

MINUTES OF IQAC

Minutes of the Ist Meeting of the Internal Quality Assurance Cell (IQAC) held on 18th July 2015 in the Principal's Office at 11.00 A.M of the academic year 2015-2016.

The Ist Meeting of the Internal Quality Assurance Cell (IQAC) of the college, a cell being newly formed under the UGC XII Plan Period (2012-2017) on 13th May 2015, held its Ist meeting on 18th July 2015 at 11.00 A.M at the Principal's Office along with its executive body members. The meeting was started under the Chairmanship of Mrs. Meerabala Mohapatra (Chairperson).

The following Members were present:

1. Mrs. Meerabala Mohapatra (Chairperson)
2. Dr. Jayant Kumar Das
3. Mr. Krushna Chandra Mohapatra
4. Dr. (Mrs) Deepa Nag.
5. Dr. Aparna Dutta
6. Dr. Akash Sahu, Academic Bursar
7. Dr. Sunil Ranjan Biswal
8. Mr. Amarnath Sahoo, Administrative Bursar
9. Mr. Pradipta Kr. Mishra (IQAC Coordinator)

Initially the IQAC coordinator, Mr. P.K.Mishra, welcomed all the members. Afterwards the business of the meeting started, by taking the agenda for consideration item by item.

Item No.1: The Chairperson introduced the establishment of the Internal Quality Assurance Cell in Higher educational institution under the UGC XII Plan as mandatory, its aims and objectives, its functions and quality assurance in academic and administrative performances of the institution.

Item No.2: Regarding the preparation of an annual action plan proposal of IQAC for the academic session 2015-2106, the members unanimously decided that a Action Plan for the academic year may be prepared and approved by the house in order to carry out the IQAC activities and implementation.

Item No.3: Regarding the fund allocation of Rs.3,00,000 lakh by the UGC XII Plan towards the expenditure on IQAC head has to be met during the plan period from 2012-2017, the members decided that an estimation may be prepared accordingly by the Coordinator, IQAC for an academic year and be submitted to the Chairperson for approval.

Having no other points for discussion, the meeting concluded with thanks and regards to everyone present.

sd/-
IQAC Coordinator

sd/-
Chairperson

MINUTES OF IQAC

Minutes of the First Meeting of the Internal Quality Assurance Cell (IQAC) held on 31st October 2016 in the Principal's Office at 11.00 A.M of the academic year 2016-2017

The 1st Meeting of the IQAC Working Committee Members for the session 2016-2017 was held on 31st October 2016 at the Principal's Office to discuss on the agenda of the meeting.

The following members were present:

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| 1. Dr. Debasis Acharya, Principal | - | Chairperson |
| 2. Mr. Krushna Chandra Mohapatra | - | Member |
| 3. Dr.(Mrs.) Deepa Nag,
Vice-President, UGC Committee | - | Member |
| 4. Dr. Aparna Dutta | - | Member |
| 5. Dr. Akash Sahu, Academic Bursar | - | Member |
| 6. Dr. Sunil Ranjan Biswal | - | Member |
| 7. Dr. Tajeswar Rath | - | Member |
| 8. Mrs. Rita Das, Asst. Librarian | - | Member |
| 9. Mr. Amarnath Sahoo,
Administrative Bursar | - | Invitee |
| 10. Mr. Prasanta Kr. Mohanty
Accounts Bursar | - | Invitee |
| 11. Mr. Pradip Kumar Das | - | Coordinator, IQAC |

The meeting of the IQAC working committee started at 11.00 a.m. under the Chairmanship Dr. Debasis Acharya (Chairperson). Initially the Member Coordinator, Mr. Pradip Kumar Das, welcomed all the members.

Before the start of the proceedings of the meeting, one minute silence was observed to mark the condolence for the sad and untimed demise of the former IQAC Coordinator, Late Mr. Pradipta Kumar Mishra. Afterwards the business of the meeting started by taking the agenda for consideration item by item.

Item No.1: To read and confirm the minutes of the previous meeting of the IQAC working Committee, held on 18th July 2015, by Mr.Pradip Kumar Das, the newly appointed coordinator.

Item No.2: Regarding disbursement of the UGC fund of Rs.3 Lakhs allocated for IQAC for utilization during the XII Plan Period, an amount of Rs.60,000/- be sanctioned by the Chairperson towards Non-Recurring expenditure, and an amount of Rs,10,000/- towards contingency for the session 2016-17 respectively.

Item No.3: The house decided that a separate room in the college may be provided for smooth functioning of the IQAC office for documentation and with ICT facilities. It was further considered that the IQAC shall function within the college office and utilize the broadband facilities till the functioning of its own office.

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Item No.4: As per the UGC guidelines for creating a separate web link of the IQAC in the college website, it was decided that necessary steps should be taken by the college and the OIC UGC NRC of the college to create a separate IQAC tab in the Home Page of the website.

Item No.5: As per the UGC guidelines and NAAC accreditation process, it is necessary for all Higher education institution to submit the Annual Quality Assurance Report (AQAR) at the end of every academic year. It was unanimously decided that the AQAR of IQAC for the session 2016-2017 be prepared soon and be submitted in the next IQAC meeting for review, before being uploaded in the NAAC website.

Item No.6: Regarding preparation of an annual action plan of IQAC for the session 2016-2017, it was recommended that the IQAC Coordinator would prepare plan of action for the year for better implementation of activities of both academic and administrative performance of the college.

As there was no other points to discuss, the meeting concluded with thanks and regards to one and all present.

Sd/-
IQAC, Coordinator

Sd/-
Chairperson

MINUTES OF IQAC

MINUTES OF THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 8TH NOVEMBER 2016 IN THE PRINCIPAL'S OFFICE AT 11.45 A.M OF THE ACADEMIC YEAR 2016-2017

A Second Meeting of the IQAC working committee members was held on 8th November 2016 in the Principal's Office to discuss on the notified agenda.

The Following Members were present in the Meeting:

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| 1. Dr. Debasis Acharya, Principal | - | Chairperson |
| 2. Dr. (Mrs.) Deepa Nag | - | Member |
| 3. Dr. Aparna Dutta | - | Member |
| 4. Dr. Akash Sahu, Academic Bursar | - | Member |
| 5. Dr. Sunil Ranjan Biswal | - | Member |
| 6. Mr. Amarnath Sahoo, Admn. Bursar | - | Member |
| 7. Mr. Prasanta Ku. Mohanty, Accounts Bursar | - | Member |
| 8. Mr. Pradip Kumar Das | - | Coordinator |

The 2nd IQAC meeting of the academic session 2016-2017 was called to order at 11.45 a.m under the Chairmanship of Dr. Debasis Acharya, Principal & Chairperson. Initially, the IQAC coordinator, Mr. Pradip Kumar Das gave a warm welcome to all its members. Thereafter the business of the meeting started, by taking the agenda for consideration item wise.

Item No.1: To read and confirm the minutes of the previous meeting of the IQAC working committee, held on 31st October 2016.

Item No.2: To consider the action taken report of the IQAC that was recommended in the previous meeting held on 31st October 2016, the coordinator, IQAC placed before the house,

- (a) that an amount of Rs.60,000/- has already been sanctioned by the Chairperson for purchase of Computer and office equipments for IQAC towards non-recurring expenditures.
- (b) Further an amount of Rs.36,000/- was sanctioned towards contingency, ICT communication expenses and for Hiring services for secretarial and technical services (recurring).
- (c) That the AQAR for 2015-2016 of IQAC has been prepared and need the recommendation of the Chair to be uploaded in the college website and for the online submission to the NAAC, Bangalore.

Item No.3: Recommendation was made by the house for the Annual Action Plan of the IQAC for the session 2016-2017. It was decided that the Coordinator along with other members of the committee will focus on the plan of action in time and bring significant outcomes during the academic session.

Item No.4: Regarding the college 2nd cycle of reaccreditation process, the IQAC will coordinate with the UGC NAAC Committee in the preparation and submission of College SSR to the naac.gov.in during the academic session 2016-2017.

Item No.5: It was decided by the house that the IQAC will take initiative in pursuing the Head of the Departments and encouraging them to conduct regular workshops and seminar in their departments and also by inviting external Faculty Members so as to enhance the academic performances.

As there were no other items for discussions, the meeting was concluded with a vote of thanks to all the members present.

Sd/-
IQAC Coordinator

Sd/-
Chairperson

MINUTES OF IQAC

MINUTES OF THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 3RD JANUARY 2017 IN THE PRINCIPAL'S OFFICE AT 12.30 P.M OF THE ACADEMIC YEAR 2016-2017

The 3rd Meeting of the IQAC working committee members was held on 3rd January 2017 in the Principal's Office to discuss on the notified agenda.

The Following Members were present in the Meeting:

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| 1. Dr. Debasis Acharya, Principal | - | Chairperson |
| 2. Dr. (Mrs.) Deepa Nag | - | Member |
| 3. Dr. Aparna Dutta | - | Member |
| 4. Dr. Akash Sahu, Academic Bursar | - | Member |
| 5. Dr. Sunil Ranjan Biswal | - | Member |
| 6. Mr. Amarnath Sahoo, Admn. Bursar | - | Member |
| 7. Mr. Prasanta Ku. Mohanty, Accounts Bursar | - | Member |
| 8. Mr. Pradip Kumar Das | - | Coordinator |

The 3rd IQAC meeting of the academic session 2016-2017 was called to order at 12.30 p.m under the Chairmanship of Dr. Debasis Acharya, Principal and Chairperson. Initially, the IQAC coordinator, Mr. Pradip Kumar Das gave a warm welcome to all its members. Thereafter the business of the meeting started, by taking the agenda for consideration item wise.

ItemNo.1:

To read and confirm the minutes of the previous meeting of the IQAC working committee, held on 8th November 2016, by the IQAC coordinator, Mr. Pradip Kumar Das.

Item No.2:

Regarding preparation and submission of AQAR of IQAC for the academic sessions 2015-2016 and 2016-2017, it was decided that both the AQARs be finally reviewed by the members and should be uploaded in the college website by May 2017 and the same may be sent to NAAC, Bangalore online.

Item No.3:

It was unanimously decided that a Parent-Teacher Meeting will be organized during the month of January by the IQAC in coordination with the college Proctorial committee and the Academic Council along with the UGC Committee. The date and time will be decided by the Committee.

Item No.4:

It was decided that members of the Alumni be invited to actively participate in the college development programmes from time to time and give their feedbacks for betterment in the academic as well as in the administrative performance of the college.

Item No.5:

Regarding the organization of the IQAC General Body Meeting with the External Members, it was decided that such meeting should be held once in an academic session. It was further decided that a meeting of the IQAC General Body may be held in the month of July 2017, the date and time to be fixed in consultation with the Chairperson.

As there were no other items to discuss in the house, the meeting concluded with vote of thanks and regards from the Coordinator to all the members present.

Sd/-
IQAC, Coordinator

Sd/-
Chairperson

MINUTES OF IQAC

MINUTES OF THE FIRST GENERAL BODY MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 21st SEPTEMBER 2017 IN THE PRINCIPAL'S OFFICE AT 10.00 A.M OF THE ACADEMIC YEAR 2017-2018

The 1st General Body Meeting of the IQAC working committee members was held on 21st September 2017 in the Principal's Office to discuss on the notified agenda.

The Following Members were present in the Meeting:

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| 1. Dr. Debasis Acharya, Principal | - | Chairperson |
| 2. Dr. (Mrs.) Deepa Nag | - | Member |
| 3. Dr. Aparna Dutta | - | Member |
| 4. Dr. Akash Sahu, Academic Bursar | - | Member |
| 5. Mr. Amarnath Sahoo, Admn. Bursar | - | Member |
| 6. Mr. Bibhudutta Das, Secretary,
Diocese of Cuttack, CNI | - | External Member |
| 7. Mrs. Asha Margaret Das, Principal
Stewart School, Cuttack | - | External Member |
| 8. Dr. Nishit Yadav | - | Member Alumni |
| 9. Mr. Mitrabhanu Mohanty | - | Member Alumni |
| 10. Mr. D. Prakash Rao | - | Member community |
| 11. Dr. Pradip Kumar Das | - | Coordinator |

Mr. Prashanta kumar Mohanty, Accounts Bursar and Dr. Sunil Ranjan Biswal, member remained absent as they are on study leave for participation in Refresher Course.

The First General Body Meeting of the IQAC started at 10.a.m under the Chairmanship of Dr. Debasis Acharya. Initially the members were received with a warm welcome by the coordinator, Dr. Pradip Kumar Das.

Item No.1: An opening prayer was offered by Mrs. Asha Margaret Das, Principal, Stewart School and External Member, before the start of the meeting.

Item No.2: The coordinator, IQAC in his welcome address, introduced the external members to the house with a warm welcome by other members.

Item No.3: To read and confirm the minutes of the previous meeting of the IQAC working committee, held on 3rd January 2017, by the IQAC coordinator, Dr. Pradip Kumar Das.

Item No.4: The Annual Action Plan of the IQAC for the academic session 2017-2018 were prepared and presented before the members for review and suggestions. It was decided by the members to add a few more activities like skill development among students, SMS mode of communication for the students and parents, student's leadership development etc.

Further the house decided that necessary proposals be made by the Coordinator in consultation with the Chairperson, for installation of Solar Panels as energy resource and Roof-top rainwater harvesting system in the college campus.

Item No.5: The members unanimously recommended for the approval of the Plan of Action for 2017-2018 of the IQAC by the Chairperson, and the same be made available in the college website.

Sd/-
Coordinator, IQAC

Sd/-
Chairperson