

PROCEEDINGS OF THE FIRST INITIATIVE MEETING OF JRAC HELD ON 12.07.18 at 11:30 AM.

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The first JRAC initiative meeting was held on 12.7.18 at 11:30 AM. in Staffs common room to discuss the initiative to be undertaken for the session 2018-19 and approve the action taken report for the session 2017-18 under the Chairmanship of Sri Ranjan Kumar Mahalik Principal of under the following agenda vide notification no. 711 dated 3.7.18.

Agenda.

1. Initiative to be undertaken for the session 2018-19
2. Approving action taken report of the previous year 2017-18
3. Approval of AQAR of 2017-18
4. Any other matter.

The following members were present in the meeting.

1. Sri Ranjan K. Mahalik - Chairman
2. Dr. S. Saha - Coordinator
3. Sri P. Behera - Member
4. Sri S. K. Behera - member
5. Sri M. D. Sethi - "
6. Sri P. Pattnaik - "
7. Sri S. C. Pradhan - "
8. Sri Tarika Jari - "
9. Smt. S. L. Behera - "

Proceeding & Resolution.

The coordinator of GAC Dr. S. Saha briefed the members about the initiatives mentioned below to be undertaken for the current year 2018-19.

- 1) To introduce bio-metric attendance system for staff.
- 2) To expose girls students for self defence techniques.
- 3) To conduct induction programme for freshmen.
- 4) To motivate students to participate in seminar and research activities.
- 5) To introduce a hostel system in ply & Chandel.
6. Revision of manual for UG council.

① At first the coordinator of GAC after welcoming all the members ~~has~~ sought the cooperation of members for augmenting quality standards in different educational aspects of the college.

② The bio-metric attendance system is to be introduced as per the order of Govt. of Odisha, Deptt. of higher education to enhance time bound activity, team work, transparency, punctuality and

Use of technology is (5T).

3) In view of increasing physical assault and harassment of girl students, suggestions were proposed by members to expose girl students for self defence training to boost their physical and social strength in accordance with Govt. order.

4) Sri Pragyabrata Pattanayak suggested induction programme to be initiated to welcome and introduce freshmen to the college which would help them establishing good relationship with the seniors, make them feel respected and value their duty and responsibility for holistic development of the college.

5) Sri S.C. Pradhan proposed to hold seminar classes for advance studies in which students will meet regularly to discuss original research findings and motivate students in research related activities which will be a diligent enquiry to seek or revise facts, principles, theories and applications.

PTO

6. Sri Parashram Behera CoE gave the idea to introduce Biometric System in ph classes at par with other colleges and the parent community. members present consented to his proposal.

⑦ Sri P. Behera CoE suggested that the plan for increasing the total number for 12th course from 2400 to 2800 which could not be introduced in the previous year due to some bottlenecks.

⑧ After thorough discussion the following initiatives were unanimously accepted for implementation during the year 2018-19.

- a) To introduce biometric attendance system for staff.
- b) To initiate self-defence training for girl student.
- c) To conduct induction programme for freshers.
- d) To motivate students to participate in seminar and project work.
- e) To introduce Biometric System

In P6 Council.

f) Revision of norms from 24 to 26 norms for UG Council

9) After finalisation of the initiative for the session 2018-19 the members also discussed the action taken report for the year 2017-18. The members expressed their satisfaction of the progress of the previous year and approved the action taken report of 2017-18 in a separate sheet.

10) The AQAR report of 2017-18 was unanimously accepted and approved by all the members of the committee.

The meeting was ended with a vote of thanks to the chair and members.

[Signature]
12.7.18
BQAC Coordinator
Dr. S. Sahoo

[Signature]
12.7.18
PRINICIPAL
Principal
Govt. Auto. College
Phulbari, Kandhamal

PROCEEDINGS OF JBAC REVIEW MEETING HELD ON 27-02-2019 at 4 PM. for 2018-19

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A review meeting of JBAC was held on 27.02.19 at 4 PM in the Principal's Chamber under the Chairmanship of Sri R.K. Mahalik to make review regarding implementation of initiatives taken and agreed upon in the earlier meeting held on 12.7.18. The agenda of the meeting as per notification no. 279 dated 13.02.19 was as under.

- ① Pointwise review of action plan and achievement till date.
- ② Other developmental activities to achieve quality measures.
- ③ Other matters if any.

The following members were present in the meeting.

1. Sri R.K. Mahalik - Chairperson
2. Dr. S. Sahu - Coordinator. 27.2.19,
3. Sri P. Behera - Member
4. Sri S.K. Behera " 27.2.19
5. Sri M.D. Sathi " 27.2.19
6. Sri P. Pattnaik " 27.2.19
7. Sri S.C. Pradhan " 27.2.19
8. Sri Tirtha Jena " 27.2.19
9. Smt S.K. Behera (Sr. Clerk) 27.2.19

① On the beginning Principal welcomed the members and informed about the purpose of the meeting.

② Mr. S. Sahu apprised the members that two biometric devices have been installed at per letter no. 307 dated 5.11.18 of Govt. of Odisha H.E. Department by M.S. Gaitouk Resolution Pvt. Ltd. Bhubaneswar of make. Mastra; model- MB10-G-2 on 2.01.19 which was functional on 4.01.2019 under OHPPE. Total 51 (fifty one) nos. of teaching and non-teaching staff and guest faculties were registered for the purpose which enabled the Principal and H.E. Department to effectively monitor the attendance of teaching and non-teaching staff. Physical register was also maintained for those who are not registered due to various reasons. After monitoring the biometric attendance around 25th of every month the salary bill is to be prepared.

③ Sri S. Balakrishna informed that Self Defence Training programme was started on 7.3.2018 for 391 girl students

in 13 groups by two trainers which will be continued upto 45 days. Such training programme to be continued in future if Govt. gives necessary direction.

④ Sd. S. K. Behera informed the members about successful conduct of Induction programme in various departments which would help in establishing good relationship with seniors by the freshers and understand their duty and responsibility.

5. Sd. S. C. Pradhan informed the members about successful conduct of 16 Seminars in various departments in which more than 995 students have participated. He also requested to expediate the research related project work in various departments in order to achieve practical knowledge.

6) Sd. Pandaram Behera COE apprised the members about successful implementation of semester system in 9th class. He also informed about successful implementation of revision of

total amount for OH Council from 24w to 26w in conformity with other colleges and parent university.

The members expressed their satisfaction over the progress made till date.

The meeting was ended with a vote of thanks to the chair and members.

[Signature]
27.2.19.
OBAC Coordinator.

[Signature]
27.2.19
PRINCIPAL.

Principal
Omit Auto. College
Phulbari, Kandhamal

PROCEEDINGS OF THE STAKEHOLDERS MEETING UNDER SQAC HELD ON 19³³ 04.19 at 4 p.m.

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A meeting of stakeholders (staff members) was held on 19.04.2019 at 4 p.m. in Staff Common room to discuss about the active role of staff members in executing the plan of action of SQAC for 2018-19. The

The following members of staff were present in the meeting

- | Sr. No. | Name | Deptt. | Signature |
|---------|--------------------------|------------|-----------------------------|
| 1. | Snigdha Behera | Head clerk | <i>[Signature]</i> 19.4.19 |
| 2. | Dr. P. P. Pattnayak | Chemistry | <i>[Signature]</i> 19/4/19 |
| 3. | Dr. S. C. Pradhan | Eng. | <i>[Signature]</i> 19/4/19 |
| 4. | Dr. Sudarshan Sehgal | Commerce | <i>[Signature]</i> 19.4.19 |
| 5. | Bipadea Bhavini Setai | | <i>[Signature]</i> 19/4/19 |
| 6. | Ashok Kumar Das | | <i>[Signature]</i> 19/4/19 |
| 7. | Subhadra Baran | Jr. Clerk | <i>[Signature]</i> 19.4.19 |
| 8. | Dr. S. K. Behera | (Bot) | <i>[Signature]</i> 19/04/19 |
| 9. | Sandhya Ranj Dash | Jr. Clerk | <i>[Signature]</i> 19-4-19 |
| 10. | Dibyansu Ranjan Tripathy | History | <i>[Signature]</i> 19-4-19 |
| 11. | Geshadev Jais | Sr. Clerk | <i>[Signature]</i> 19/4/19 |
| 12. | Anant Kumar Mahapatra | English | <i>[Signature]</i> 19.04.19 |
| 13. | Muralidhar Seli | Phil. | <i>[Signature]</i> 19.4.19 |
| 14. | Madhusmita Mahapatra | Odia | <i>[Signature]</i> 19.4.19 |
| 15. | Ramachandran | Asst. Bot | <i>[Signature]</i> 19/4/19 |
| 16. | Dr. Sudarshan Sehgal | Commerce | <i>[Signature]</i> 19.4.19 |
| 17. | Maggi K. Mallik | odia | <i>[Signature]</i> 19.04.19 |
| 18. | Dr. Girija Prasad Das | Commerce | <i>[Signature]</i> 19.4.19 |
| 19. | Kamini Chatterjee | Biology | <i>[Signature]</i> 19.4.19 |
| 20. | Dr. S. Balakrishna | Math | <i>[Signature]</i> 19.4.19 |
| 21. | Dr. Saigeda Panigrahi | Phy. | <i>[Signature]</i> 19.4.19 |

1) At first Sri Ranjan Ku. Mahalik, Principal requested to ~~pay~~ give more time in achieving quality requirements which are badly needed for holistic development of the college. He urged all the staff members for their active cooperation and ultimate effort in this regard. He also requested all the staff members to give their specific suggestion to make a particular plan more effective.

2) Sri S.C. Praadhan sought timely entry of Clerical & staff and their active cooperation in preparing various QAAC related documents. Sri SK Behera suggested to engage a group of employees for maintaining the botanical garden by paying nominal remuneration from college development fund.

3) Sri Panchanan Behera, COE requested all the Examiners to return the valued answer scripts and related work file of the theory and practical papers for timely publication of end semester results. He requested all the staff members to involve themselves in the valuation process.

- 4) Among the non-teaching staff Sri S.C. Mishra and R.C. Datta requested to the principal to ~~move~~ the Govt. for engagement of lab assistants, lab attendants and store keepers in view of acute shortage of such class of employees.
- 5) Sri S.D. Jais Sr. Clerk suggested for a hike of payments to DEO's engaged in LMS Lab and office considering their increased workload. All the members consented to his proposal.
- 6) Smt. S.R. Datta Jr. Clerk assured the members to extend all sorts of cooperation in executing and completing different types of official work in time.
- 7) Principal Sri R.K. Mahalik expressed satisfaction over the achievements so far and requested for the active cooperation of members in future.

The meeting was ended with a vote of thanks to the Chair and members.

19.4.79.
Coordinator.

19.4.79
Principal
Sri R.K. Mahalik.

PROCEEDINGS OF JBAC ANNUAL GENERAL MEETING HELD ON 41 25.09.2019 at 3 p.m. for 2018-19.

The annual general meeting of JBAC was held on 25.9.19 at 3 p.m. in NB-01 under the Chairmanship of Sri Ranjan Kumar Mahalik, Principal &c to discuss and approve the action taken report of 2018-19 and fix the quality initiatives to be undertaken for 2019-20. The following members of the Committee were present in the meeting.

1. Sri Ranjan K. Mahalik - chairperson
2. Dr. Sudan Shan Sahu - Coordinator 25.9.19
3. Sri P. Behera - member 25.9.19
4. Sri S.K. Behera - member 25.9.19
5. Sri M.D. Sethi - member 25.9.19
6. Sri P. Pattnaik - member 25.9.19
7. Sri S.L. Pradhan - " 25.9.19
8. Sri Tirtha Jari - " 25.9.19
9. Sri S.L. Behera - " 25.9.19

Proceedings and Resolutions

① The Principal Sri R.K. Mahalik welcomed the members and stated the purpose of the meeting. He sought the assistance of members in making JBAC more target oriented.

② Coordinator Dr. S. Sahu presented the action taken report/achievements for the session 2018-19. After a brief discussion the report was unanimously approved by the members by signing the report in a separate sheet.

- 2) He further proposed the initiatives such as co-teaching curriculum aspects, strengthening teaching-learning and evaluation process, more involvement of teachers in research, innovations and extension activities, improvement of infrastructure and learning resources, facilitation of student support & progression activities, effective implementation of governance, leadership and mgt. programmes, etc for the session 2019-20. Members present consented to his proposal.
- 3) Sri P. Behera proposed to create prompt uploading of syllabus and other materials in the website in order to provide better support to the students.
- 4) Sri Prigabrata Pattnaik suggested for intensive use of IT in class rooms, interactive techniques, periodic assessment at the departmental level through home assignments, conduct of at least one inter disciplinary seminar besides departmental seminar, carrying out student satisfaction survey at least once in a year preferably in the beginning of the year to address student grievances in

Time.

- 5) Sri S.C. Pradhan suggested for atleast one publication by a faculty member in a year, encourage the faculty to attend conferences and training programmes, seminars, short term courses, workshops etc. He also suggest more engagement of local community through activities by NCC, YKS, NSS etc. and exploration of faculty exchange programme.
- 6) Sri M.D. Sethi suggested to take automation process of examination, office, accounts and completing automation of library, wifi access to students and staff, subscription of select journals, renovation of reading hall for students and staff, renovation of cyber library, computer club room, lab rooms and concretisation of open meeting ground.
- 7) Sri Tirth Jari advised to carry out atleast two career counselling meetings in a year, regular maintenance of C.C.P room and documentation of alumni activities and registration of alumni. He also suggested to create data base of the students at departmental level.

8. Smt. S.K. Behera suggested to form some committees such as planning and evaluation, extra-curricular committee, Budget preparation, steering committee for NAAC ~~accreditation~~ and accreditation, preparation of annual report and regular review meeting of QAAC.

9) Sri S.K. Behera suggested to create college endowment for external resource mobilisation hold meetings for creation and spread of social values. He also proposed for a proper documentation of best practices.

10) After thorough discussion of the various initiatives proposed and the corresponding plan of action, they were accepted by the members by signing the printed copy in a separate sheet.

11) The hard copy of filled in QAAC for the year 2018-19 was read out and approved by the committee.

12. Some members expressed their concern about lack of adequate toilet facility

Particularly for ladies staff members and facilities for Divyangjan students like ramps/ rails, Braille software. Principal assured them to sort out the matter very soon.

The meeting ended with a vote of thanks by IQAC coordinator Dr. S. Sahoo to the Chair and members for their active participation and suggestions for quality development in Academic and Administration of the College.

S. S. Sahoo
25.9.19.
IQAC Coordinator
Dr. S. Sahoo

Principal
25.9.19
PRINCIPAL
Govt. Auto. College,
Phulbani