

Minutes of the Meeting of all HODs & NAAC Steering Committee held on 19.11.2021 at 03.30 P.M in the Office Chamber of the Principal.

No. 301/21/PC

Date 22.11.21

Members Present

1. Dr.Sasmita Satapathy, Principal
2. Sri.A.K.Mishra-Reader in Mathematics.
3. Sri.S.G. Jena-Reader in Chemistry.
4. Mrs.T.Pani-HOD,Zoology.
5. Sri.J.M. Mishra,HOD Economics.
6. Lt.Cdr.A.C.Mishra-HOD,History.
7. Sri.G.Patra-HOD,English.
8. Sri.B.N.Biswal-HOD,Philosophy.
9. Dr.S.K.Samal,Lecturer in Odia.
10. Sri.S.K.Parida,Lecturer in Physics.
11. Sri.N. Mohapatra,HOD,Commerce.
12. Dr.N.P.Mohapatra,HOD Sociology.
13. Dr.(Mrs) Mamata Khadayatray,HOD,Pol.Science.
14. Mrs.S.Sahoo,Department of Botany.
15. Sri.B.Behera,PET.


A meeting of all HODs and Steering Committee of NAAC was held on 19.11.2021 at 03.30 P.M in the Office chamber of the Principal with Dr.Sasmita Satapathy, Principal on chair. At the outset principal welcomed all the members and expressed satisfaction over the teaching-learning system. A discussion was held with regard to submission of AQAR-2021-22 to NAAC. Sri. G.Patra, Co-ordinator, IQAC apprised all the members of the activities to be carried out for the successful submission of the same by 20th Dec-2021. After the threadbare discussion, the following resolutions were adopted unanimously.

- I. That, steps will be taken to continue remedial course for the slow learners. All HODs were entrusted with the responsibility of the same.
- II. That, all members will effectively continue mentoring system for the session 2021-22 as notified earlier.
- III. That, Career Counseling Cell, Anti-Ragging Cell, SC, ST Harassment Prevention Cell ,Women Harassment Prevention Cell, will submit their report to the undersigned by 10th December,2021.
- IV. That, Mrs. T.Pani, HOD Zoology and Prof. in charge, ECO Club was entrusted with the task of conducting green audit. She was also requested to submit the report by 10th DEC-2021.

- V. That, it was decided to distribute endowment price, topper prize at the earliest for the session 2019-20 and 2020-21.
- VI. That , it was resolved to conduct more number of class room seminars as well as Annual Seminars inviting resource persons preferably Reader's/Professors from Govt. college and universities.
- VII. That, it was resolved to organize field trips by different Departments for the session 2020-21.
- VIII. That, all the faculty members would be requested to use smart class rooms for the conduct of smart classes for different students. Besides, all HODs (who were provided with computers, projectors) were requested to use ICT tools for the conduct of classes.
- IX. That, all HODs were requested to submit a tentative budget for utilizing seminar fee for the session 2021-22.
- X. Purchase of a few sports articles suggested by Sri.B.Behera,PET was discussed and it was resolved that Sri.B.Behera will submit a proposal in this regard in consultation with Vice president(s) of Sports and Athletics of this college at the earliest.

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


Co-ordinator, IQAC


Principal
Paradip College, Paradip