

Proceedings of the meeting for Audits and Surveys held under auspices of the IQAC for the session 2022-23 and Action Taken Report

A meeting of the IQAC was held in Room No. 9 on 13.12.2023 at 5.00 p.m. to deliberate upon the Reports of the Students Satisfaction Survey, Student Feedback on Curriculum, other feedbacks and the various Audits (Administrative, academic, Energy and Green) carried out under the auspices of the IQAC during the Session 2022-23.

The following members were present in the meeting:

- (1) Prof. G.M. Khan,
Chairperson, IQAC & Principal *G.M. Khan*
13/12/2023
- (2) Sri C. K. Patel, IQAC Coordinator *C.K. Patel* 13.12.2023
- (3) Prof(Mrs.) R. Sahu, Member IQAC *R. Sahu*
13/12/23
- (4) Dr K. K Patro, Member IQAC *K.K. Patro*
13/12/2023
- (5) Dr S. Panda, Member IQAC *S. Panda*
13/12/2023
- (6) Dr. K. Biswal, Member IQAC *K. Biswal*
13.12.2023

The members present discussed the findings of the reports and identified the key features of the reports requiring action to be taken and action taken as follows:

Actionable points of the Administrative Audit report:

- The student-teacher ratio, as recommended by UGC, should be around 25:1-in UG Courses, which is quite higher in our institution in most of the departments, like Commerce, Philosophy, Sanskrit etc. The less the student-teacher ratio, better is teaching and learning process. We should look towards reducing the ratio in our institution.
- Regular Teaching faculties should also be imparted training related to the various administrative work assigned to them, apart from

academic training, which would in turn further help in the smooth administration of the college.

- The teaching and learning processes which also include remedial classes, proctorial classes, mentor- mentee facilities etc. should also be reflected in the time table, that would help in better time management.
- Skilled man power is needed to collect and save all the academic, curricular and extra-curricular data of all the Departments and office for the academic session.
- Steps must be taken so that the alumni can upload their achievements by themselves by creating an alumni portal for better interaction.
- Better and clear segregation of official and academic works along-with their reflection in the timetable - With growing importance and focus on administrative and office work in the higher educational institutions, the faculties who have been assigned the works should not only be trained properly but also shall be given some slots in the time table dedicated for official works apart from teaching and academic activities.
- Looking towards a conducive environment for female employees, and especially for new mothers, creche spaces should also be provided within the institution. A health centre and a dedicated auditorium for meetings, seminars, workshops, small conferences and other activities should also be considered on priority basis.

Actionable points of the Green Audit report:

- Seminars/symposia shall be organized amongst students and staff relating to environmental pollution, different pollution acts and waste management through Eco club.
- The use of polythene carry bags shall be banned immediately in the college canteen, co-operative store and hostels.

- Plantation program inside the college campus, hostel campus and around the playground shall be taken up by the members of Eco club at regular intervals.
- More and more medicinal plants and fruit bearing plants shall be planted in the college garden.
- Vermicomposting facilities shall be made available in the college campus. Students and teachers shall be encouraged to use bicycle/public transport.
- The energy consuming old ceiling fans Shall be phase wise replaced by less-energy consuming ceiling fans.
- Eco club shall regularly assess the environmental condition of the campus. College campus shall be declared as silent Zone. The use of motor cycle/car horns inside the campus shall be discouraged.

Actionable points of the Energy Audit report

- Upgrading of technologies in Laboratory equipments.
- Replacing old electrical cables in some places in administrative block and science block for safety and power loss.
- Replacement of CFL bulb with LED.
- Replacement of LCD monitors with LED.
- Use of master switch outside each room to save energy.
- Old appliances should replace to reduce energy consumption.
- Replacement of old generation computer and TV with LED.

- MCB panel in each department for safety and to reduce power consumption
- Installation of roof top Solar cell in Science block, Administrative block & S.F. block to reduce annual electricity expenditure.
- Phase-wise measures for Concealed wiring in administrative block and science block for safety purpose.
- Steps be taken to make roof top solar panel operational. Proper installation for AC.
- Proper earthing system for new science block, administrative & S.F. block to save electrical appliances & power loss.

Actionable points of the Student Feedback on Curriculum Session 2022-2023

- +3 1st year, 2nd year and 3rd year Arts students, +3 1st year and 2nd year 3rd year Science students, all the commerce and self-financing students responded that curriculum contents provide inspiration in terms of social and environmental awareness. +3 3rd year Arts, +3 3rd year Science and 2nd year self-financing student's responses are not satisfactory.
- All the students of +3 1st year, 2nd year, 3rd year Arts, Science and Commerce and all self-finance Students responses to appropriateness of the sequence of the courses provided in curriculum. Responses of +3 3rd year Arts, Commerce and Science and +3 2nd year self-financing students are not satisfactory.
- All the students of +3 1st year, 2nd year, 3rd year Arts and Commerce rated satisfactorily to the depth of the syllabus of the courses in relation to the competencies expected by industry/current global scenarios. +3 3rd year Science and 2nd year self-financing student's responses are not satisfactory.
- Students of +3 1st year Arts, Science Commerce and 2nd year Arts, Science and all the students of Self-financing Students rated satisfactorily to the Sequence of the units in the courses. Responses of +3 3rd year Arts, Science and Commerce are not satisfactory.

- Students of +3 2nd year Arts and Commerce, 3rd year Science responses to the adequateness of the textbooks and reference books prescribed for the courses do not appear satisfactory.
- All the +3 1st year, 2nd year, 3rd year Arts, Science and Commerce students rated that syllabus content of the courses have average loads on the students. 1st year self financing course rated that the syllabus content of the courses have heavy loads on the students.
- +3 Arts and Commerce students Rated average responses and science students responded excellent on that Flexibility in choosing the electives. 1st year Self-Financing student's responded as poor.
- All the students other than +3 2nd year Arts and 2nd year Self-Financing students' responses are satisfactory regarding the practical components of the course.
- All the students of +3 1st year, 2nd year, 3rd year Arts, Science and Commerce and all the two years of self-financing rated the IT infrastructure of the institution in teaching the courses as good.

Actionable points of the Student Satisfaction Survey for Session 2022-2023

- All the +3 1st year, 2nd year, 3rd year Arts, Commerce and 2nd year, 3rd year Science students have responded that teachers are well prepared for the classes. +3 1st year Science students and 2nd year Self-Financing department's responses are not satisfactory regarding the teacher's preparedness.
- +3 Arts (1st year, 2nd year, 3rd year) student's responses to teacher's ability to communicate with classes are rated satisfactory. Responses of +3 1st year Science, 2nd year of self-financing and 1st year Commerce student's responses are not rated as satisfactory.
- +3 Arts student's responded that teachers inform regularly to the students about the expected competencies, course outcomes and program outcomes. +3 2nd year Science, 3rd year Commerce and 2nd year self-financing student responded poorly to the question "Teachers inform you about your expected competencies, course outcomes and program outcomes".
- +3 1st year, 2nd year Arts and Commerce students responded that teachers are satisfactorily identify their weaknesses and help them to overcome that. +3 3rd year Arts and Science Students, +3 2nd year Science and self-financing student's responses are not satisfactory.

- +3 1st year, 2nd year Arts and Science and 2nd year, 3rd year Commerce and 1st year Self-Financing students responded that teachers regularly encourage them to participate in extracurricular activities. +3 3rd year Arts, 1st year Commerce, 3rd year science and 2nd year Self-finance students responded that teachers never encourage them to participate in extracurricular activities.
- The students of all the disciplines responded that they have good scope of Infrastructural facility for rest and recreation on working days.
- Students of all the disciplines responded that Have good facilities for games and sports provided by the Institution. The responses of 3rd year Commerce, Science and 2nd year self-financing students need to be addressed.
- +3 1st year, 2nd year of Arts, Science and Commerce Student's responses are satisfactory regarding the laboratory facilities provide by the department. +3 3rd year students of all discipline are not satisfactory with regarding the laboratory facilities provide by the department.
- The responses of students of all the disciplines of 1st year and 2nd year student's rated that satisfactory with the sanitation and toilet facilities of the institution.

Basing on the foregoing observations, it was noted that the institution is already in the process of addressing some issues revealed, but it was agreed that significantly more action ought to be taken further.

The meeting ended with a vote of thanks by the Coordinator of IQAC to the chair and the members present for their keen participation and valuable suggestions in the meeting.

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12/12/2023