



**OFFICE OF THE PRINCIPAL; GOVT. AUTO. COLLEGE, PHULBANI,
DIST. - KANDHAMAL**

No. 716

OFFICE ORDER

Date. 21-6-19

The Internal Quality Assurance Cell (IQAC) of Govt. Autonomous College, Phulbani is reconstituted with the following members for the session 2019-20.

Sl. No	Name and Address and Contact No.	Representing as
1. ✓	Sri Ranjan Kumar Mahalik, Assoc.Prof in History & Principal I/C, Mob No- 9437765261	Chairperson
2.	Dr.Sudarshan Sahoo, Asst.Prof in Commerce, Govt.(Auto)College,Phulbani, Mob No-9438448906	Coordinator
3. ✓	Sri Panchanan Behera, Asst.Prof in Economics, Govt.(Auto)College,Phulbani, Mob. No-7008824802	Member (All PG Course) <i>22.6.19</i>
4. ✓	Sri Muralidhara Sethi, Asst.Prof in Philosophy, Govt.(Auto)College,Phulbani,Mob No. - 9437299316	Member (Self Financing Course) <i>ML</i>
5. ✓	Sri Subash Chandra Pradhan, Asst.Prof in English, Govt.(Auto)College,Phulbani, Mob No.-7978934036	Member (UG-Arts Courses & Administrative Bursar) <i>22.6.19</i>
6. ✓	Sri Sukanta Kumar Behera, Asst.Prof in Botany, Govt.(Auto)College,Phulbani, Mob No- 9437130148	Member (UG-Science Courses) <i>L Dubey</i>
7. ✓	Sri Priyabrata Pattnaik, Asst.Prof in Chemistry, Govt.(Auto)College,Phulbani,Mob No- 9438439797	Member <i>22.6.19</i>
8. ✓	Dr. Smt Snigdha Panigrahi, Lect.in Physics, Govt.(Auto)College,Phulbani, Mob No- 9437207801	Lady member <i>22.6.19</i>
9. ✓	Sri Sadasiv Patra, Press Reporter, Qr No. 34, At-Nadikhandhi Sahi, Phulbani Mob No- 7008280984	Member (Local Society) <i>Regd. post</i>
10. ✓	Sri Prasanna Kumar Pattnaik, Retired Reader in Economics, Laxmi Market Phulbani, Mob No. 9437491282	Member (Alumni Association) <i>Regd. post</i>
11. ✓	Sri Sanjit Kumar Pattnaik, Secretary,Kandhamal Apex Spices, Association for marketing (KASAM), Netaji Subash Bose Road,Phulbani, Mob No. 9438088630	Industrialist <i>Regd. post</i>
12. ✓	Sri Suresh Chandra Mishra, Assistant Store Keeper, Govt.(Auto)College, Phulbani, Mob No-8895596886	Non Gazetted Staff member <i>22.6.19</i>
13. ✓	Sri Seshadev Jani, Sr.Clerk, Govt.(Auto)College, Phulbani, Mob No- 8895338739	Non Gazetted Staff member <i>22.6.19</i>
14. ✓	Anil Kumar Pradhan, PG Part-II, Roll No.- PGPHY-005, At/Po-Mahalik Pada, Harabhanga, Dist-Boudh,762020, Mob-8658104242	Student <i>Regd. post</i>

Smt Sandhyarani Dash, Jr.Clerk & Sri K.C Biswal will act as office Assistant and DEO respectively for the purpose.

The first meeting of IQAC for the session 2019-20 is scheduled to be held on 08th July 2019 at 11.00 A.M in the new building, Room No. 01. All the members are cordially invited to attend the meeting.

Encl:- Guidelines of IQAC for reference

Memo No. 717 // Dt. 21-6-19

Copy to members concerned / Coordinator IQAC for information and necessary action.

Principal
Principal
Govt. (Auto) College
Phulbani

Principal
Principal
Govt. (Auto) College
Phulbani

22.6.19

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING: 2019-20

GOVT AUTONOMOUS COLLEGE, PHULBANI, ODISHA


DATE: 08-07-2019

11.00AM to 2.00 PM

AGENDA*

1. Lighting of Lamp
2. Self-introduction of members
3. Welcome Address by the Principal, Sri Ranjan Kumar Mahalik, Associate Professor, History
4. All about IQAC –by IQAC Co-ordinator, Dr Sudarshan Sahu, Asst Prof., Commerce
5. NAAC REQUIREMENTS: A PRESENTATION by NAAC Co-ordinator, Sri Panchanan Behera, Asst. Prof., Economics
6. Members' Views on proposals
7. Selection of projects/proposals to be undertaken during 2019-20(July to June)
8. Officer assignment for execution
9. Principal Remarks on Selected proposals
10. Vote of thanks

*A menu of proposals is attached for consideration and discussion


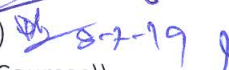



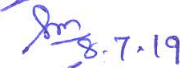

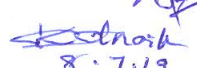





PRINCIPAL 8-7-19
Principal
Govt. Auto. College
Phulbani

PROCEEDINGS OF IQAC MEETING HELD ON 08-07-2019 FOR 2019-2020(JULYY-JUNE)

DATE: 08-07-2019(MONDAY), ROOM NO-NB01, 11.00 AM-2.00PM

This was the initial meeting of IQAC for the year 2019-20 chaired by the Principal and chairman of IQAC, Sri Ranjan Kumar Mahalik, Associate Professor, History for consideration of initiatives under IQAC for the year 2019-20 for quality assurance in the academic and administration of the College.

The meeting was attended by the following members:

1. Dr Sudarshan Sahu, Asst. Prof. Commerce (IQAC Co-ordinator)  8.7.19
2. Sri Panchanan Behera, Asst Prof. Economics(Member for PG Courses)  8.7.19
3. Sri Subash Chandra Pradhan, Asst Prof., English(Member for UG Arts Courses))  8.7.19
4. Sri Sukanta Kumar Behera, Asst Prof., Botany(Member for UG SC Courses)  8.7.19
5. Sri Priyabrata Patnaik, Asst Prof., Chemistry(Faculty Member)  8.7.19
6. Dr Snigdha Panigrahi, Lecturer, Physics(Lady Faculty Member)  8.7.19
- 7. Sri Sadasiv Patra(Local Society Member)  8.7.19
- 8. Sri Prasanna Kumar Patnaik(Alumni Member)  8.7.19
- 9. Sri Sanjeet Kumar Patnaik(Industry Member)  8.7.19
10. Sri Shesadev Jani(Member, for NGO wing of College)  8.7.19
11. Sri Suresh Chandra Mishra(Member, for NGO wing of College)  8.7.19
12. Anil Kumar Pradhan, 18PG-PHY 005(Student Member)  8.7.2019

After welcome address by the Chair, a proposal was made for nomination of Sri Prasanna Kumar Patnaik(Alumni Member) as Vice Chairman of IQAC for the session 2019-20. The proposal was welcome and Sri Prasanna Kumar Patnaik(Alumni Member) was made Vice Chairman of IQAC for the session 2019-20 unanimously.

Dr Sudarshan Sahu, Co-ordinator IQAC outlined the Vision of the College, and made a plea to take up initiatives under IQAC for achievement of the Vision. For awareness of the members, he discussed the role and ambit of the IQAC in the overall administration of the Institution. Details of IQAC were given to members in print form. After a power-point presentation by Sri Panchanan Behera, Member and NAAC Co-ordinator detailing the status of the College in different areas of concern, the members went into heated debate about the issues raised. Sanjeet Patnaik, Member, raised doubts about the very foundation necessary for taking up issue of Assessment and Accreditation of the College by NAAC. The temporary non-functional of Wi-Fi and Internet Connectivity was discussed and various suggestions were given for prompt activation of the IT infrastructure of the College. Automation of Examination process, administration and accounts received critical attention. Requirement of Database was emphasized along with dissemination of information to public through College portal. Reforms were suggested for more engagement of

students, alumni, parents and public in the matter of quality assurance. It was made clear that a roadmap of future progress of the Institution be kept in mind for ensuring continuous growth of the College with quality assurance. The poor staff position of the College was noted and the barriers it creates received attention. The difficulty of running PG programmes due to faculty shortage was discussed and suggestion was given for optimal use of existing resources with due attention to the problems of PG programmes.

The following is the consensus list of Initiatives to be taken under IQAC for the 2019-20:

1. CURRICULAR ASPECTS

- a. Prompt uploading of syllabus and other materials for students

2. TEACHING-LEARNING AND EVALUATION

- a. Intensive use of existing IT in the classrooms
- b. Use of Interactive techniques
- c. Periodic assessment at the departmental level through home assignment
- d. At least one inter-disciplinary Seminar by a Department besides departmental Seminars for students' presentation of papers
- e. Carrying out Students Satisfaction Survey at least once in a year, preferably in the beginning of the year so that students concerns may be addressed in time

3. RESEARCH, INNOVATIONS AND EXTENSIONS

- a. At least one publication by a faculty member in a year
- b. Encouragement to faculty to attend conferences, seminars, training programs etc.
- c. More engagement of Local community through activities by NCC, Red Cross, NSS and other bodies
- d. Teacher exchange program to be explored

4. INFRASTRUCTURE AND LEARNING RESOURCES

- a. Automation of examination, office and accounts
- b. Re-activation of Lease Line
- c. Wi-Fi access to students and staff
- d. Gardening of College and Hostel Premises
- e. Concretisation of the Open Meeting Ground
- f. More beds in Guest House
- g. Completing the automation of Library
- h. Subscription of select journals
- i. Renovation of Reading Hall for students and Staff
- j. Renovation of Cyber Library , Computer Class and Lab. Room

5. STUDENT SUPPORT AND PROGRESSION

- a. At least two Career Counselling Meetings in a year
- b. Regular maintenance of Career Counselling Room
- c. Documentation of Alumni activities and registration of members
- d. Database creation of students at the departmental level

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

- a. Formation of some committees such as planning and evaluation, extracurricular committee etc.
- b. Budget Preparation of the College

- c. Preparation of Annual Report
- d. Creation of College Endowment for external resource mobilisation
- e. Formation of Steering Committee for NAAC A&A process
- f. Regular review meeting of IQAC

7. INSTITUTIONAL VALUES AND SOCIAL RESPONSIBILITIES

- a. Meetings for creation and spread of Social values
- b. Documentation of Best Practices

The meeting ended with a vote of thanks by IQAC Co-ordinator to the Chair and members for their active participation and suggestions for the quality assurance in academic and administration of the College.

Signature

Co-ordinator IQAC

Signature

PRINCIPAL

& CHAIRPERSON IQAC

Principal
Govt. (Auto) College
Phulbani