

CURRICULAR PLANNING & IMPLEMENTATION

PARADIP COLLEGE, PARADIP

Paradip College, Paradip is an Aided College affiliated to Utkal University, Bhubaneswar and adheres to its curricular aspects with the objects of achieving excellence in education; the institution insures timely preparation of academic calendar and timetable. Distribution of classes, availability of adequate facilities; and periodic assessment and review. Elaborate selection of skill enhancement, Discipline specific Generic and Generic Elective papers is undertaken by all Departments. Various Curricular activities are planned and held throughout the academic session to provide experimental learning to the students. Feedback from Stakeholders is taken to further enhance the teaching learning process. The institution has taken several initiatives to ensure effective curriculum delivery.

- Prospects containing information regarding programmes and curriculum are uploaded on website and printed for Circulation.
- Timetables are prepared in advance before each session and are posted on the college website and are distributed to each student, circulated in the Boys' and Girls' common room enabling the student to attend class from the beginning of the academic session. Tutorial hands on training, e-learning & case studies.
- A part from class room education, students also gain experimental learning through educational trips, field visits, lectures by eminent speakers, project work.
- Up gradation of laboratory material and infrastructural facilities for timely and effective curriculum delivery.

Periodic assessment and review of curriculum Progress

Progress of students is monitored through regular assignments and tests. This mechanism judges the progress of the students and aids in identifying and correcting problem areas among students. Parents-Guardians of Underperforming students are informed by the institution.

- The Departments analyse University examination results and the same is presented in staff Council meeting.
- Students are mentored by the faculty in small groups to address the difficulty they may be facing academically and otherwise.
- Feedback is sought regularly from students to improve curriculum delivery. Appropriate action is taken on the problem areas.

Engagement of Proficient faculty in teaching –learning

Highly qualified and dynamic faculty is involved in curriculum development, Preparation of study material and centralized evaluation by working in Coordination with University. They ensure effective curriculum developing and regular participation in faculty development programmes, workshops and conferences to enhance curriculum enrichment.

Planning and implementation of curriculum delivery

- The academic calendar prescribed by Govt. of Odisha dept of Higher Education is strictly adhered to accordingly the college prepares academic an calendar. Individual Department

Complies with the college schedule and submits its Department specific Calendar with details of activities planned for the session.

- Discipline specific electives, Generic Electives Skill enhancement papers for each course are decided at Departmental level.
- In each Department Paper distribution is undertaken before commencement of the session. The faculty members submit the teaching plans in advance to which they strictly adhere.
- Various course delivery methods are followed by the faculty such as traditional class room lecture, class presentation.

Minutes of the meeting of Acadmic Council held on 26.09.2020 at
11.00 A.M. in the office Chamber of the Principal

Members Present:

01. Dr.(Smt.) Rajalaxmi Mohanty, Reader in Zoology & Admin. Bursar
02. Sri Subhas Chandra Biswal, Reader in Odia
03. Dr.(Smt.) Sasmita Satapathy, Reader in Physics
04. Sri A.K. Mishra, Sr. Lect. in Mathematics & Academic bursar
05. Sri S.G. Jena, Sr. Lect. in Chemistry
06. Lt.Cdr. A.C. Mishra, Lect. in History
07. Sri J.M. Mishra, Lect. in Economics
08. Sri Ganeswar Patra, Lect. in English
09. Sri N. Mohapatra, Lect. in Commerce
10. Dr.(Smt.) J. Ray, Lect. in Education
11. Dr.(Smt.)N.P. Mohapatra, Lect. in Sociology

A Meeting of Academic Council of the college was held on 10.10.2020 with Dr. S. Kanungo, the Principal on Chair. At the outset, the Principal welcomed all the members and expressed her satisfaction with all the members of the staff for their Co-operation in the regular conduct of On-line classes during COVID-19 lockdown. Sri A.K. Mishra, Academic bursar appraised details of class engaged and pointed out the slow progress of courses in respect of pass students. A threadbare discussion was held on how to make progress of the courses during COVID-19. Further Progress Register & Attendance Register of all classes were verified by the members of Academic Council for counter signature by the Principal.

The following resolutions were adopted unanimously.

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01. That, steps will be taken for motivating a large number of students to join On-line class.
02. For slow learners all Departments will conduct a doubt clearing class.
03. The students will be encouraged to participate in the class room seminars.
04. All Departments will conduct On-line Departmental seminars and submit the report of the same to Sri G. Patra, Co-ordinator IOAC.
05. Steps will be taken for strengthening of proctorial/mentor system.
06. All the members of the staff were requested to sincerely engage On-line classes and maintain progress of the courses in the progress register which will be verified for counter signature by the Principal.

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


Academic Bursar

Paradip College, Paradip


Principal

Paradip College, Paradip

PARADIP COLLEGE

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 AOAR 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.

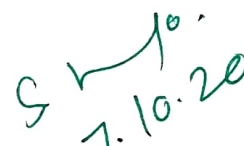
3. Steps will be taken for the conduct of Environmental Audit.
4. That all teachers in charge of Alumni Association were requested to expedite the work of registration & functioning of Alumni Association.
5. That, Prof in charge of Career Counselling & placement cell already functioning in the college 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


Principal
Paradip College

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

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

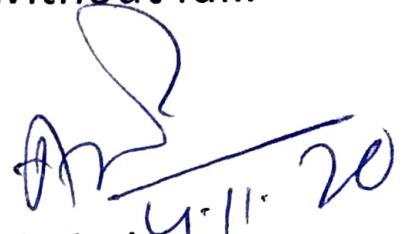
Notice No.....202...../20//PC

Date:....4.11.20//

A meeting of staff council and IQAC will be held on Dt.06.11.2020 at 11.00 A.M in Conference Hall regarding Academic Matters.

Hence all the staff members are requested to attend the same without fail.

Copy to SCR /Est.Sect,/ CF/ GF for necessary information.


Principal 4.11.20

Paradip College,Paradip

THE PRINCIPAL, PARADIP COLLEGE, PARADIP

204/20/PC

Date: 05/11/2020

AGENDA OF STAFF COUNCIL MEETING.

ntage of courses covered by staff members.
ing of all the departments

Co-coordinator to address regarding Seminars/Webinars and
ties.

R/CF/GF/Estt. Section

ons will not be entertained.

e to login with their existing username and password to provide their new options(college
oth) in spot selection to get the spot admission print out copy of CAF. Irrespective of the
oned earlier in the CAF, the applicant has to fill/edit for new option for spot admission.
will be available subject wise, category wise in the Department website of Higher
www.dheodisha.gov.in/www.samodisha.gov.in. The college will also notify the number of
cant in the college notice board/ college website www.paradipcollege.org (subject wise,

eightage and reservation **other** than SC,ST, ESM/SDP/Com in spot admission.

licants will be done purely on the mark basis. However, applicants with physical disability
given 1st priority irrespective of their marks in all categories.

licants are not available against their respective vacancies then those seats can be de-
ne Principal for general applicants at college level.

ected candidates for Spot Admission will be displayed on the college notice board and
student data in the college will be tagged in e-space.

will make payment in the payment option which will be enabled against selected students.
dents have to report for admission in the college.

late of admission if vacancy still persists, then Principal is authorised to detect the not
ndidates in SAMS e-space and again select the applicants from the same merit list.

applicants (as per criteria adhering to Govt. Guidelines mentioned above) should submit a
ation as per the format attached below along with the edited CAF and a photocopy of self-
et addressing to the Principal of this college. **The candidate desiring to apply for different
ply separately.** The application without enclosure of CAF will be rejected.

ect,/ CF/ GF/GNB for necessary information.

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

Notice No. 208/20/PC

Date: 17/11/2020

All the HODs are requested to submit the details of the progress of courses of their Departments latest by 20.11.2020.

Further, all HODs are requested to conduct monthly Tests (On-line) of +2 & +3 streams and latest by 15th December 2020.

Copy to all HODs/ Exam Sec/Estt Sec/GF for information.

Principal
Paradip College, Paradip

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

Notice No. 209/20pc

Date: 23/11/2020

A meeting of the HODs Paradip College will be held on dt. 26.11.2020 at 11.A.M. in the chambers of Principal Paradip College to discuss and allotment of funds regarding purchase of books for the year 2020-21. All HODs members are requested to attend the meeting without fail.

Principal
Paradip College
Paradip

copy to staff members room
24/11/20

OFFICE OF THE PRINCIPAL, PARADIP COLLEGE, PARADIP

Notice

Notice No. 217/20/PC

Date: 14/12/2011

All the Teaching Staffs are requested to furnish the Class-wise coverage of Students through on-line classes during COVID-19 Pandemic situation in the enclosed format to the undersigned by 19th December, 2020 for further course of action at this end. (only +)

(only + 2 stream)

Copy to SCR/CF/ GF for information.

Principal

Paradip College,Paradip

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Programme

Session -1

20.12.2020: (Day-1) 11.00 A.M. to 01.00 P.M.

INAUGURAL SESSION

"Introduction to FDP"

**Guest-Speaker- Dr. S.M. Mishra, Rtd. Principal
Paradip College, Paradip**

*Exposure to software package-
SPSS & others"*

**Dr. Pralip Kumar Narzary, Resource Person
Associate Prof. P.G. Department of
Geography, Bodoland University, Assam**

20.12.2020 (Sunday) 02.30 P.M. to 04.00 P.M.

"Research in Humanities"

**Dr. Asima Ranjan Parhi,
Prof. & HOD, P.G. Department of English,
Utkal University Vani Vihar, Bhubaneswar**

21.12.2020: (Day-2) 11.00 A.M. to 01.00 P.M.

*"Introduction to Research,
Literature review, Identification of
Research problem, Synopsis writing"*

**Dr. Nigamananda Das,
Prof. of English, Nagaland University**

22.12.2020: (Day-3) 11.00 A.M. to 01.00 P.M.

*"Formulation of Research Questions,
Research hypothesis, Sampling framework"*

**Dr. Krushna Chandra Mishra,
Associate Prof. of English, Rajiv Gandhi
Central University, Arunachal Pradesh**

23.12.2020: (Day-4) 11.00 A.M. to 01.00 P.M.

"Tools and methods of data collection"

**Dr. Sachidananda Panda, Associate Prof. of
English Institute of Science of Information
Technology, Bhubaneswar**

Contd. P-2

24.12.2020: (Day-5) 11.00 A.M. to 01.00 P.M.

*"Exposure to Academic writing &
Impactful Research Project Writing,
Ethical issues of Research"*

**Dr. Himansu Sekhar Mohapatra,
Rtd. Prof. of English, Utkal University,
Vani Vihar, Bhubaneswar.**

26.12.2020: (Day-6) 11.00 A.M. to 01.00 P.M.

"Intertextuality : A Research Technique"

**Dr. Bhagabat Nayak, Prof. of English
Rajiv Gandhi Central University,
Arunachal Pradesh**

27.12.2020: (Day-7) 11.00 A.M. to 01.00 P.M.

*"Research Paper writing, plagiarism,
Copy Right, Indexing & citation of journals
referencing & Referencing styles"*

**Dr. Sasmita Rout, Asst. Prof. P.G. Department
Geography, F.M. University, Balasore.**

Valedictory session

Chief Patron
Dr. Suprema Kanungo
Principal
Paradip College, Paradip

Coordinator:
Mr. Ganeswar Patra
HOD, English &
Coordinator IQAC

Organising Committee

Mrs. Pravati Panda, Faculty in English
Miss Saswati Pattnaik, Faculty in English

Contact Details

Cell No: 9437316142
ganeswarpatra69@gmail.com

Platform- Google Meet

SCR S.W. 15.12.20
Invitation

"7 day Online Faculty Development Programme"

on

"Research Methodology & Writing Research Paper"

**From 20th Dec.2020 to
27th Dec.2020**

Organized by:
Department of English
Paradip College, Paradip
Dist-Jagatsinghpur, Odisha
Pin-754142