



**MINUTES OF THE MEETINGS OF THE
SALIPUR AUTONOMOUS COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

IQAC Meeting No. 12 Dated 05.11.2014

1. Importance, Roles and functions were presented to new members of IQAC
2. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
3. Preparation of Autonomy Syllabus as per University regulations.
4. To re-constitute the standing committee for Mock Assessment Process needed for preparation of NAAC assessment.
5. The team recommended the appointment of one more counselor.

Action Taken on Meeting No. 11 Dated 26.09.2014.2014 are:

- Plan chalked out to invite experts from Research Centers.
- Report of the Committee members submitted for further action.

IQAC Meeting No. 13 Dated 28.01.2015

1. Minutes of previous meeting were confirmed.
2. Recommendation of the NAAC peer team were exhaustively discussed and members suggested early action on the basis of the same.
3. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments by February 28th 2015.
4. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
5. Feed-back format for students prepared for collecting information.
6. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - a) Meeting Records
 - b) Mentorship Week Data
 - c) Weekly modular program

- d) AcademicCalendar
- e) FDP/Seminars/Lectures organized, convened andattended
- f) Teaching innovativemethod
- g) Resources added during the academicyear
- h) Publications
- i) Teacher’s contribution inCommittees/Cells/Societies
- j) Individual Profile ofFaculty
- k) WorkloadAllocation
- l) Student teacher ratio in theory andpractical/tutorials
- m) ExaminationWork

Action Taken on MeetingNo. 12 Dated 05.11.2014 are:

- Hard Copies of the Guidelines have been provided to Members.
- Draft copy prepared for Autonomy Syllabus as per University regulations
- Various academic, administrative, and extension activities suggested.
- Faculties have been entrusted with different criteria of NAAC Assessment.

IQAC Meeting No. 14 Dated 18.12.2015

1. Minutes of previous meeting wereconfirmed.
2. Reports of Academic Audit forms werediscussed.
3. Shortcomings of each department if any, was identified. Meeting with the TICs(Heads) of the departments was decided to call on Jan 2017,2016.
4. It was decided in the meeting that new rooms should be allocated for NSS, NCC and so, the new areas were lookedafter.
5. Augmentation of Research Labs for Chemistry,Botany andZoology.

Action Taken On Meeting No. 13 Dated 28.01.2015:

- Steps initiated on the basis of NAAC recommendation.
- Lesson and Progress Register of the faculties collected and analysed by the Academic Bursar.
- 10 departments submitted their Department Profile in ppt in different dates
- The prepared format for the Academic audit was approved for next step.
- Feed backs Collected from the students and after analysis suggestions submitted before the authority for necessary action

IQAC Meeting No. 15 Dated 22.07.2016

1. Minutes of previous meeting wereconfirmed.

2. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results.
3. Previous teaching-learning process were discussed and the chair agreed for introduction of ICT in all classrooms.
4. Modular plans were designed that were to be submitted by each teacher teaching each of the subject.
5. A Research Committee was set up to organize/supervise research-related activities in the college involving and benefitting both students and faculty. Dr. Bijayananda Singh appointed as the convener for the same.

Action Taken on Meeting No. 14 Dated 18.12.2015

- Academic Audit Report prepared with suggestions
- Shortcomings of the Departments were discussed with HODs.
- New room allotted for NSS

IQAC Meeting No. 16 Dated 17.04.2017

1. Minutes of previous meeting were confirmed.
2. Academic Calendar for the next semester was designed, which is to be followed by each department.
3. Guidelines for internal administrative audit were set.
4. The team decided in the meeting to conduct the administrative audit on 1st April 2017.
5. The detail discussion has been made on the UGC-Sponsored National Seminar on 'Corporate Social Responsibility in India' and it shall be organized by the Department of Commerce during November 2017.
6. Feed backs to be collected from the Students and teachers for the year 2016-17
7. Guidelines for administrative audit are as follows:-
 - i) Stock verification of various Departments
 - ii) Leave rules – CL, Medical Leave, E.L. and Extra-ordinary leave
 - iii) Attendance records
 - iv) Provident fund norms
 - v) Service Book completion
 - vi) Procedures of Record Keeping

- vii) Automation/Use of IT/ Computerization of M.I.S.
- viii) Purchase procedures of various science departments
- ix) Accounting Audit.

Action Taken on IQAC Meeting No. 15 Dated 22.07.2016

- Academic plan and progress of students analysed.
- Introduction of ICT in all classrooms in the form of installing projectors.
- Modular academic plans were designed and circulated among departments
- Research Committee was set up to organize/supervise Minor projects.

IQAC Meeting No. 17 Dated 18.12.2017

1. Minutes of previous meeting were confirmed.
2. Reviewed the administrative audit reports held in May 2016.
3. Discussed in the meeting the need of resource papers.
4. The programme for the 'Indian Science Academics sponsored Refresher Course from 1.1.2018 to 14.2.2018 has been Approved. The Department of Chemistry shall organize the Programme and Dr. Asit Parija shall coordinate.
5. The IQAC appreciated the Central Govt. Sponsored seminar 'Legal Rights of Women' organised on 27th November 2017 by women Redressed Cell.
6. All the members of IQAC were given a resource paper to write on 'Best Practices in HEIs'.
7. Following is the list of some resource papers to be prepared-
 - i) Mentorship
 - ii) Student Progression
 - iii) Infrastructure & Resources
 - iv) Teaching Learning & Evaluation
 - v) Extension Activities & their Community Impact
 - vi) Leadership & Motivation
 - vii) Placement & Internship Programs
 - viii) Consultancy Services
 - ix) Green Audit

Action Taken on IQAC Meeting No. 16 Dated 17.4.2017

- Academic Calendar for the next semester was designed and published
- Internal Administrative Audit organized under leadership of Dr. M. Das
- UGC-Sponsored National Seminar on 'Corporate Social Responsibility in India' organized by the Department of Commerce
- Feed Backs Collected from the students and teachers and analysed

IQAC Meeting No. 18 Dated 12.02.2018

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, decided to conduct few seminars/FDP for the faculty and students of our college.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.
4. Following parameters were to be included in the feedback form—
 - i) Regularity of lectures, tutorials, practical.
 - ii) Use of teaching aids such as projectors, computers
 - iii) Completion of courses
 - iv) Encouragement of questioning and queries in classrooms
 - v) Completion of courses in stipulated time
5. Recommended purchase of software such as STATA for econometrics.

Action Taken on IQAC Meeting No. 17 Dated 18.12.2017

- 'Indian Science Academics sponsored Refresher Course from 1.1.2018 to 14.2.2018 organised.
- Central Government Sponsored on seminar 'Legal Rights of Women' organised on 27th November 2017
- Resource papers prepared Mentorship, Student Progression
- ,Infrastructure & Resources, Teaching Learning & Evaluation

IQAC Meeting No. 19 Dated 08.07.2018

1. Minutes of previous meeting were confirmed.
2. Importance of mentorship was discussed. It was decided with the permission of chair to conduct mentorship week, wherein each teacher would be given a set of students to mentor.
3. A rough mentorship brochure was presented to the IQAC members by Dr. Sangita Mishra, Academic Bursar.
4. The Department of Education has expressed their intention to organize a State Level Seminar on 'Status of Teachers Education in India' in the month of August 2018 which was unanimously accepted.
5. It was further decided to conduct the Cultural programs during 2nd week of January.
6. Inputs from Library staff were taken to find the gap between

their existing knowledge and new technology updated.

7. As library was being partially automated, so decided to provide basic computer knowledge to the library staff. It was decided that a workshop/training shall be conducted for the non-teaching staff.
8. The team suggested the Department of Botany and Computer Science to conduct FDPs/workshops.

Action Taken on IQAC Meeting No. 18 Dated 12.02.2018

- 17 Departments organized two seminars each from Autonomy Grants
- Some modifications made in Students Feed Back form with parameters

IQAC Meeting No. 20 Dated 09.12.2018

1. Minutes of previous meeting were confirmed.
2. Reviewed and accepted the Science Departments proposal to conduct a Science Exhibition to be held during last week of February 2019.
3. The proposal to organize an International Seminar by the Department of Education has been accepted and it is planned to organize it the last week of February 2019.
4. Reviewed and accepted the proposals from History Department, Education Department to conduct National Seminars.
5. The proposal is here by placed to conduct the Finance Committee meeting for 2018-19 during the month of June, 2019.
6. Reviewed the report on previous year's student's placements and internships.
7. It was decided by the team to conduct an Internship fair for the students with training and placement cell members headed by Prof. Prakashini Roy, Associate Professor of Chemistry.

Action Taken on IQAC Meeting No. 19 Dated 08.07.2018

1. Mentorship week in the form of Proctors week organized.
2. State Level Seminar on 'Status of Teachers Education in India' organized on 3.08.2018 .
3. library was being partially automated, so decided to provide basic computer knowledge to the library staff

IQAC Meeting No. 21 Dated 19.08.2019

1. Career Counseling and placement cell to be revamped. It should be linked with the job market of the corporate world.
2. Reinitiating the Research publications like Ph.D. thesis with ISSN.
3. Research project committee shall be constituted for Minor and Major

Projects.

4. Faculty Development and training programme shall be initiated.
5. Mentoring system like Remedial Class, Entry in Service and Equal opportunity cell will be strengthened.
6. It will be a Eco-friendly campus , Green audit shall be conducted and Solar Energy system shall be revamped.
7. Water harvesting system shall be developed.
8. The IQAC should seek assistance from NAAC to organize a National Seminar on “Best Practices in HEIs” in View of the third Cycle of NAAC.
9. Seminars shall be organized by various departments by April 2020. Linkage with Universities and big institutions shall be made for technical and academic support.
10. Gender sensitization programmes shall be organised .
11. Academic audit & Environment Audit shall be conducted to enhance the academic integrity, transparency, accountability and participation of stake holders among the activities of department
12. Proposal shall be placed before GB for an Independent Press.

Action Taken on IQAC Meeting No. 20 Dated 19.12.2018

- Science Exhibition organized on 28th February 2019
- The International Seminar on ‘Education for peace’ Organized on 24th February 2019 by the Department of Education
- Proposals from History Department & Education Department to conduct National Seminars have been forwarded to National History Congress.
- Finance Committee organized on 4th June 2019.

S/d Dr.D.N.Patri S/d Dr. UmeshCh.Pati

Co-ordinator, IQAC

PRINCIPAL Cum Chairman
Salipur Autonomous College, Salipur



MINUTES OF THE MEETINGS OF THE
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IQAC Meeting No. 22 Dated 10.01.2020

First, Minutes of the previous meeting No.21 dated 19.8.2020 are confirmed.

The **Annual Quality Assurance Reports (AQAR) for the year 2015-16 and 2016-17** prepared in accordance with the guidelines and parameters of NAAC are hereby approved unanimously. The IQAC Coordinator is requested to upload the same in the NAAC portal with the help of DrAsitParija, Joint Co-ordinator NAAC Steering Committee and MrSatya NarayanPattanaik, DEO.

The decisions are taken unanimously as follows

1. Feedback collected are analysis of from all stakeholders on quality-related institutional processes; Dissemination of information on various quality parameters to all stakeholders.
2. Inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles shall be organised.
3. IQAC suggested to organise the Mega Alumni Meet in the month of January 2020
4. Development and maintenance of institutional data base through MIS for the purpose of maintaining /enhancing the institutional quality.
5. **Academic and Administrative Audit(AAA) and Environment Audit Shall be conducted within a time frame** for its follow-up action.
6. **IQAC shall take initiative to develop the Play Ground. A proposal shall be sent to Sports Department Government of Odisha for Financial assistance.**
7. **IQAC to highlight the other Innovations with Best Practices and Institutional Distinctiveness to upload it in the college Website.**
8. **NALCO shall be requested for sponsorship for a State level seminar on' Quality Assurance in HEIs''**

Action Taken on Meeting No.21 dated 19.8.2019

1. Career Counseling and placement cell has been revamped.

2. Research publications with ISSN. Has been initiated
3. Faculty Development and training programme has been initiated.
4. Mentoring system like Remedial Class, Entry in Service and Equal opportunity cell has been strengthened.
5. Steps have been taken to form Eco Club., Bio-Diversity Club and Solar Energy system has been revamped.
6. Water recharging system has been developed.
7. NAAC sanctioned Rs 75000 to organize a National Seminar on "Best Practices in HEIs" and it will be organized in the month of April 2020
8. UGC Sponsored Seminars from Autonomy Grants shall be organized by various departments by May 2020..
9. Gender sensitization programmes has been organized with the help of Sociology Department .
10. Academic audit & Environment Audit shall be conducted by March 2020, to enhance the academic integrity, transparency, accountability and participation of stake holders among the activities of department

IQAC Meeting No. 23 Dated 18.03.2020

Minutes of the previous meeting No 22 dated 10.1.2020 are hereby confirmed.

The **Annual Quality Assurance Reports (AQAR) for the year 2017-18 and 2018-19** prepared in accordance with the guidelines and parameters of NAAC are hereby approved unanimously after a thread bare discussion. The IQAC Coordinator is requested to upload the same in the NAAC portal with the help of DrAsitParija, Joint Co-ordinator NAAC Steering Committee and MrSatya NarayanPattanaik, DEO.

The decisions taken unanimously are as follows:

1. Virtual Class room, Language lab and career counseling shall be rejuvenated.
2. Repair of the Class rooms and Toilets shall be done under CD fund.
3. Encourage Minor Research Projects proposals for young teachers to form Project Bank.
4. Departments shall organize from their own fund, the Study tours and Industry Visit for the students.
5. Parents-Teacher interface for all the courses will be organized.
6. Renovation and modernization of Central library and Seminar Libraries.

7. New Software for Accounts ,Examination and Administration to be installed.
8. It was decided by the team to conduct an Internship fare for the students with training and placement cell members headed by Prof. Prakashini Roy, IDP, Co-Ordinator.

Action Taken on IQAC Meeting No. 22 Dated 10.1.2020

- Feedback collected from all stakeholders are analysed for improvement in quality-related institutional processes; Dissemination of information on various quality parameters to all stakeholders.
- Inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles have been organised.
- Mega Alumni Meet organized on 19.1.2020 **Academic and Administrative Audit(AAA) and Environment Audit Shall be conducted within March 2020** for its follow-up action.
- **IQAC has taken initiatives to develop the Play Ground. Sports Department Government of Odisha has sanctioned Ten lakhs as Financial assistance for the purpose.**
- **Innovations with Best Practices and Institutional Distinctiveness prepared by IQAC has been approved to upload it in the Website**
- **NALCO consented for sponsorship to organize a State level seminar on ' Quality Assurance in HEIs''**

IQAC Meeting No. 24 Dated 28.12.2020

Minutes of the previous meeting are confirmed.

The **Annual Quality Assurance Reports (AQAR) for the year 2019-20** prepared in accordance with the guidelines and parameters of NAAC are hereby approved unanimously after a thread bare discussion. The IQAC Coordinator is requested to upload the same in the NAAC portal and submit with the help of DrAsitParija, Joint Co-ordinator NAAC Steering Committee and MrSatya NarayanPattanaik, DEO by 31.12.2020.

Action plan is submitted for its implementation during the year 2020-21. ,

1. Organization of Academic and Administrative audit.
2. Modification of the Mission and Goals of the college as per the advise of the OHEPEE consultant.
3. Expedite the construction of New class rooms , laboratories etc on World Bank assistance under OHEPEE.
4. Play ground to be further updated. Sports and youth Services Department Government of Odisha may be requested for further financial assistance.

5. Beautification of the Class rooms and the campus shall be done from CD fund.
6. IQAC appreciated the efforts of the College Administration with regard to conduct of online classes, Webinars and other extension activities.
7. Resolution of DBT Advisory committee of the college towards conduct of 1st year DBT activities are discussed in length.
8. The Fani Grant received from the DHE shall be utilized for the construction of two general class rooms of 128 seated as per government norms in Humanities block.
9. IQAC to revise the Best Practices and Institutional Distinctiveness in accordance with the advice of the Mentor Dr.J.K.Parida, of KIIT University, under *Paramarsha* scheme of NAAC.
10. It is proposed to construct a new Flag post in front of the main building

Action Taken on Meeting No. 23 Dated 18.03.2020

- Virtual Class room, Language lab and career counseling has been updated. Beautification of the Class rooms have been done from CD fund.
- Organized seminars on Preparation of Project Reports, Minor and Major Research Projects for project Bank.
- Parents-Teacher interface for all the courses have been organized online in the month of April. The feedback has been received for the online classes and conduct of examination during covid19 pandemic.
- Renovation and modernization of Central library, Seminar Libraries and playground have been executed in the month of June with the consent of the staff.



28.12.2020 Dr.D.N.Patri
Co-ordinator, IQAC



Dr. Umesh Ch. Pati
PRINCIPAL Cum Chairman
Salipur Autonomous College, Salipur