

PROCEEDINGS OF THE IQAC MEETING HELD ON 2nd April, 2024

As per office order no. 2012/dated) 0n2-04-24, an IQAC meeting was held on 03-04-24 at 3 pm in the Conference Hall of the college. The meeting was presided by Principal Prof. Itishree Padhi and the following members were present.

1. Prof. Rita Das, Chief Coordinator, SSR preparation team.
2. Shri C.K. Patel, Advisor to SSR Preparation team
3. Dr. Mousumi Das, IQAC /NAAC Co-Ordinator.
4. Dr. Niranjana Acharya, Administrative Bursar
5. Dr. Subhranshu Behera, Associate Administrative bursar.
6. Members, IQAC team
7. Members, UGC team
8. All Hods Regular and Self-financing Courses.

BUSINESS TRANSACTED: -

1. At the outset IQAC Coordinator, Dr. Mousumi Das welcomed all the members present in the house and informed the house that the HEI has decided to go for SSR preparation by the old method which requires applying for IIQA by May end, 2024. Hence, before applying for that it was obligatory on the part of the institution to ready draft SSR by the end of April, 2024. As the New Arts Building was to be handed over to the district administration for election purposes, she requested the Heads of Regular and Self-Financing departments to bring the relevant documents, registers etc. so that they could be able to provide the necessary information to the SSR team as and when required.

2. Principal Prof. Itishree Padhi madam applauded the efforts of the SSR team and advised the Hods to cooperate with the SSR team in a full-fledged way.

3. The Chief Coordinator Prof. Rita Das explained the house briefly about the SSR documentation procedure. She stated that the SSR team has decided to divide the team members into seven criteria and to have presentations of each group regularly to intensify the efforts of SSR preparatory work. Since both qualitative and quantitative metrics are to be filled in the SSR, she asked the heads to cooperate by providing the relevant information like Ids of student's progression to higher studies, proofs of their placements and other achievements. Faculties involved in research activities were asked to submit their research collaborations in proper format along with their publications, FDPs/Workshops etc. for uploading it in the SSR.

4. Advisor to SSR preparation team Shri C. K. Patel briefed the house about the various audits to be conducted as a part of IQAC activities 2023-24, like administrative audit, academic audit, energy audit, green audit and gender audit. He described the constitution of such audits, the relevance of conducting such audits and the procedures involved in it.

The meeting came to an end with a vote of thanks presented by Dr. Mousumi Das to each member who participated in the meeting.

Coordinator
IQAC

