


Proceedings of the meeting of IQAC held on
11th. Dec. 2018 at 2.00 Pm in the IQAC room.

- Agenda:

- i) Confirmation of the Proceedings of the last meeting
- ii) Review of activities as planned for the session. 2018-19
- iii) Teacher and Non-teaching staff related issues
(Placement / Promotion etc.)
- iv) Miscellaneous.

Members Present:

1. 
2. Jagannath Patra
3. Mrityunjay Guekhari
4. Binoy Kumar Luanda
5. Binoy Kumar Maity
6. Mustansir Ali
7. Switasa Ghosh
8. Adhir Banik
9. Naranarajan Dash
10. Achintya Kumar Samanta
11. Anup Kumar Maity 11.12.18
12. Jyoti Pradhan

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

At the outset, Chairperson of the IQAC, Dr. Mishra
welcomed the newly included honourable members present
at the meeting by offering flower bouquet and sought their

Cooperation in running the cell effectively.

Confirmation:

1. Agenda: Confirmation of the Proceedings of the last meeting (10.07.2018).

Resolution: The Proceedings of the last meeting held on 10.07.2018 are read and confirmed.

Consideration:

1. Agenda: Review of the activities as planned for the Session 2018-19.

Resolution: The house reviewed the work as planned for the ongoing session in the following manner:

- a) The fisherman dominated village in the Coastal areas be adopted so that we can perform our activities in a better way keeping in line of our pre-determined objectives.
- b) Besides allotment of fund out of College fund for organising departmental Seminars, Seminar proposals be sent to the various Central and State agencies for financial assistance and in this context, a meeting be convened by the Research Committee immediately to speed up the issue.
- c) For keeping record in case of off campus placement through Skype or through similar IT media, video-recording should be done simultaneously.
- d) A special meeting of Alumni's Association be convened for effective implementation of their plans and programmes for the ongoing session.
- e) To bring Assets Register up to date and for making updated asset valuation, an outside agency be engaged to expedite the process.

2. Agenda: Teachers & Non-teaching staff related issues (Placement / Promotion etc.)

Resolution:

a) Considered and recommended the applications of following teachers for attending orientation Programmes / Refresher Courses as required under Career Advancement Scheme.

- i) Dr. Rasmita Satpathy, Assistant Professor in Philosophy.
- ii) Mr. Debasish Biswas, Assistant Professor in Commerce.
- iii) Mr. Himanshu Barman, Assistant Professor in Zoology
- iv) Mrs. Swasati Dey, Assistant Professor in Physics.

b) The following teachers whose Promotions are due, satisfied the required API for next Promotion. Therefore, Principal is requested to take necessary steps in this regard.

<u>Sl. No.</u>	<u>Name of the teacher</u>	<u>Dept.</u>	<u>Stage From - To</u>	<u>Due date of Promotion</u>
1.	Prof. Jyotirmay Pandit	Geography	I - II	08.04.2016
2.	Dr. Rasmita Satpathy	Philosophy	II - III	10.09.2017
3.	Dr. Achintya Kr. Samant	Botany	II - III	16.12.2017
4.	Prof. Suren Mahapatra	Sanskrit	II - III	01.08.2018

and also to oversee the matter of Career Advancement Scheme of non-teaching staff, it is recommended to form a Committee consisting of the following members:

- a) Prof. Jagannath Patra.
- b) Dr. Mrisunjay Guichair
- c) Mr. Paritosh Sheet.

3. Miscellaneous.

Resolution:

- a) For making regular appraisal of Performance of each and every department, a structured format has been supplied by the IAAC duly to every department. Some of the departments are still not submitting the same. Prof. Mukteswar Das and Dr. Achintya Kumar Samanta, Members of the Cell, are requested to interact with those departments for Submission within scheduled date.
- b) Like AMC in Computer goods, the same initiative be taken to insure all buildings with fire safety.
- c) As ~~BA~~ BSNL networking system is not up to the mark, an alternative service provider be searched for. Dr. Narayanaswamy Das, Prof. Sandip Banerjee & Mr. Tapas Pradhan, be requested to look into this matter.
- d) Selling of smoking items, Pan masala and similar line of products strictly be banned henceforth from College Canteen.
- e) For ensuring more effective and efficient involvement with works the Cell resolved that all the teaching and non-teaching members be requested to visit College Canteen during tiffin time (1.30 Pm to 2.30 Pm) only.
- f) As regards students satisfaction Survey, being the most important part for satisfying NAAC requirement, a proper feasibility study be conducted by the NAAC Coordinator by surveying the activities of other colleges as well as through printing document.

As there is no other matter to discuss, the meeting ended with a vote of thanks to the chair.