

R.C.M SCIENCE COLLEGE, KHALLIKOTE
MINUTES OF THE IQAC MEETING DATED 21.04.2023

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 Srikant Mahapatra, Retd. Principal Mahamayee Mahila Mahavidyalaya, Berhampur	Member
6. Sri Sudhansu Sekhar Sahu, Advocate	Member
7. Sri Rammohan Panda, Industrialist	Member
8. Sri Trinath Sahu, Reader & Head, Department of Zoology (IQAC Coordinator)	Member
9. Dr. Surendra Kumar Swain, Reader & Head, Department of Chemistry	Member
10. Sri. Biswanath Mahapatra, Reader & Head, Department of Commerce	Member
11. Miss. Snehamayee Pattnaik, Reader & Head Department of Physics	Member
12. Sri B. Ch. Deo, Lecturer in Botany	Member
13. Sri T. Akshya Kumar, Lecturer in History	Member
14. Sri K.Ch. Tarai, Lecturer in Mathematics	Member
15. Smt. Saraswati Tripathy, Lecturer in English	Member
16. Smt. Madhuchhanda Charchi, Lecturer in IT	Member


The meeting of IQAC was held in the Principal's Office at 11.00 A.M on 21.04.2023 under the chairmanship of the Principal Prof. Dr. Bimal Prasad Sahu.

AGENDA

1. To review and confirm the Academic Calendar for the session 2023-24.
2. To review and confirm the Administrative Calendar for the session 2023-24.
3. To decide two Best Practices for the session 2023-24.
4. Strategic planning for teaching, learning and evaluation for improvement of quality on introduction of NEP 2023.
5. To review the code of conduct handbooks for different stakeholders.
6. NAAC Accreditation Process, preparation for 3rd cycle.
7. Mechanism to be adopted to collect data for preparation of AQAR 2022-23 by 31st July 2023.
8. Review of AQAR 2021-22.

Minutes of the Meeting	Compliance to the Decisions
<p>Resolution – 1: The Academic Calendar for 2023-24 presented by the Coordinator IQAC was approved with the liberty given to the esteemed Principal for making any changes required in accordance with the Academic Calendar to be published by the Higher Education Department.</p>	<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>
<p>Resolution – 2: The Administrative Calendar for 2023-24 presented by the Coordinator was approved after threadbare discussion.</p>	<p>The Administrative activities with reference to the Administrative Calendar were executed 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 and UGC authorities.</p>
<p>Resolution – 3: It was resolved to adopt two best practices:(i) Enrichment of Teaching Learning process (ii) Environmental Initiatives.</p>	<p>Action taken as resolved.</p>
<p>Resolution – 4: The members of teaching and non-teaching staff to be kept mentally ready and to keep the institution fully equipped for implementation of NEP 2020 for the academic session 2023-24 on receiving necessary instruction from Higher Education Department, Government of Odisha.</p>	<p>The college and members of teaching and non-teaching staff were ready for implementation of NEP 2020 during the current session but no specific instruction the HEI received from the Higher Education Department, Government of Odisha during the academic session.</p>
<p>Resolution – 5: The code of conduct handbook published by the college was reviewed and necessary amendments were made. The Principal was advised to place before the Governing Body for their kind approval and publish the same to abide by all stakeholders.</p>	<p>The code of conduct was approved by the Governing Body of this college and also circulated among staff and students.</p>
<p>Resolution – 6: It was resolved to collect data from all departments both qualitative and quantitative by providing data template as per NAAC criteria through an email-ID.</p>	<p>The qualitative and quantitative data so collected were compiled by faculty members of all department on all criteria.</p>


 Coordinator
 IQAC


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