets on code of conduct for all stakeholders.</p>	<p>A committee for preparation of code of conduct for stakeholders was constituted. The code of conduct prepared by the aforesaid committee was approved by the Honourable President Governing Body for publication and to adhere to the prescribed code of conducts by the stakeholders.</p>
<p>Resolution – 13: It was resolved to organize seminars on Intellectual Property Right (IPR) and Gender Equity programme at regular interval in the college.</p>	<p>Internal quality assurance cell (IQAC) has organized a seminar on Women Empowerment and Gender Sensitization on 11th April 2022 in the college auditorium. A seminar on Intellectual Property Right (IPR) will be conducted on 7th January 2023. Resource Person: (i) Prof.Lalit Mohan Deo, Dean, Law, Birla Global University, Bhubaneswar. (ii) Dr. Itishree Mishra, Associate Professor of Law, Birla Global University, Bhubaneswar.</p>
<p>Resolution – 14: It was resolved to perform academic and administrative audit at the end of each session.</p>	<p>The academic audit for 2021-22 was conducted on 13.09.2022. The team of academic audit were –</p> <ol style="list-style-type: none"> 1. Prof. Siba Prasad Adhikari, Former Vice Chancellor, Fakir Mohan University, Vyasa Vihar, Balasore. 2. Prof. Jugal Kishore Mishra, Former Professor of Political Science, Berhampur University, Bhanjavihar, Berhampur – 07. Presently Madhusudan Das Chair Professor, Kalinga Institute of Social Sciences (KISS), Deemed to be University, Bhubaneswar, Odisha, 3. Prof. Prakash Chandra Mishra, Former Professor of Emeritus in Commerce, Berhampur University, Bhanjavihar, Berhampur-07 and Eminent Social Scientist, Indian Council of Social Science Research (ICSSR), New Delhi. 4. Prof. Manas Ranjan Patra, Professor & Head, P.G Department of Computer Science, Berhampur University, Bhanjavihar, Berhampur – 7.


Coordinator
IQAC
17/12/22


Principal
R.C.M.Sc.College
Khalikote, (Gm.)