

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local



**OFFICE OF THE PRINCIPALSALIPUR AUTONOMOUS COLLEGE,
SALIPUR Dist Cuttack, Odisha-754202**

NOTIFICATION NO. 1803 DATED 06/12/2021

The IQAC constituted vide this office Notification No. 1081 dated 02.11.2020 is hereby reconstituted in accordance with the guidelines of IQAC and submission of AQAR for Autonomous Colleges version 1.0 revised on April, 2020 issued by NAAC. The Internal Quality Assurance Cell (IQAC) with following members shall look after the quality enhancement and sustenance of the academic progress of Salipur Autonomous College, Salipur with immediate effect.

1. Chairperson: Dr (Mrs) Sangita Misra, PRINCIPAL

2. Teachers to represent:

- | | |
|----------------------------|---------|
| i. Mrs Snehalata Patra | :MEMBER |
| ii. Dr Prasanna Mohapatra | :MEMBER |
| iii. Mr Prasanta Jena | :MEMBER |
| iv. Dr Bichitrananda Das | :MEMBER |
| v. Dr Pradyumna Choudhury | :MEMBER |
| vi. Dr. Asit Parija, | :MEMBER |
| vii. Mr. Jayabandan Jena : | MEMBER |
| viii. Dr Susamarani Kar | :MEMBER |

3. Administrative officer:

- | | |
|---------------------------------------|---------|
| i. Sub-Collector (Ex-Officio) | :MEMBER |
| ii. Tahasildar, Salipur, (Ex-Officio) | :MEMBER |

4. Members from Management:

Mr. Jayadev Satpathy, Hon'ble Member G.B. MEMBER


5. One nominee each from local society, Students and Alumni:

- | | |
|---|---------|
| i. Dr. Haladhar Sahu, Ex-Principal, SAC | :MEMBER |
| ii. Mr Ashutoh Behera+3 3 rd yr Science (Chem. Hons | :MEMBER |
| iii. Mr Kedarnath Mishra, UCO Bank, Salipur | :MEMBER |

6. One nominee from Employers /Industrialists/Stakeholders:

- | | |
|--|---------|
| i. Dr Jayanta Kumar Parida, Director, QAC, KIIT University, BBSR | :MEMBER |
| ii. Miss Sai Sibani Kar, Industrialist | :MEMBER |
| iii. Dr Umesh Chandra Pati, Ex-Principal, SAC | :MEMBER |

7. Co-ordinator IQAC : Dr. Debendra Narayan Patri


Principal
PRINCIPAL
Salipur Autonomous College, Salipur
Salipur

Copy to: All the members of IQAC, Notice Board, Establishment Section, Accounts Section, UGC section, Library, Autonomous section, Examination Section, Heads of Department, Self financing Cell, Athletic Section, Staff Common room and PGF file for information and necessary action.