PROCEEDINGS OF THE IQAC MEETING held on 27-08-2015 at 11.30 AM.

Page No:
Date:

The initial meeting of IQAC for the session 2015-16 was held on 27-08-2015 at 11.30 am in the Staff common room under the chairmanship of principal i/c Dr. Janardan Rout to discuss the following agenda vide notification no. 308 dated 20.08.2015.

1. Initiatives to be undertaken for the session 2015-16.
2. Approval of the plan of action for the session 2015-16.
3. Any other matter.

The following members of IQAC were present in the meeting.

1. Dr. Janardan Rout - chairman — 27.8.15
2. Sri Ranjan Ku. Mahalik - coordinator
3. Dr. Sudarshan Sahu - member. — 27-8-15
4. Dr. P. Behera - member. — P. Behera 27-8-15
5. Sri M.D. Sethi - member. — 27/8/15
6. Sri S.C. Pradhan member. — 27.8.15
7. Sri Tirtha Jani - member. — 27/8/15

Resolutions & Proceedings

1. At the outset coordinator Sri R.K. Mahalik after welcoming all the members sought the cooperation of members in enhancing quality standards in every sphere of education in the college. He requested members to suggest quality initiatives to be undertaken for the

4

Session 2015-16.

(2) Principal Dr. J. Rout in his welcome address stated that the college can maintain required quality standards for NAAC accreditation provided all the stakeholders cooperate and render their best to the development of the institution. He also insisted that CBCS system must be implemented in letter and spirit with effect from this session. However, it should be implemented on a trial basis in UG classes which can be subsequently extended to PG. He also proposed to open self financing course in BBA and BCA from the current year and create new class rooms and labs in the new building as it has been made ready for use.

(3) Sri Panchanan Behera suggested to make periodic review of syllabus to make it more student centric keeping in view the requirements of higher studies and job market. He as the coordinator of RUSA sought the cooperation of members in implementing RUSA projects.

(4) He insisted that it is high time to make the campus wifi. So the college should take initiative in this regard by contacting

government nodal agency BSNL to make the system operational.

4. Sri S.C. Pradhan proposed to make the language lab fully operational for effective use of students especially in spoken English. As the students are quite poor in english, spoken english should be taught by using both locally available teachers and college teachers. It should be considered as a value based programme.

5) Sri M.D Sethi suggested to provide physical exercise facilities to the students by operationalising the gym funded by the Govt. He stressed upon deciding the modalities of making it functional.

6) After thorough discussion the following initiatives were unanimously accepted for implementation during the session 2015-16.

a) Implementation of CBCS system in UG.
b) Implementation of RUSA projects
c) creation of extra class rooms in the new building.
d) opening of gym facility for the students.

e) starting spoken english courses in language lab.

P.T.O.

f) opening of self financing courses in BBA and BCA.

g) making periodic syllabus revision.

h) providing wifi facilities in the college campus.

(7) As against the initiatives the required plan of actions were discussed, finalised and approved by the members in a separate sheet. ~~PS~~ members requested the principal to assign duties to staffs for the implementation of each initiatives.

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

27.8.15

Coordinator.
27.08.15

27/08/15
Principal
Govt. Auto. College
Phulbani
PRINCIPAL.

PROCEEDINGS OF THE IQAC MEETING held on 28.12.15 at 3.30 p.m.

7

A meeting of all the staff members (both teaching and non teaching) was held on 28.12.2015 at 3.30 p.m. in room no. CLT under the chairmanship of principal Sri J Rout to seek the opinion and cooperation of members in expediting the implementation of quality initiatives and plan of action decided and approved under IQAC. The following members of staff were present in the meeting.

Sl. No.	Name	Designation	Signature
1.	Dr. Sudarshan Sahu	Lecturer in com	[illegible] 28.12.15
2.	Sri Subash [illegible] Pradhan	Lect. in Eng.	[illegible] 28.12.15
3.	Dr. S. Panigrahi	Lect. in Phy	[illegible] 28-12-15
4.	Muralidhar Sethi	Lect. in phil.	[illegible] 28/12/15
5.	Sri S.K. Behera.	Lect in Bot	[illegible] 28/12/15 Behera
6.	Sri Priyabrat Pattanaik	Lect. in chem	[illegible] 28/12/15
7.	Smt Sandhya Rani Dash	Jr Clerk	[illegible] 28.12.15
8.	Pandaram Behera	Reader in Edn	[illegible] 28-12-15
9.	[illegible]	[illegible]	[illegible]
10.	[illegible]	Peon.	Premanand Karhar
11.	Bijay Kr. Sahu.	Peon	B K Sahu
12.	[illegible]	"	[illegible]
13.	[illegible]	"	S. mirin
14.	Kumari Mishra	"	Kumari Mishra
15.	~~Bi~~ [illegible] Sethi	peon.	[illegible] 28/12/15
16.	Pratap Kr Panigrahi	Lect in Botany	[illegible] 28-12-15
17.	Samyak Baliarsingh	Lect in Geography	[illegible] 28-12-15
18.	Sambit Kumar Mohapatra	Anthropology	[illegible]
19.	Suresh Chandra Mishra ASK	Anthropology	[illegible] 28.12.15
20.	Ranjan Kumar Mahalik	History	[illegible]

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22.
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31.

(1) Principal Dr. J. Rout requested the members to give more attention and time in achieving the quality ~~best~~ benchmarks which are quite essential for overall development of the college. He sought the help cooperation and best efforts of all staff in this regard. He also requested the staff members to give their suggestions as to how to make a particular plan more effective.

(2) Among teaching staff Sri P. Behera sought the timely cooperation of clerical staff in preparing required documents. Sri M.D Sethi suggested to engage one group D employee to look after the ~~ba~~ functioning of gymnasium by paying nominal remuneration

PTO.

from Students monthly contribution.

(3) Sri S.C. Pradhan requested to provide technical support for repairing the sound system in the language lab.

(4) Among non-teaching staff Sri S.C. Mishra, Sri R.C. Dash assured the members to extend full time support of non-teaching staff for maintaining required standard of quality.

(5) Smt S.R. Das Jr. Clerk supported the same and said to do the needful as and when asked by the principal and senior teaching faculties.

(6) Principal Dr. J. Rout expressed satisfaction over the achievements made till date but requested to take care of the shortfalls.

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

[signature] 28/12/15

Principal
Govt. Auto. College
Phulbani

PRINCIPAL

[signature] 28.12.15
Coordinator
28.12.15

PROCEEDINGS OF THE IQAC REVIEW MEETING HELD ON 20.02.2016 at 10 3 P.m.

A review meeting of IQAC was held on 20.02.2016 at 3 pm in the chamber of the principal under the chairmanship of principal Dr. J. Rout to make a review of performance against the plan of action approved in the meeting dated 27.08.2015. The following members were present in the meeting.

1. Dr. J. Rout - Chairman & Principal.
2. Sri R.K. Mahalik - coordinator. 20.2.16
3. Dr. N. Jena - member.
4. Dr. S. Sahu - member. 20.2.16
5. Sri P. Behera. member.
6. Sri M.D. Sethi - member. 20-2-16
7. Sri S.C. Pradhan - member. 20/2/16
8. Sri Tirtha Jani member. 20/2/16

① In the begining principal Dr. J. Rout informed the members that performance in respect of a few quality initiatives are not as per plan. Hence it is necessary to speed up our activities to complete the shortfalls. He requested the members to cooperate in the matter.

② Sri R.K. Mahalik, coordinator informed that our performance & progress in respect extra class room creation introduction of spoken english courses, implementation of CBCS syllabus and opening of self financing courses is quite satisfactory. There are some difficulties in respect of implementation of RUSA project, functioning of gymnasium and introduction of wifi system, which will be sorted out if members help and cooperate in the matter.

(3) Dr. S. Sahu requested to expediate the activities with regard to implementation of wifi system and RUSA project.

(4) Principal Sri J. Rout requested Coordinator RUSA, OIC Gymnasium, OIC wifi to look after the matter and expediate the process.

(5) Then a point wise review of action plan was made and shortfalls earmarked for further action as under

① expediate the tender process and RUSA

② The maintenance cost of Gym, timing of opening Gym and students registration to be looked after by discussion with students

Date :

⑧ The leaseline connection by BSNL to be taken up urgently with the cooperation of BSNL personnel.

⑨ Coordinator RUSA assured the members to speed up the process to overcome the shortfall.

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

20/02/16

Principal
Govt. Arts. College
Phulbani

20.2.16
Coordinator
20.02.2016.

PRINCIPAL.

PROCEEDINGS OF THE IQAC MEETING HELD ON 08.08.2016 at 4.00 p.m.

The annual general meeting of IQAC was held on 08.08.2016 at 4.00 p.m. in the staff common room under the chairmanship of Dr. J. Rout principal i/c to discuss on the quality initiatives for the year 2016-17 and approval of action taken report for the year 2015-16.

The following members of the committee were present in the meeting.

1. Dr. Janardan Rout - Chairman & Principal
2. Sri R.K. Mahalik - Coordinator [signature] 8.8.16
3. Sri S.K. Sahu - member.
4. Dr. N. Jena - member
5. Sri P. Behera - member [signature] 08-08-16
6. Dr. S. Sahu - member [signature] 8.8.16
7. Sri M.D. Sethi - member. [signature]
8. Sri S.C. Pradhan - do. [signature] 8.8.16
9. Sri Tirtha Jani - member. [signature] 8/8/16

Resolution & Proceedings:-

(1) Initially principal Dr. Janardan Rout in his introductory address informed the members about the purpose for which the meeting has been called for and sought the cooperation of members in making IQAC more goal oriented. He also informed about the business to be conducted in the meeting.

(2) Coordinator Sri R.K. Mahalik presented

the action taken/achievement report for the session 2015-16. After a brief discussion the report was approved by the members by signing the report in a separate sheet.

(3) Principal Dr. J. Rout, highlighted the importance of alternative energy sources and said that a proposal for the installation of solar system in the Sramana ladies hostel has been received from OREDA, Bhubaneswar. Hence, this may be accepted as an initiative for the session 2016-17. He also requested the members of the committee to suggest suitable initiative proposal for the session 2016-17.

(4) Sri P. Behera proposed to create ICT enabled class room from ~~...~~ RUSA fund for changing the traditional teaching learning method. He proposed for the acquisition of projectors, laptops, sound system from RUSA fund. He also suggested to create a cyber library and one computer class room for the benefit of the students. Both of them are to be set up in the new building.

Sri Behera also proposed to install and activate WiFi System in the College campus by utilizing the funds sanctioned by the Govt. of Odisha for the purpose.

5) Sri M.D. Sethi suggested to take distribution of laptop to +2 pass out and enrolled degree students of Kandhamal District as an initiative as the practice has started since 2013-14 by the Govt. of Odisha. It will no doubt encourage meritorious students to be technology oriented.

(6) Sri P. Behera proposed for the regular conduct of Board of Studies and Academic Council meeting.

(7) Sri S.C. Pradhan suggested to conduct short term courses for the students on communication skill. He also proposed for conducting ~~regul~~ remedial classes for academically poor students.

(8) 8) Dr. Sudarshan Sahoo proposed to initiate felicitation programme for the meritorious students of last semester from Arts, Science and Commerce stream.

9) Sri Tirtha Jani said that the College should initiate programmes

on Swachha Bharat Abhijan at par with the programmes of Govt. of India and Odisha.

10. Sri R.K. Mahalik proposed to adopt common academic calender, arrange blood donation camp, conduct self defence training for girls as initiatives for 2016-17.

11. After thorough discussion the various initives and related plan of action was decided and accepted by the members. All the 16 (sixteen) initiatives mentioned in the notice 1010(1) were accepted in total.

12. The hard copy of filled in AQAR for the session 2015-16 was read out and approved by the committee.

13. Some members expressed their concern for scarcity of drinking water for the students. Principal, allowed them to refer the matter ~~the~~ to the local ph. department.

14. ~~The~~ Coordinator Sri R.K. Mahalik proposed a hearty vote of thanks to the chair & members.

8.9.16

Principal
Govt. Auto. College
Phulbani

8.9.16