

Proceedings of the meeting of IQAC held on 10<sup>th</sup> July, 2018 at 11.30 a.m. in the IQAC Room.

Agenda:

- i) Confirmation of the Proceedings of the last meeting.
- ii) Reconstitution of the IQAC Committee.
- iii) Submission of AQAR for the Session 2016-17 & Preparation & Submission of AQAR for the session 2017-18.
- iv) Plan of Action for the Session 2018-19
- v) Promotion & Placement of teachers & non-teaching staff, if any.

Members Present:

1. ~~Uma~~
2. Jagannath Patra.
3. Mrityunjay Guehait
4. Narayanarayan Dash
5. Achintya Kumar Samant.
6. Binoy Kumar Maiti
7. Lipika Panda
8. Ashim Barik

Dr. A. M. Mishra, Principal and Chairperson of the Committee chaired the meeting.

Confirmation:

1. Agenda: Confirmation of the Proceedings of the last meeting (03.04.2018).

Resolution: The Proceedings of the last meeting held on 03.04.2018 are read & Confirmed.

## Consideration:

1. Agenda: Re-constitution of the IQAC Committee.

Resolution: According to the new guidelines Version 5, dated ~~12~~ 12.01.18 (23.05.2018) by NTAAC Bengaluru, the College IQAC Committee has been reconstituted in the following manner by including some new honourable members:

1. Mr. Ananta Mohan Mishra, Chairperson.
2. Prof. Binoy Kumar Maiti, Senior Teacher, Assoc. Professor of Courses.
3. Dr. Naranarayan Dash, Senior Teacher, Assoc. Professor of Sanskrit.
4. Dr. Lipika Panda, Senior Teacher, Assoc. Professor of Bengali.
5. Dr. Achintya Kr. Samanta, Senior Teacher, Asstt. Professor of Botany.
6. Prof. Mukteswar Das, Senior Teacher, Asstt. Professor of History.
7. Dr. Mrityunjay Guethait, Governing Body Member.
8. Mr. Binoy Kr. Chanda, Former Inspector of Colleges, V. U.
9. Dr. Ganesh Chandra Jana, Former Deputy Registrar, V. U.
10. Mr. Paritosh Shit, Head Clerk.
11. Mr. Anup Giri, Member, Zilla Parishad, Purba Medinipur.
12. Mr. Tapas Pradhan, Member, Alumni Association.
13. Mr. Adhir Barik, Nominee from Stakeholders.
14. Prof. Jagannath Patra, Coordinator.

2. a) Agenda: Submission of Annual Report of IQAC (2016-17)

Resolution: The Annual Report of IQAC (2016-17) was placed in the meeting. After discussion in detail some members suggested for inclusion of some points and achievements. Be it resolved that the Report of the IQAC (2016-17) be placed to the next Governing Body Meeting for approval before sending.

b) Agenda: Preparation and Submission of Annual Report of IQAC (2017-18)

Resolution: For preparation of Annual Report

of IQAC (2017-18), the Senior teacher of the IQAC is assigned to expedite the process so that it be submitted within the scheduled deadline i.e. 31st December, 2018

In this context, it has been decided that the Report of the IQAC (2017-18) be sent along with report of the Previous year within the said deadline.

### 3. Agenda: Plan of Action for the Session 2018-19

#### Resolution:

The house proposes to G.B for due consideration of the following for further enhancement of quality education in the College.

#### i) Upgradation of ICT-based Teaching:

- At Present Six ICT-enabled class rooms are running in the College. The house suggested two more class rooms be equipped by it to strengthen the mode of teaching with the help of ICT in the current academic session.

#### ii) Introduction the Job-oriented Courses:

- Considering the Intake Capacity vis-a-vis students enrollment of different Courses over the years and also taking experience from successful running of Job-oriented Courses of Hospitality & Tourism Management & Fishery Science, the house recommends for introduction of the following at U.G level:

- a) Bachelor of Computer Application (BCA) and
- b) Physical Education Courses (3-year)

#### iii) Holding of Seminar / Workshop

- As the sanctioning of funds for seminar by the UGC are still waiting, the College authority be

requested to allot some fund out of the College fund for the current session so that Seminar/workshop etc. be organized in Collaboration with other Institution, Statutory Bodies and others.

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iv) Arrangement of Awareness Programme, Extension and outreach activities:-

- Awareness Programme regarding Contemporary Socio-economic & environmental issues and various extension and outreach activities be initiated with the help of NSS, College Unit or with other stakeholders.

v) Meeting with Students Union

- Be it resolved that a meeting be Convened like previous ones for healthy interaction with the Students' Union to ensure suggestions for the further academic development of the College.

vi) Green Audit of Campus.

- Resolved that recommendation be made for conducting Green Audit by measuring some Parameters like Carbon emission rate, no of Cars entered in the Campus, no of trees, no of lights and solar lights etc. An outside agency may be contacted regarding this matter.

vii) Adoption of Best Practices;

- Some best Practices may be adopted by the College.

a) 'No vehicle Day' may be Practiced in a Particular day of month to save the fuel.

b) Adoption of village by the College by giving facilities of full-freeship to the SC/ST students of our College who are meritorious and needy and also by giving Voluntary teaching to the boys and girls of the adopted village.

- e) As per existing Convention of Pre-puja feast on the last working days before puja vacation, the IATC will organise Seminar/workshop/special lecture etc. on that day in addition to it.

#### 4. Agenda: Teacher related issues (Placement/Promotion of Teachers)

Resolution: The letter of Prof. Suren Kr. Mahapatra is taken into Consideration. As per the West Bengal Government notification (No. 1373-Edu.(cs)/SP-52-98 dated. 07.12.2017), the new regulation will be effective from 07.12.2017. Under this backdrop, Placement/Promotion of Prof. Suren Kr. Mahapatra will be in accordance with the new regulation as the due date of Promotion from Stage-II to Stage-III of the incumbent is 01.08.2018. For the Computation of AP7 Score and related work the following Sub-Committee has been formed:-

- a) Prof. Jagannath Patra.
- b) Prof. Binoy Kr. Maiti
- c) Dr. Achintya Kr. Samanta.

#### 5. Miscellaneous:

##### Resolution:

- i) For making a regular appraisal of performance of each and every department, necessary information be collected from the concerned departments through a tailor-made format to be supplied by the IATC. Such data be submitted in December-June every year.
- ii) Regarding Annual Maintenance Contract (AMC), the house is of the opinion that the performance of the agency in this work is not satisfactory. So Principal be requested to look into the matter.

iii) Some of the departments including IQAC located in MP - Building are Connected with BSNL Networking System. For last three months the networking system sometimes running at a very low speed or totally remains out of order. Therefore, the matter be looked into to sort out the Problem.

iv) Class duration of the existing routine be enhanced to one hour instead of 45 minutes. With effect from January, 2019