

**Minutes of IQAC Meeting of IQAC held on 20.06.2019 in the Office Chamber of the
Principal, Paradip College, Paradip.**

MEMBERS PRESENT :

01. Dr. Suprema Kanungo, Principal – Chairman, IQAC.
02. Sri Ganeswar Patra – HOD, English – Coordinator, IQAC.
03. Dr. Sasmita Satapathy, Reader in Physics – Member
04. Sri Ajaya Kumar Mishra, , Sr. Lect. in Math. – Member
05. Sri Shyama Gobinda Jena, Sr. Lect. in Chemistry – Member
06. Mrs. Preeti Arati Paruja, Representative, GB – Member
07. Sri Dillip Kumar Nyak, Add. Tahasildar (Alumni) – Member
08. Sri Mihir Padhiary, - Member
09. Sri Prasanna Kumar Routray – Manager, UTI, (Stakeholder) Member

A meeting of IQAC, Paradip College, Paradip was held on 26.06.2019 under the Chairmanship of Dr. S. Kanungo, Principal at 3.30 PM in the office chamber of Principal. At the outset the Principal welcomed all members of IQAC. The minutes of the last meeting were readout and confirmed. On review of the last meeting, the following actions were found to have been successfully carried out.

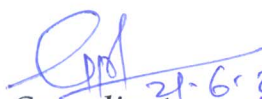
- i) Feedback was collected from the students, teachers, Stakeholders on the process of teaching – learning.
- ii) The proposal for repair of Language Lab was submitted and after repair the lab was made functional.
- iii) Seminar on value education was organized.
- iv) Proposal was sent to RUSA for the sanction of funds for the construction of Science Labs.
- v) Staff members were encouraged to apply for MRPs and more number of Departmental seminars were organized.

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After the review of the actions , the following were resolved unanimously.

- i) That steps would be taken for celebration of International Yogo Day through NSS/NCC/YRC wings of the college.
- ii) That, steps would be taken for celebration of the College Foundation Day.
- iii) That, steps would be taken for celebration of Kargi Vigay Divas.
- iv) That, co-ordinator IQAC would expedite campus Recruitment Drive in association with the career counselling and placement cell of the college.
- v) That the college will organise a Blood Donation Camp in collaboration with Rotary Club, Paradip.
- vi) That, more number of teachers would be encouraged to attend Refresher Courses, Training Programmes etc.
- vii) That, steps would be taken to celebrate construction day to create constitutional Awareness among the students.
- viii) That, students will be encouraged to participate in inter college, inter University competitions.
- ix) That, internal academic audit will be conducted.
- x) That, Swachhata Pakhawada will be organised in the college.
- xi) That, cleaning work will be undertaken in the college campus.
- xii) That, steps will be taken to undertake a cleaning programme in the college campus.
- xiii) Hons in Sociology & Education with 16 seats each wee open the College.

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


Co-ordinator
Co-ordinator IQAC
Paradip College Paradip
21.6.2019


Principal
PARADIP COLLEGE
PARADIP
20.6.19.

Minutes of the meeting of IQAC, Paradip College, Paradip held on 13.09.19 at 3.30 in the office chamber of the Principal.

1. Members Present

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| 1. Dr. (Smt) S.Kanungo, Principal- | ChairPerson ,IQAC. |
| 2. Dr. (Smt) S.Satapathy, Reader in Physics,- | Member. |
| 3. Sri. A.K Mishra , Sr.Lect in Math- | Member. |
| 4. Sri S.G.Jena, Sr.Lect in Chemistry- | Member. |
| 5. Sri G.Patra, Lect in English, | Coordinator, IQAC. |
| 6. Mrs. Preeti Arati Parija, Member G.B. Paradip College- | Member . |
| 7. Sri Dillip Kumar Nayak, Add.Tahashildar, Kujang- | Member. |
| 8. Sri Mihir Padhiary- | Member |
| 9. Sri Prasanna Kumar Routray- | Member. |

A meeting Internal Quality Assurance Cell (IQAC), Paradip College, Paradip was held on 13.09.2019 at 3.30 P.M in the office chamber of the Principal, with Dr.Suprema Kanungo on chair. At the outset the Principal welcomed all the members and appraised all the members about the objectives and functioning of IQAC in the college.

The minutes of the last meeting were read out and confirmed. The report of NAAC Peer Team for accreditation of the college (Cycle-02) was discussed thread-bare and following resolutions were adopted unanimously.

1. Commencement of more number of U.G. Courses.

Resolved to take initiative for Commencement of more number of U.G. Courses.

2. Appointment of more number of qualified permanent teachers in vacant posts.

The authority concerned was requested to write to the Govt. Deptt of Higher Education for filling up of posts by Lecturers recruited by S.S.B, Odisha.

3. Implementation of ICT enabled Teaching and learning.

The decision was taken to conduct classes in smart class room installed in the college. Each Department would be requested to conduct smart class for the effective teaching-learning of the college for the greater interests of the students. Steps will be taken for catchment class for late admitted students.

4. Career Counseling Cell.

The career counseling cell of the college will be effective and initiative will be taken to establish contact with local companies for conducting campus recruitment in the college for picking up the students for different jobs.

5. Development of Research Culture in the college.

In order to fetch better grade from NAAC Assessment and develop research activities of faculties, it was resolved to encourage teachers of the college to contribute articles in UGC approved Journal/Magazines, National and International Journals and attend National and International seminars. They will also be encouraged to go for Research (for M.Phil, ph.D) etc.

6. Strengthening of Tutorial/ Proctorial system in the college.

For better Parent-Teacher relationship and improving the academic performance of the students, it was resolved to strengthen tutorial/proctorial system in the college from the academic session 2019-20.

7. Competency/Skill/Enhancement of the Students.

It was decided to conduct communicative English/ Spoken English class in smart classroom till the re-functioning /repair of the language lab. of the college. The Department of English was requested to conduct the said classes.

8. Modernization and up-gradation of Science Labs. of the college.

As a compliance measure to NAAC PEER TEAM recommendation, it was resolved to take necessary steps for modernization and up-gradation of science Labs. of the college.

9. Conduct of more number of seminars.

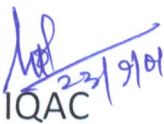
To give justice to the improvement of the subject-content of the students, initiatives will be taken to organize more no. of classroom seminars. Further, it was resolved to request all HODs to apply to UGC for State as well as National Level seminars in the college for up-gradation by NAAC Assessment. Sri G.Patra, Coordinator, IQAC was entrusted for organizing Intra-Departmental seminars in the college for exchange of ideas and knowledge among faculties. It was decided to collect feedback from the students to ensure better teaching climate in the college.


Besides, it was resolved to install fire extinguishers in the college for compliance of fire safety. Mrs Preeti Arati Parija, esteemed Member, G.B and IQAC of the college was requested to expedite the matter. The principal was requested to ensure campus cleanness of the college.

Plan of Action for the next year.

1. Installation of C.C.T.V in the Library and Reading Room of the college.
2. New web page to be opened.
3. Complete up-gradation of the college Library.
4. Strengthening of Research Culture.
5. Creation of Question Banks by all Departments.
6. Completion of Women's Hostel.
7. Organizing faculty development programme.

The meeting ended with vote of thanks to the Chair.


22/9/19
IQAC
Coordinator IQAC
Paradip College Paradip


22 9.19
Principal
PRINCIPAL
Paradip College Paradip

Minutes of the Meeting of IQAC held on 20.12.2019 in the Office Chamber of the Principal, at Jagatsinghpur.

MEMBERS PRESENT :

1. Dr. Suprema Kanungo, Principal - Chairman, IQAC.
2. Sri Ganeswar Patra - HOD, English - Coordinator, IQAC.
3. Dr. Sasmita Satapathy, Reader in Physics - Member
4. Sri Shyama Gobinda Jena, Sr. Lect. in Chemistry - Member
5. Sri Ajaya Kumar Mishra, , Sr. Lect. in Math. - Member
6. Mrs. Preeti Arati Paruja, Representative, GB - Member
7. Sri Dillip Kumar Nyak, Add. Tahasildar (Alumni) - Member
8. Sri Mihir Padhiary, - (Alumni) - Member
9. Sri Prasanna Kumar Routray - Manager, UTI, (Stakeholder) Member

A meeting of IQAC, Paradip College, Paradip was held on 20.12.2019 under the Chairmanship of Dr. S. Kanungo, Principal. At the outset the Principal welcomed all members of IQAC. The minutes of last IQAC meeting were read out and confirmed. A review was made on the actions resolved in the earlier meeting and the following were found to have been undertaken successfully.

- i) International Yogo Day was celebrated on 21.06.2019.
- ii) Kargil Vigaya Devas was celebrated on 25.07.2019.
- iii) Campus recruitment drive was conducted and two graduates were given employment in PICT of J.M. Baxi & Co., Paradip.
- iv) 45th Foundation Day celebration was organised on 12.08.2019.
- v) Dr. S. Satapathy, Reader in Physics & Sri S.G. Jena, Sr. Lect in Chemistry attended and successfully completed refresher courses at Utkal University, BBSR.
- vi) Guardian Meeting was organised on 16.09.2019.
- vii) Career counselling was conducted for the students.
- viii) Blood Donation camp was organised in collaboration with Rotary Club, Paradip.
- ix) Constitution Day was observed on 26.11.2019.
- x) World Aids Day was observed on 1st December, 2019.

- xi) Intra-institutional seminar was organised on 17.12.2019. More no. of students were encouraged to participate and they also participated in Quiz, debate and Inter College Volley Ball tournament etc.
- xii) More number of CCTVs were installed.
- xiii) More no. of fire extinguishers were installed.
- xiv) One siren was installed.
- xv) Question banks were created by all departments.
- xvi) Communicative / spoken English classes were organised.
- xvii) Proctorial system was strengthened.
- xviii) A few teachers contributed Research articles to Journals having ISBN/ISSN NO.

After review of all the actions achieved, the following resolutions were adopted unanimously.

- i) That, steps will be taken for the purchase of library books.
- ii) That, Self-Defence Training programme for the girl students will be organised.
- iii) That, all Department will organise Annual Day Seminars of their Departments.
- iv) That song competition will be organised among the students and prize and certificates will be given away in cultural function.
- v) That, steps will be taken to celebrate Annual Function of the College.

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


Co-ordinator
Paradip College Paradip


Principal
PARADIP COLLEGE
PARADIP

Minutes of the Meeting of IQAC held on 04.03.2020 in the Office Chamber of the Principal, Paradip College, Paradip.

MEMBERS PRESENT :

01. Dr. Suprema Kanungo, Principal – Chairman, IQAC.
02. Sri Ganeswar Patra – HOD, English – Coordinator, IQAC.
03. Dr. Sasmita Satapathy, Reader in Physics – Member
04. Sri Ajaya Kumar Mishra, , Sr. Lect. in Math. – Member
05. Sri Shyama Gobinda Jena, Sr. Lect. in Chemistry – Member
06. Mrs.Preeti Arati Paruja, Representative, GB – Member
07. Sri Dillip Kumar Nyak, Add. Tahasildar – Member
08. Sri Mihir Padhihary, - Member
09. Sri Prasanna Kumar Routray – Manager, UTI, Member

A meeting of IQAC, Paradip College, Paradip was held on 04.03.2020 at 3.30 PM in the office chamber of the Principal. At the outset the principal welcomed all the members of IQAC and expressed satisfaction over the functioning of IQAC. The minutes of the last meeting were readout and confirmed. A review of all actions as resolved earlier was made and following were found to have been carried out.

- i) Library books were purchased as per new model syllabus.
- ii) Self-Defence Training programme for the girl students were successfully organised.
- iii) All Departments organized Annual day Seminars.
- iv) Song competition has organized and the prize & certificates were given to the winners in cultural function.
- v) EK Bharat Srestha Bharat (EBSB) Club was organized and linkage/collaboration was made with Symbiosis College of Arts & Commerce, Pune, Maharashtra for cultural exchange, student exchange & teacher exchange programme on Odisha-Maharashtra Culture..
- vi) Cultural Exchange, student exchange, programme was organized.
- vii) Annual function of the College was organized.

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After the review of the actions organized, the following resolutions were adopted unanimously.

- i) That, arrangement of water supply will be made during examination hours in hot summer.
- ii) The construction of Science Lab. funded by RUSA building will be expedited for the completion at the earliest.
- iii) That, all the members will be asked to submit their performance Appraisal Report to the Principal.
- iv) The Contractor will be asked to complete the major repair of the College building with colour work at the earliest keeping in view different examinations.

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


Co-ordinator
Paradip College Paradip
5/3/2020


Principal
PARADIP COLLEGE
PARADIP
4.3.20