

Minutes of the Meeting of IQAC & all HODs held on 05/10/2020
at 11.00 AM in the office Chamber of the Principal

Members Present

1. Dr R.L.Mohanty, Reader & HOD in Zoology
2. Sri S.C.Biswal, Reader & HOD in Odia
3. Dr S.Satapathy, Reader & HOD in Physics
4. Sri A.K.Mishra, Sr. Lecturer & HOD in Mathematic
5. Sri S.G.Jena, Sr. Lecturer & HOD in Chemistry
6. Sri A.C.Mishra, HOD, History
7. Sri J.M.Mishra, HOD, Economics
8. Sri G.Patra, HOD, English & Coordinator IQAC
9. Sri B.N.Biswal, HOD, Philosophy
10. Sri N.Mohapatra, HOD, Commerce
11. Dr. M.Khandayatray, Lecturer in Political Science

A meeting of IQAC & all HODs was held on 05.10.2020 at 11.00 AM in the office chamber of the Principal with Dr. S.Kanungo the Principal on chair. At the outset the Principal welcomed all the members present in the meeting and expressed her thankfulness to the members for their satisfactory work in different respects during COVID-19. Sri G.Patra, Co-ordinator IQAC appraised all the members of staff of revised guidelines issued by NAAC and submission of AQAR if pending before 31st October 2020. A discussion was held about the expiry of validity period of NAAC Accreditation of 2nd cycle i.e on Dec-2021 and preparation for 3rd cycle. All the HODs were requested to be pro-active for 3rd cycle.

After a threadbare discussion the following were resolved unanimously.

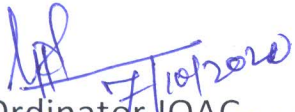
1. That, steps will be taken for opening of on-line open Distance learning courses as per U.G.C letter no-I-1-2020 (DEB-1), dtd. 23.09.2020.
2. That, feedback will be collected from the students in respect to teaching-learning practice of the institution and an analysis will be made in this regard which will be circulated in the college website.

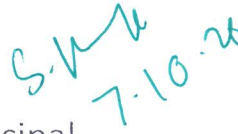
3. Steps will be taken for the conduct of Environmental Audit.
4. That all teachers in charge of Alumni Association were requested to expedite the work of registration & functioning of Alumni Association.
5. That, Prof in charge of Career Counselling & placement cell already functioning in the college was requested to be pro-active and take steps for strengthening of the cell for the benefit of large sections of students.
6. As per the previous resolution of IQAC faculty exchange programme/ interdisciplinary seminars were organised by IQAC but due to lock down of COVID-19 faculty Development programme couldn't be conducted as resolved earlier. Hence, it was once again decided to conduct on-line Faculty Development Programme at a convenient time.
7. All HOD were requested to adopt innovation and best practices in teaching learning & other aspects in their Departments which will have web link in the College website.
8. All H.O.Ds were requested to conduct on-line classes, on-line guardian meetings, doubt clearing/remedial classes, online Departmental Seminars, State Level/National Level/ International Level webinars for the benefit of the students & interest of the institutions.
9. Library Committee & the librarian of the College library were requested to expedite for completion of library automation.
10. The members of staff were requested to persue PhD, apply for MRPs to UGC and avail of Refresher courses under SWAYAM. They were also requested to publish papers/ articles in edited books, UGC referred Journals, etc. for strengthening research climate of the College.
11. All the HODs of different Departments were requested to keep record of the students' progress and submit the same to the Principal/ IQAC Co-ordinator for submission of AQAR.

12. Sri J.M. Mishra, HOD Economics mooted a proposal to conduct coaching classes for competitive examinations. His suggestion was accepted unanimously & Mr. Mishra was requested to expedite the same, if feasible, for the larger interest of the students.

13. Sri Pradeep Sahoo, DEO was entrusted with the responsibility of on-line submission of AQAR with direct supervision & guidance of Sri G. Para, Lect. in English & Co-ordinator IQAC.

The meeting ended with the vote of thanks to the Chair & all the members.


Co-Ordinator IQAC
Paradip College Paradip


Principal
Paradip College
PRINCIPAL
PARADIP COLLEGE

Copy communicated to IQAC/Estt /SCR for information & necessary action.


Minutes of the meeting of IQAC with staff council, Paradip College, Paradip held on 06.11.2020 at 11.00 A.M. in the Conference Hall of the College.

A meeting of IQAC with the members of staff, Paradip College, Paradip was held on 06.11.2020 at 11.00 A.M. with Dr. S. Kanungo, Principal & Chairman, IQAC on Chair. The meeting was conducted maintaining COVID-19 guidelines. At the outset the Principal welcomed all members of IQAC as well as the members of staff council. She also appraised of the objective of the meeting as well as the variety of activities undertaken by IQAC. Sri Ganeswar Patra, Lect. in English & IQAC Co-ordinator also appraised of the AQARs of 2018-19 & 2019-20 to submitted to NAAC and post-accreditation activities that have been undertaken and will be undertaken by the college. AQRS were analysed and decided to be submitted at the earliest. A threadbare discussion was held about the preparation for NAAC accreditation of the college for 3rd cycle in Dec-2020-21. After discussion the following were resolved unanimously.

1. That, steps be taken to organize more number of seminars, webinars, workshops by different Departments of the college utilizing seminar contribution fees.
2. All Departments should conduct class room. Departmental seminars on-line at least one per a week or month. All the reports should be submitted to IQAC after the completion of seminars.
3. That, all Departments will conduct monthly Tests on MCQ patterns if possible they will conduct bridge courses, conduct remedial classes, doubt clearing classes.
4. All the cells were requested to be pro-active and organize different activities effectively.
5. The progress of course was discussed and it was found satisfactory. All the teachers were praised for engaging on-line classes. They were requested to submit the report of course completion upto Oct-2020 at the by 12th Nov-2020.
6. Further, it was decided to intimate the guardians of defaulter-students of +2 stream in writing.

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


Co-ordinator IQAC
Paradip College
Paradip


Principal
Paradip College
PARADIP COLLEGE

Minutes of IQAC Meeting held on 18.02.2021 at 3.30 PM in the Office Chamber of the Principal

Members Present

- I. Dr S.Kanungo, Principal-----Chairman
- II. Dr S.Satapathy, HOD, Physics-----Member
- III. Sri A.K.Mishra, HOD, Math-----Member
- IV. Sri S.G.Jena, HOD, Chemistry-----Member
- V. Sri G.Patra, HOD, English-----Co-ordinator
- VI. Mrs Preeti Arati Parija, Former Member (G.B)-----Member
- VII. Sri Dillip Kumar Nayak-Additional Tahasildar, Kujang-Member
- VIII. Sri Prasanna Ku Routray, Manager UTI-----Member
- IX. Sri Mihira Padihary (Alumni)-----Member

A meeting of IQAC, Paradip College, Paradip was held on 18.02.2021 at 3.30 PM in the Office Chamber of the Principal with Dr Suprema Kanungo, Principal as Chairman. At the outset the Principal welcomed all members and expressed her satisfaction over the activities undertaken online during COVID-19 pandemic situation. The Principal also thanked the Co-ordinator IQAC for organizing a few webinars, one National level Webinar of English Deptt. & one 7day Faculty Development Programme on “Research Methodology & Writing Research Paper”. Then the minutes of the last meeting were read out and confirmed.

Further, the activities undertaken in the college were reviewed. Following was the details of activities undertaken in the last session.

1. Fire extinguishers were installed
2. One Siren was installed
3. 50 Pairs of Bench-desk were purchased
4. Maintenance & repair of the college building was completed.
5. Laboratory building (Funded by RUSA) was completed.
6. 1st floor of Women’s Hostel Completed.
7. One Smart Class Room was installed
8. Construction work of 50 bedded Boy’s Hostel in the College Campus commenced
9. Installation of one deep bore well completed
10. Seminar Hall of the College was made functional

On review of the activities, all the members of IQAC expressed their satisfaction and decided to install a Road Map of the college and write a Preamble of the Constitution in the college entrance at the earliest.

The submission of AQAR for 2017-18, 2018-19, 2019-20 was discussed and it was approved for the submission of the same to IQAC.

After threadbare discussion following plan of action was chalked out for the next year.


Plan of Action for the next year

1. Installation of Smart Class in each Department
2. Installation of a big freezer (for enabling the students to sort out the problem of drinking water).
3. Installation of one High-Mast light in the college campus
4. Creation of a Botanical Garden in the College Campus
5. Functioning of a Compost Pit
6. Modernisation of Conference Hall
7. Implementation of "Mo College"
8. Modernisation of the College Gate
9. Expansion of Boy's Common Room & Girls Common Room
10. Expansion of Students Reading Room
11. Internal Academic & Administrative Audit
12. Organising more no of Departmental Seminars
13. Conduct of a Seminar on NEP by IQAC
14. Conduct of S.S for 2019-20 & 2020-21

Further, it was resolved to request all HODs/Members of staff to be proactive to organize variety of activities as intimated earlier.

The Meeting ended with vote of thanks to the chair.


Co-ordinator, IQAC
Paradip College Paradip


Principal
Paradip College
Paradip

Minutes of the meeting of IQAC held on 16.05.2021 at 3:30 PM
in the office chamber of the Principal

Members Present:

1. Dr. S. Kanungo, Principal	Chairman, IQAC
2. Sri G. Patra, HoD, English	Coordinator
3. Dr. S. Satapathy, HoD, Physics	Member
4. Sri A.K. Mishra, Reader in Math	Member
5. Sri S.G. Jena, Reader in Chemistry	Member
6. MrsPreetiAratiParijaa, Representative (GB)	Member
7. Sri MihirPadhihary (Alumni)	Member
8. Sri DillipNayak, Addl. Tahasildar, Kujang	Member
9. Sri Prasanna Kumar Routray, Manager, UTI	Member

Agenda

1. Rivew of actions achieved/complied for the session 2020-21 during COVID pandemic.

A meeting of IQAC, Paradip College, Paradip was held on 16.05.2021at 3:30PM in the office chamber of the Principal under the chairmanship of Dr. S. Kanungo, Principal maintaining COVID-19 guidelines.At the outset the principal welcomed all the members of IQAC expressed satisfaction over the members for appropriately obeying COVID behavior. The Minutes of the last meeting were read out and confirmed. A review was made for all the actions achieved as per all resolutions adopted for the session 2020-21 during COVID-19 pandemic situation and the following were found to have been achieved.

Actions Achieved:

1. A deep bore well was installed in the college campus to sort out water problem.
2. Construction of four science Laboratories funded by RUSA was complete and made functional.
3. Major repair of the college building was complete with the colour work.
4. Feedback for the session 2019-20 was collected and analyzed.
5. Initiatives were taken for opening of Online Distance Learning but our college was not eligible since it was accredited with 'Grade B'.
6. Alumni Association in shape of 'Mo College Abhijan' was implemented and a few meeting were held.
7. Career Counseling was conducted for the students.
8. One National Seminar of the Department of English (Online) was held in the month of September 2020.
9. 7 day (Online) Faculty Development Programme was organized.
10. Faculty Exchange Programme of IQAC was organized.
11. Online Classes of all Departments were organized along with doubt clearing classes.
12. Stock verification of the college was made.
13. Internal Academic Adult was conducted.
14. Financial Adult was conducted.

15. The teachers like Sri Ganeswar Patra, HoD English, Mrs Saswati Swagatika, Lect. In English, Mrs. P. Panda, Lect. In English, Mrs S. Pattnaik, Lect. In English and Ms Abhilipsa Das, Lect. In English attended & successfully completed Refresher course (in case Sri G. Patra) & STC from HRD Gujarat University.
16. Mstapaswini Beherea, Lect. in Pol. Sci. was encouraged to expedite her PhD work.
17. Stock verification of Library was made.
18. Ms Saswati Pattnaik, Lect. in English was encouraged to go for research work in English.
19. Attempt was made to conduct coaching for competitive examination but due to continuous COVID pandemic, the same was not successful.
20. Women's hostel was completed.
21. Seminar hall was completed and made functional.

After the review of the actions achieved as per the resolution, a through discussed was held on the teaching & learning system. It was found that online classes were engaged by all departments and courses were complete. In case of doubt of a few students who were not able to attend, the departments will engage extra class to clarify the doubts of the students. After discussion the following were resolved unanimously.

1. Due to COVID pandemic & present lockdown, Annual Seminars of different departments would not be feasible to be organized. Hence it was resolved to organize webinars by different departments.
2. That, all extension wings of the college were also requested to organize variety of activities through online mode/webinars etc.
3. That, steps would be taken to hold a seminar/webinar on NEP-2020 in collaboration.
4. A webinar will be organized through EBSB on the theme of "Catch the Rain/Rain Water Harvesting".
5. A health awareness programme on pandemic will be organized online for the awareness of health issues during COVID pandemic lockdown.
6. Writing of Preamble of the constitution & Road map will be expected.
7. That, it was resolved to reconstitute IQAC, as per the guidelines issued, since it has completed 2 years of its functioning.

The meetings ended with vote of thanks to the chair.

Coordinator, IQAC

Paradip College, Paradip

Co-ordinator IQAC
Paradip College Paradip

Principal

PARADIP COLLEGE
PARADIP