PROCEEDINGS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 23.07.2022 Time: 2pm Venue: IT Conference Hall

PROCEEDING

IQAC meeting was held on 02.07.2022 at 2 PM and resolved the followings. The meeting was chaired by the Principal.

At the outset coordinator IQAC welcomed the members and presented the agenda for the meeting.

Agenda-1

The annual Academic Calendar was approved considering the opinion of all the members.

Principal invited the opinion of the members regarding academic calendar. After collective decision it was decided as given in (Annexure I).

Agenda-2

It was decided to increase the number of value-added courses and intake capacity.

Agenda-3

It was decided to increase the student extension activities with the involvement of various clubs and cells.

Agenda-4

It was decided to organise Inter College Football (men), Cricket (men) and, Athletic meet of Men and Women for current session.

Agenda -5

IQAC decided to install sundial in front of administrative building in consultation with the director Pathani Samanta planetarium.

Agenda -6

The experiences of SOA University visit was shared and planned to change the strategy of preparing SSR as per SOA initiatives.

Agenda -7

The core committee expanded including some new faculty members and responsibility assigned to them as given in (Annexure II).

It was decided to enrich the core committee members with the new guidelines and SOP of NAAC. In this connection a capacity building program is to be conducted for seven days on seven criteria in details from (25.7 .22 to 2.8.2022) (Annexure III).

Agenda -8

(4) It was decided to involve some experienced faculty members in reviewing various policy frame work and faculty development programme. The committee unanimously resolved to encash the experiences of Prof. A. K Swain, Prof. S.K. Mohanty and Prof. L.Sahoo in this connection.

Agenda -9

It was decided to Prepare PO/PSO/CO Department wise with wider consultation of all faculty members under the chairmanship of head of the concerned Department at the earliest.

Agenda -10

Employability of different curriculum is to be identified which is very vital in SSR preparation. Hence respective Departmental heads are requested to work on this effectively.

The meeting was ended with a note of vote of thanks.

Members present:-

1) Dr. L. Dash

2) Mrs. M. Bhuyan

3) Prof. K. Mohnati

4) Mr. B.K. Nayak

5) Mrs. S. Mishra

6) Dr. A. Pradhan

7) Dr. P.K Choudhury

8) Dr. B. Das

9) Mr S.K Mohanty

10) Mrs Salina Mohapatra

11) Miss Subhalaxmi Nayak

12) Dr. K. Pradhan

13) Prof. N.C Mishra

14) Prof. A.K. Swain

IQAC Coordinator
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PROCEEDINGS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 03.08.2022 Time: 2pm Venue: IT Conference Hall

PROCEEDINGS

IQAC meeting was held on 3.08.2022 under the chairmanship of Principal Prof. A.K Nayak and resolved the followings

The proceedings of the last meeting were approved

IQAC Coordinator presented the brief review of workshop held from 25.07.2022 **to 2.08.2022** as given below.

First day of the workshop was held on **25.04.2022** focused on criteria-I that is CURRICULUM ASPECT. The Key indicators like curriculum design, curriculum planning, academic flexibility, Board of studies meetings, proceedings of academic council, curriculum enrichment and feedback system was analysed.

Second day workshop was held on **26-07-2022** from 2.30p.m to3.30p.m focusing on criteria-II that is "TEACHING LEARNING AND EVALUATION". Each indicator and sub-Indicator was discussed focusing on qualitative and quantitative matrices that are Student environment, Student diversity, teaching-learning processes, teacher profile, evaluation process, student performance, learning outcome and SSS (Student SatisfactionSurvey).

By analyzing each indicator, we observed the following

I) Staff members be updated about basic concepts of education like slow learner, average learner, participative learning, experiential learning, problem solving learning, ICT method of teaching, LMS (Learning ManagementSystem), E-Resources, PO/PSO/CO.

II) The institution to be upgraded in E-Resources/LMS.

III) New Projectors may be provided to each Department to promote ICT.

IV) An awareness program of faculty members may be organized to update the members with various concepts.

The Workshop on NAAC initiatives focused on criteria-III (Research, Innovations and Extension) was held on **27-07-22**. The key indicator of the criteria was analysed covering: -

Research facilities, Research Policy, National and International research fellowship and facilities are available in this campus. The facilities available may be improved by incorporating Green House, Museum, Studio and Data centre. In addition, with this the workshop focused on mobilization of resources, research guide, innovation, and incubation centre and start-up program.

The startup program initiated in 2019 may be promoted further to enhance the strength of institution. The institutions have to prepare the code of ethics for research to overcome plagiarism we have conducted one seminar on IPR in 2019. The number of seminars on IPR and research methodology to be increased.

The professor emeritus may be requested to publish some articles in reputed journals to increase the weightage of publication of books/journals/chapters as a professor of "U.N. COLLEGE OF SC ANDTECH".

It was realized that our performance in consultancy is very poor in undertaking consultancy assignment and earning revenue. It is to betaken care of with appropriate strategy. Prof. R.K.Bal to be invited to focus on this and enrich our Institution.

The performance of extension activities as provided by NCC, YRC, NSS and ROVERS & RANGERS to be professionalized with proper documentations.

The MOU signed to be made operational with new partner.

On 28-07-22 NAAC workshop focused on criteria-IV that is Infrastructure and learning resources. By looking into quantitative and qualitative dimensions of various indicators the core committee focused on following:-

1) Well designed board for each room in each block with size of room and nature of uses.

2) ICT class room.

3) Automation of library with ILMS (Integrated Library Management System).

4) Collection of Rare books.

5) Collection of manuscripts.

6) Collection of reports.

7) Uses of E-journals.

8) Uses of E-Shodhsindhu.

9) Shodhganga membership.

10) Uses of E-books.

11) Uses of E-resources.

12) Uses of E-content.

13) Uses of Database

14) Uses of Wi-Fi.

15) Uses of bandwidth.

16) Formation of Yoga centre.

17) List of Library users (Teacher, Students)

18) Uses of LCS (Lecture Capturing System).

19) Guard file of news clips.

20) Library decoration with Library code of conduct.

21) Use of Library building in proper order.

22) Separate issue and return counter.

23) Space for property counter.

The workshop of NAAC core committee held on **29-07-22** at 2.30p.m focused on following issues to strengthen student support and progression that is criteria-V.

a) Details of scholarship profile and percentage of students benefitted.

b) Organization of capacity building program like:

i) Guidance for competitive examination.

ii) Career counselling program.

iii) Soft skill development program.

iv) Remedial coaching classes.

v) Language lab.

vi) Bridge Courses.

vii) Yoga and Meditation.

Viii) Personal counselling.

ix) Vocational Training Program

c) Working of grievances cell like:

i) Sexual Harassment cell.

ii) Ragging cell

e) Data on student progression.

f) Data on NET/GET/CAT/GATE/GRE

h) Details of sports activities.

i) Details of cultural activities.

j) Contribution of alumni.

k) Organization of alumni meet.

IQAC discussed with NAAC core committee on criteria-VI on 30.07.22 that is

Governance, Leadership and management and analysed the following

issues to be taken care of.

i) Re-visit of vision and mission of college.

ii) Demarcating the practices of decentralization and participative management in the institution.

iii) Strategic plan of the institution.

iv) Bye-law of the college.

v) The status of e-governance in the field of:-

i) Planning and development

ii) Administration.

iii) Finance and accounts.

iv) Admission.

v) Examination.

vi) Working of various cells/committees.

vii) Participation of faculty members in Seminar/Conference/Refresher Course/Orientation program/Faculty Development Program.

viii) Organization of Training and workshop organized.

ix) Performance appraisal system.

x) Audit.

It was decided to assure effectiveness of IQAC with following initiatives.

i) Regular IQAC meeting.

ii) Formation of IQAC team.

iii) Financial assistance to faculty members for presenting paper in International/National/ State/Regional Conference or workshop.

iv) Organization of seminar on human value and ethics.

v) Provision of projector to each PG Department.

vi) Effective smart class room.

vii) Organization of FDP on IPR, Research methodology and professional value

On the concluding day 02.08.2022 of the workshop, we discussed key indicators of criteria-VII

that is institutional values and best practices and adopted following resolutions:

1) The institution to organize gender equity promotion program with the help of the Department of women's studies.

2) The facilities available in the campus to be demarcated clearly like:

i) Counselling

ii) Safety and security.

iii) Common room.

3) It is essential to have energy audit and environment consciousness activities

 Like:

i) Alternative energy

ii) Power requirement.

iii) Use of LED bulbs.

4) The committee focused on following issues:

i) Waste management that is solid waste management, Liquid waste management

and e-waste management.

ii) Rain water harvesting.

iii) Green practices like use of bicycle, public transport and pedestrian friendly road.

v) Vermi compost.

vi) Plastic free campus.

vii) Facilities for differently able students

viii) Preparation of code of conduct hand books.

ix) Specific initiative to address local advantages and disadvantages.

x) Activities for consciousness about national identities.

xi) Course on human values and professional ethics.

xii) Activities to promote universal values.

xiii) Activities for national festival.

xiv) Identification of best practices like:

 a) Proctorial system (Mentor-Mentee System).

 b) Student council.

 c) Solar power project.

 d)Sports complex.

 e) Swimming pool

 f) Nurturing Rural Talent

5) The Action Taken Report is presented as given below & approved

1. New Academic Calendar is implemented
2. New Batch of Value added courses started
3. Sun-Dial installed in front of Administrative Building
4. Various Policy like Research and Ethics Policy , Admission Policy, Maintenance Policy, Examination Policy ,IT Policy, Start-up Policy are revised.
5. NAAC new Core-Committee formed
6. PO/PSO/CO identified

The meeting come to end with note a vote of thanks to the chair.

Members present:

1. Prof. A.K. Nayak(Principal)
2. Prof. S.K. Mohanty (Adm. Bursar)
3. Prof. L.P. Singh
4. Prof. P.B. Tripathy
5. Prof. N. Jena
6. Mrs. S. Mishra
7. Dr. K. Pradhan
8. Dr. P.K. Choudhury
9. Dr. Arati Pradhan
10. Mr A. K. swain
11. Mr B.K. Nayak
12. Mrs Sujata Mishra
13. Mr. Dibya Singh Sethy
14. Mrs. Subhalaxmi Nayak
15. Dr. B.Das
16. Mrs.M.Bhuyan
17. Mrs. Salina Mohapatra

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 04.10.2022 Time: 2pm Venue: IT Conference Hall

PROCEEDINGS

1. The proceedings of last meeting were approved.

2. It was adopted to promote research activities of faculty members. Research committee is advised to invite the fresh proposal for the young staff. It was also decided to provide seed money to young researcher.

3. IQAC Coordinator discussed the followings for the preparation of SSR for 3rd Cycle
   i. Preparation of Department profiles
   ii. Point wise instruction related to proforma was given and all H.O.D. are requested to go through it.
   iii. Need to increase the number of books in central library.
   iv. Need to procure the equipment to Laboratory.

4. The progress of World Bank funded project review was undertaken. It was decided to brief SPD, OHEPEE to complete the Civil Work at the earliest.

5. It was decided to organise inter college Athletic Meet in our sports complex.

6) The Action Taken Report is presented as given below and approved.

   a) Faculty members were trained about NAAC guidelines'
   b) Slow Learners were identified and taken care of.
   c) All Clubs/Cells/Committees were sensitised about their activities.
   d) Mentor /Mentee system is in progress.

The meeting come to end with note a vote of thanks to the chair.

Members present:

1. Prof. A.K. Nayak(Principal)
2. Prof. S.K. Mohanty (Academic Bursar)
3. Dr. .L. Dash
4. Prof. P.B. Tripathy
5. Prof. N. Jena
6. Mrs. S. Mishra
7. Dr. K. Pradhan
8. Dr. P.K Choudhury
9. Dr. Arati Pradhan

10. Mr A. K swain
11. Mr B.K Nayak
12. Mrs Sujata Mishra
13. Mr. Dibyasingh Sethy
14. Mrs. Subhalaxmi Nayak
15. DR. B.Das
16. Mrs.M.Bhuyan
17. Mrs. Salina Mohapatra

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PROCEEDINGS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 06.12.2022 Time: 2pm Venue: IT Conference Hall

PROCEEDINGS

IQAC meeting was held on 06.12.2022 under the chairmanship of the Principal and adopted following.

1. The proceedings of the previous meetings were approved.
2. Principal invited the opinion of the members regarding Academic Audit. It was decided that the hard copy of academic audit documents to be submitted to IQAC by the Respective Department.
3. The preparedness of 3rd cycle of the NAAC Accreditation was reviewed and decided the following measures

- To prepare all the AQAR and submit.
- To collect the achievements of students of the past five years
- To identify three best practices and its impact.
- To analyse the impact of extension activities.

4. It was decided to have MOU with different Institution

5. IQAC observed that the Departmental results of some Department in UG level are not satisfactory. In order to overcome this IQAC decided to provide remedial coaching in different Departments.

6. The Action Taken Report is presented as given below and approved.
   a) New Research proposals were invited by Research and Ethics Committee to provide seed money
   b) Equipments procure for different laboratory as per CBCS curriculum.
   c) World Bank Civil work constructed by Rural Works Division Cuttack was reviewed.
   d) Departmental Seminars are organised.

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

Members present:

1. Prof. A.K. Nayak(Principal)
2. Prof. S.K. Mohanty (Academic Bursar)
3. Dr. L. Dash
4. Prof. P.B. Tripathy
5. Prof. N. Jena
6. Mrs. S. Mishra
7. Dr. K. Pradhan
8. Dr. P.K Choudhury
9. Dr. Arati Pradhan
10. Mr A. K swain
11. Mr B.K Nayak
12. Mrs Sujata Mishra
13. Mr. Dibyasingh Sethy
14. Mrs. Subhalaxmi Nayak
15. Dr. B. Das
16. Mrs. M. Bhuyan
17. Mrs. Salina Mohapatra

PROCEEDINGS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 22.01.2023 Time: 2pm Venue: IT Conference Hall

PROCEEDINGS

The fifth meeting of IQAC for the academic year 2022-23 was held on 22-01-2023 the meeting was chaired by Mr. A.K Nayak, the Principal.

1. IQAC Coordinator Dr. K.Pradhan presented the agenda of the meeting.
2. The SSR preparation was reviewed & observed that the preparation of SSR was progressing as per the plan.
3. It was decided to introduce new skill courses in the curriculum and starts the new batch in February.
4. A committee was formed to prepare a data base for the Alumni.
5. It was decided to increase the collaborative activities with MoU partners and others.
6. It was decided to collect the feedback from the stakeholders and complete it by the end of February 2023.
7. IQAC decided to conduct Gender Audit of the institution for this session. A committee was formed under Mrs. Ipsita Pattanaik to undertake these activities.
8. IQAC formed a Committee to focus on various production unit of the campus and sensitize the Department to produce some unique product considering the local needs.
9. The minutes of the meeting held on 06.12.2022 presented and approved
10. The Action Taken Report is presented as given below and approved.
    a) Academic Audit is not yet completed. It will be completed by the end of April 2023
    b) The Preparation of AQAR is in progress.
    c) Heads of Departments are sensitize to have MoU and Collaborative activities with others.

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

Member present:

1. Prof. K.Mahanti
2. Dr. Lulumina dash
3. Dr. B.Das
4. Mrs. Mily Bhuyan
5. Mr. Arun Kumar Swain
6. Dr. Pradipta Kumar Choudhury
7. Mr. Susanta Kumar Mohanty

8. Mrs. Sujata Mishra
9. Er. Rakesh kumar Acharya
10. Mrs. Salina Sahoo
11. Mr. Dibyasingh Sethy
12. Miss Subhalaxmi Nayak
13. Prof. Naresh Cahndra Mishra

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PROCEEDINGS

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Year 2022-23

Date- 01.03.2023 Time: 2pm Venue: IT Conference Hall

PROCEEDINGS

The IQAC meeting was held on 1.03.2023 at 10 A.M in the chairmanship of Prof. A.K Nayak, Principal and Resolved the Following

1. The proceeding of the last meeting was passed unanimously.

2. The Academic Calendar for the session 2023-24 was finalized and decided to run the Academic activity in normal mode.

3. It was decided to update the website covering all segment & sub-segment of the Institution.

4. It was decided to arrange Alumni Meet and PTM at least once in an Academic Year.

5. Various Policies like Admission Policy, Library Policy, Research Policy & Maintenance Policy were approved and recommended to upload in the website.

6. Various committees are formed like NIRF Committee, Outreach Cell Committee, Audit Committee, Green Audit Committee, Energy Audit Committee, Gender Audit Committee and Consultancy Committee to focus on key areas.

7. It was decided to promote heritage of the locality in the name of Prachi Heritage club.

8. It was decided to introduce value based courses of various Department and discipline from March 2023 with details of curriculum, objectives and outcomes.

9. The Action Taken Report is presented as given below and approved

   a) NAAC Core Committee is working and the draft SSR to be ready by the end April 2023
   b) Alumni Database is prepared
   c) Feedback is collected on Google form
   d) Gender Audit report is in progress
   e) With active involvement of some Department Mushroom, Honey & Compost are produced and sold.

The meeting was ended with note of vote of thanks to the chair by Coordinator Dr. K. Pradhan.

Member Present:

1. Prof. K. Mahanti
2. Dr. Lulumina Dash
3. DR. .B. Das
4. Mrs. Mily Bhuyan
5. Mr. Arun Kumar Swain
6. Dr. Pradipta Kumar Choudhury
7. Mr. Susanta Kumar Mohanty
8. Mrs. Sujata Mishra
9. Er. Rakesh kumar Acharya
10. Mrs. Salina Sahoo
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12. Miss Subhalaxmi Nayak

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