

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

No. 1080/14

Date: 26.11.14

The Internal Quality Assurance Cell of the college is hereby constituted as per the prescribed Guidelines of NAAC with the following members. The IQAC shall have to function as per the norms provided in the guidelines.

1. **Chairperson:** Smt. Prativa Manjari Mohanty, Principal
2. **Administrative officers**
  - i) Sri A.K. Palai, Reader in History
  - ii) Sri Pradip Ku. Biswal, Reader in Economics -
  - iii) Dr. Surendra Mohan Mishra, Reader in English-
  - iv) Sri N.K. Swain, Head Clerk-
3. **Teachers' Representative -**
  - i) Dr. Sakuntala Acharya, Reader in Mathematic
  - ii) Dr. Suprema Kanungo, Reader in Chemistry
  - iii) Dr. Sasmita Satapathy, Lect. in Physics
  - iv) Sri Subal Charan Nayak, Reader in History
  - v) Sri Subhas Ch. Biswal, Lect. in Odia
  - vi) Sri Shayama Gobinda Jena, Lect. in Chemistry
  - vii) Sri Ganeswar Patra, Lect. in English
  - viii) Sri Akshaya Ch. Mishra, Lect. in History
4. **Members of the Management -**
  - i) Arnada Prasanna Pattanayak
5. **Nominees from Local Society, Students & Alumni**
  - i) Sri Basanta Kumar Biswal
  - ii) Sri Subhakanta Dash
6. **Nominees from Employers/Industrialist/stakeholders**
  - i) Sri Manash Ranjan Swain
7. **Co-ordinator of the IQAC**
  - i) Dr. Sharat Chandra Lenka, Reader in Logic & Philosophy

*Prativa Manjari Mohanty*  
26.11.14  
Principal  
Paradip College, Paradip

Copy to persons concerned for information and necessary action

**Resolution of the meeting held on 3. 2015 by IQAC in the office  
chamber of the Principal, Paradip College, Paradip.**

Resolution NO- 002

Dt. 17-03-2015

**Members present:**

- 1- Smt. P. M. Mohanty, Principal
- 2 -Dr. S.C. Lenka, Co- ordinator, IQAC
- 3-Sri P.K. Biswal, Reader in Eco.
- 4-Dr S.M. Mishra, Reader in Eng.
- 5-Dr. smt. S.Kanungo, Reader in Chemistry,
- 6-Sri A.K. Palai, Reader in History
- 7-Dr smt S.Satapathy, lect in physics
- 8-Sri S .G. Jena, lect in chemistry
- 9-Lt. A.C. Mishra,lect in History
- 10- Sri G. Patra, lect in English

A Meeting of IQAC was held on 17 .3 2015 at 3p.m in the office chamber of the principal, paradip college, paradip with Smt. P. M.Mohanty, the principal on the chair. At the outset the principal welcomed all the members to the meeting. Dr. S.C.Lenka, the Co- ordinator, IQAC mooted some proposals for the session 2015-16.The proposals were discussed threadbare and following resolutions were adopted unanimously.

- That, steps be taken to organize an institutional seminar inviting faculty members of the institution.
- That, proposals be submitted for hosting All odisha History Congress in paradip college in the year 2016.
- That automation of the library should be completed at the earliest.
- That a vehicle shed for the staff members be constructed at the earliest.
- That, staff members be encouraged to undertake Research and submit M.R.P to U.G.C
- That steps be taken to organize Blood Donation Camp in the college premises
- That the language Laboratory proposed by I.I.T be completed
- The meeting was ended with the vote of thanks to the chair.

Minutes of the Meeting of IQAC, Paradip College, Paradip held on 17.10.2016 in  
the Principal's office chamber at 3.30 P.M.

Resolution No.....003.....

Date:.....19.10.2016.....

Members Present

1. Dr. S.C. Lenka, Principal
2. Dr. S.M. Mishra, Reader in English
3. Sri A.K. Palai, Reader in History & Co.ordinator, NAAC
4. Dr. (Smt.) Suprema Kanungo, Reader in Chemistry.
5. Dr. (Smt.) S.Satapathy, Lect. in Physics
6. Sri S.G. Jena, Lecturer in Chemistry
7. Sri G.Patra, Lect. in English & Co.Ordinator IQAC
8. Sri N.K. Swain, Head Clerk
9. Sri A.K. Biswal, Librarian

A Meeting of I.Q .A C., Paradip college, Paradip was held on 17.10.2016 in the principal's office chamber at 3.30p.m. In the said meeting the resolutions adopted in the previous meeting were read out and confirmed. A threadbare discussion was held regarding the functioning of IQAC and Inspection of NAAC peer team tentatively on last week of November (as per the proposal submitted earlier). After a discussion following resolutions were adopted unanimously.

That, library automation work was given priority and Sri A.K. Biswal, Librarian was asked to contact APTECH for expediting the said work so that it will be complete within scheduled time frame.

Further, it was resolved that new books will be purchased for +3 stream as per new syllabus under C.B.C.S. pattern introduced by Utkal University for academic session 2016-17. Sri A.K. Biswal, librarian, Prof. A.K. Palai, Reader in History & Sri G.Patra, Lect. in English will proceed to Cuttack on 20.10.2016 for the purpose.

That, all H.O.Ds were requested to conduct class room seminars of their respective departments preferably before Test Examination-2016 and submit necessary documents with photographs of the seminars to Sri G.Patra, Co-ordinator IQAC for further action in this regard.


Further, resolved to extend collaboration and Co-ordination to Indian Oil Corporation Ltd. Paradip Refinery, Paradip for the conduct of Essay competition among the students of our college on 03.11.2016. from 11.00 A.M. to 12.00 A.M. in Room No. 12.

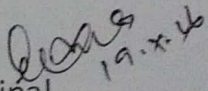
That it was decided to encourage students to participate in different competitions conducted by Utkal University & other organizations for the session 2016-17.

The conduct of inter and intra institutional seminar was discussed as per the guidelines of IQAC and it was decided unanimously to conduct such seminars by inviting teachers, professors eminent personalities, professionals from outside as well as from the college concerned for the exchange of views, ideas of the teachers of different departments which will help mobility of teachers' resources & dissemination of the same for the benefit of the students.

The repair & maintenance of the College building was discussed keeping in view the visit of NAAC peer team for inspection of the college and the Principal was requested to takes necessary steps for the repair and maintenance of the same.

The meeting ended with vote of thanks to the chair.

  
19-10-016  
Co-ordinator IQAC  
Paradip College Paradip

  
19.10.16  
Principal  
Paradip College  
PARADIP COLLEGE

RESOLUTION OF THE MEETING OF IQAC, UGC AND PURCHASE COMMITTEE HELD ON 09.11.2016 IN THE OFFICE CHAMBER OF PRINCIPAL, PARADIP COLLEGE, PARADIP

No:.....004.....

Date:.....9.11.2016.....

1. Dr. S.C. Lenka, Principal
2. Sri Pradip Kumar Biswal, Reader in Eco.
3. Dr. Surendra Mohan Mishra, Reader in Eng.
4. Sri Akshaya Kumar Palai, Reader in Hist.
5. Dr.(Smt.)Suprema Kanungo, Reader in Chem.
6. Dr.(Smt.) Sasmita Satapathy, Lect. in Phy.
7. Sri Ganeswar Patra, Lect. in Eng.
8. Sri Shyama Gobinda Jena, Lect. in Chem.
9. Sri Subhas Chandra Biswal, Lect. in Odia
10. Sri B.R. Tripathy, Lect. in Pol.Sc.
11. Sri Lt. A.C. Mishra, Lect. in Hist.
12. Sri Narendra Kumar Swain, Head Clerk
13. Sri A.B. Mohapatra, Sr. Clerk

A meeting of the U.G.C. committee, purchase committee & IQAC, was held on 09.11.2016 at 4.00 P.M. in the office chamber of the Principal. In the said meeting a discussion was made regarding the visit of NAAC Peer Team and functioning of the office of NAAC/IQAC. After a thorough discussion following resolutions were made unanimously.

That, a computer along with a Printer will be purchased from the fund available in IQAC against equipment Head. The Co.ordinator, IQAC was requested to submit a proposal for the same at the earliest.

Further, it was decided to provide internet connectivity to the office of Co.Ordinator NAAC/IAQC.

A thread bare discussion was held regarding the conversion of pass subjects into Hons. Subjects and it was decided to submit proposal for the same as per following specification.

Sl. No.	Subject	Stream	Existing Seats	Proposal to be submitted for conversion
01	English	Arts	16	48
02	Odia	Arts	16	48
03	History	Arts	16	48
04	Pol.Sc.	Arts	16	48
05	Economics	Arts	16	48
06	Philosophy	Arts	16	48
07	Physics	Science	16	24
08	Chemistry	Science	16	24
09	Mathematics	Science	16	16
10	Botany	Science	08	32
11	Zoology	Science	08	32
12	Commerce (Hons)	Commerce	Nil	64

Sri D.Pati, D.A. was requested to submit proposal at the level of Regional Director Bhubaneswar with requisite fees as per the Guidelines for the purpose.

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

*Signature*  
09.11.16.

**PRINCIPAL  
PARADIP COLLEGE**

MINUITS OF THE MEETING OF IQAC HELD ON 20.12.2016  
AT 3.30PM IN THE OFFICE CHAMBER OF THE PRINCIPAL

No.....005/IQAC

Dt...24-12-2016

MEMBERS PRESENT

SRI A.K. PALAI, READER IN HISTORY  
DR. S.M MISHRA, READER IN ENGLISH  
DR SMT S.ACHARYA, READER IN MATHEMATICS  
DR S. KANUNGO, READER IN CHEMISTRY  
DR. SMT S. SATAPATHY, LECT IN PHYSICS  
SRI S.C BISWAL, LECT IN ODIA  
LT. A. C. MISHRA, LECT IN HISTORY  
SRI G. PATRA, LECT IN ENGLISH  
SRI N.K SWAIN, H.C  
SRI A.B. MOHATRA, SR CLERK

A meeting of IQAC, Paradip college, Paradip was held on 20.12.2016 at 3.30pm in the office chamber of the principal under the chairmanship of Sri A.K. Palai, Reader in History. At the outset the principal welcomed all the members of IQAC and appraised of the remarks given by NAAC Peer Team who visited the college for assessment and Accreditation (cycle-2) ON 8<sup>TH</sup>-10<sup>TH</sup> December 2016. A discussion was made with regard to the plan of action to be chalked out for the session 2016-17 for enabling the co-ordinator to submit AQAR to NAAC for the session -2016-17. After a thorough discussion following resolutions were adopted unanimously Agenda-wise.

REVIEW OF THE COMPOSITION OF IQAC

The composition of IQAC was reviewed and it was found that the tenure of the nominated members had expired and new members need to be enrolled. Because the principal was on leave the matter was deferred and was left to the authority to decide later.

### CURRICULAR ASPECTS

The curricular Aspects of the college were critically examined and it was resolved that each Department is to conduct at least two seminars for the current academic session without suspending the classes in order to bring quality development of the subject- content in the students. The Departments can also conduct seminars on Sunday and holidays with prior Permission of the principal to avoid the suspension of the classes. The Head of the Departments were requested to submit proposals to the principal for enhancement of seminar fees for the coming academic session.

### FULL-FLEGED AUTOMATION OF THE COLLEGE LIBRARY

It was resolved to make a full-fleged automation of the college library by the end of January 2017.

### FUNCTIONING OF LANGUAGE LABORATORY

Resolved to contact experts from IIT, Kharagpur for training the teachers and the students of the college so that Language Lab can be functional as per the Guide lines of Govt. of Odisha.

### CONDUCT OF CAREER COUNSELLING AND REMIDIAL CLASS

Resolved to make career guidance and counselling of the students effectively through the Career & counselling cell of the college to develop the competitive frame of mind of the students. Steps should be taken for conduct of Remedial classes preferably from the next academic session.

### DEVELOPMENT OF PHYSICAL INFRASTRUCTURE OF THE CLASSROOMS

As per the suggestion of NAAC Peer Team the above matter was discussed and it was decided to submit proposal to the principal for developing smart classrooms in the college for effective teaching –learning method. IQAC should take steps for maintaining students' feedback on teachers regularly.

### CONDUCT OF COMPUTER TRAINING.

With a view to making the members of the staff computer savvy it was decided to organize a computer Training programme in the college.

### APPOINTMENT OF IT FACULTY IN THE COLLEGE.

The above matter was discussed and ended in the dissension. The matter was left to the decision of the principal.



### AUTOMATION OF THE COLLEGE OFFICE.

For e- Governance of the college office automation was discussed and it was resolved to request the principal for full-fledged automation of the Exam/Acct/Esst/and Admission Sections of the college.

### BEST PRACTICES FOR THE COLLEGE.

For maintaining the healthy practices in the college it was decided to continue the publication of the WALL MAGAZINE of the institution. Further it was decided to organize a free Health check up camp in the college.

### CONDUCT OF IQAC SEMINAR.

It was decided to conduct a seminar of IQAC in the last week of January by inviting experts/ speakers/ Trainers from outside for the benefit of the staff and the students.

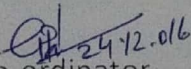
### REGISTRATION OF ALUMNI ASSOCIATION AND PARENTS /GUIRDIAN MEETING.

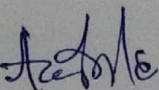
Resolved to go for the registration of the Alumni Association for regular functioning of the same in the college. Initiatives should be taken for the conduct of parents/ guardian meeting in the college for appraisal of the students performance.

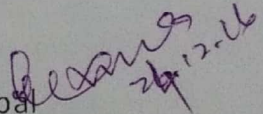
### RESERCH, CONSULTANCY&EXTENSION

A threadbare discussion was held for promoting research activities in the college and it was resolved that the Hons. Departments should submit proposals for organizing National Seminars to UGC. Further the members of the teaching staff should apply for Minor Research Projects/Major Research Projects(MRPs) to UGC. They should take initiatives for publication of Articles in State/ National/International journals. The Research Committee should sit twice a year to review the progress in this regard.

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

  
Co-ordinator  
IQAC,Paradip college

  
24-12-16

  
Principal  
Paradip college  
**PRINCIPAL**  
**PARADIP COLLEGE**

**Minutes of the meeting of IQAC held on 05.02.2017 in the office chamber of the principal.**

No: 05/A/IQAC/2017

Date: 6/2/2017

**Members Present**

1. Dr S.C.Lenka, Principal, Chairman IQAC
2. Sri G.Patra, Lect. in English, Coordinator
3. Dr.S.M. Mishra, Reader in English, Member
4. Dr.S Achrya, Reader in Math, Member
5. Dr.S.Kanungo, Reader in Chem., Member
6. Dr.S Satapathy, Lect. in Physics, Member
7. Sri S.C.Biswal, Lect. in Odia, Member
8. Lt Cdr.A.C.Mishra, Lect in History, Member

A meeting of IQAC, Paradip College, Paradip was held on 05.02.2017 under the chairmanship of Dr S.C.Lenka, the Principal. At the outset, the Principal welcomed all the members and expressed satisfaction over the active interest that all the members have exhibited for the development of the college. The minutes of the last meeting were read out and confirmed. After threadbare discussion agenda wise a receiver was made and the following actions were undertaken.

1. Emphasis was given to focus effectively on curricular aspects. All Departments focused on the effective teaching & learning adopting learner- centric approach.
2. All Odisha History congress was organized.
3. Vehicle shed for staff members were completed.
4. Members of staff had submitted proposal to UGC for sanction of MRPS.
5. Blood Donation camp was organized.
6. Seminars of all Departments were organized.
7. Essay Competition in collaboration with IOCL was conducted.
8. National Youth Day was celebrated.
9. Pass Subjects were converted to Honours Subjects.

10. Self-Defense Training for girl students was organized.

11. Annual Function of the college organized.

12. World AIDS Day was celebrated.

13. The College Magazine "The Saptavarna" was published.

Members of staff attended training for e Admission.

DEO was trained for online submission of different –SC/ST/OBC scholarships.

Annual Function of OSS was organized.


After review of the actions already taken the following resolutions were adopted unanimously.

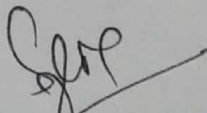
1. IQAC will be pro active.

2. Internal Academic Audit will be conducted by the principal & Academic bursar.

3. Internal Administrative Audit will be conducted by the principal & Administrative bursar.

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

  
Coordinator IQAC  
Paradip College Paradip

  
Principal  
Paradip College  
Paradip

Minutes of the Meeting of IQAC held on 07.04.2017 in the Office Chamber of the Principal.

No. 005/B/IQAC/2017

Date 6/2/2017

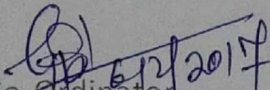
**Members Present**

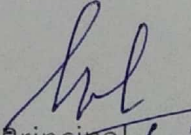
- |  |               |
|--|---------------|
| 1. Sj.Pradip Kumar Biswal-Principal-     | Chairman.     |
| 2. Sri.G.Patra, Lecturer in English,     | Co-Ordinator. |
| 3. Dr.S.M.Mishra-Reader in English,      | Member.       |
| 4. Dr. S.Acharya-Reader in Maths,        | Member.       |
| 5. Sri. A.K.Palai-Reader in History,     | Member.       |
| 6. Dr. S.Kanungo-Reader in Chemistry,    | Member.       |
| 7. Dr. S.Satapathy-Reader in Physics,    | Member.       |
| 8. Sri. S.C.Biswal- Lecturer in Odia,    | Member.       |
| 9. Sri. A.C.Mishra, Lecturer in History, | Member.       |

A meeting of IQAC, Paradip College, Paradip was held on 07.04.2017 under the Chairmanship of Sj. P.K.Biswal, Principal. At the outset the principal welcomed all the members. The minutes of the last meeting were read out and confirmed. The academic matter was discussed threadbare. The lesson plan and progress report of all Departments were verified and academic audit was found satisfactory. It was also found that all Departments had completed courses as per the prescribed syllabus of Utkal University. After discussion the following resolution were adopted.

- Feedback from the students and the employers will be collected.
- Care will be taken to arrange adequate drinking water for the examinees during hot summer.
- Steps will be taken to write a request letter to Manager, SBI to provide a freezer for installation of the same in the college campus.
- More students will be encouraged to participate in extension activities.
- Care should be taken to develop talent in the students by exposing them to variety of activities in and outside the college.
- NCC, YRC and NSS will be asked to conduct more extension activities.
- Sports facility will be provided to the students.

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

  
Co-ordinator  
Co-ordinator IQAC  
IQAC  
Paradip College Paradip

  
Principal 6.2.2017  
Paradip College, Paradip.  
Principal  
Paradip College  
Paradip