

**MINUTES
OF
IQAC MEETING HELD ON DT. 13/11/2018**

A meeting of the IQAC of the college was held under the chairmanship of the principal.

At the outset the co-ordinator of the IQAC Dr. M. K. Pradhan welcome the members present and requested the principal to apprise the purpose of the meeting. After introduction of the meeting, the minutes of the last meeting were read out by the co-ordinator and then confirm by the members.

1. As per new guideline framed by NAAC, the cell is to be reconstituted. It was decided to constitute by going through the composition part of the guideline and accordingly following members of the staff, distinguished educationist from outside, Alumni, student representatives were taken.
 - 1) Maj. C. R. Dash, Retd. Principal Deogarh College
 - 2) Sri K. R. Pradhan, Retd. Principal Anchal College
 - 3) Sri Gobinda Panigrahi, Retd. Head Master
 - 4) Dr. P. K. Padhee, HOD Odia
 - 5) Dr. P. K. Sahu, Adim. Bursar
 - 6) Sri K. M. Panda, HOD History
 - 7) Sri R. Pattnaik, HOD Botany
 - 8) Sri R. K. Rout, Account Bursar
 - 9) Dr. M. K. Pradhan, Co-ordinator
 - 10) Sri Balaram Pradhan, Lect in Chemistry
 - 11) Sri Sadanan Bhoi, Lect in Physics
 - 12) Smt. Jhunu Parida, HOD Mathematics
 - 13) Miss Poojarani Patra, Student Representative

Above members be informed accordingly.

2. Then the principal asked about the submission of AQAR report. It was learnt that AQAR since 2016-17 lie pending to be submitted to NAAC. Members present urged the coordinator to send AQAR to NAAC of all pending years by the end of December 2018.
3. It was also proposed to sponsor an orientation programme on Mathematics viz Madhaba Mathematics Competition organised by Mathematics Department of the college and sponsored by IQAC.
4. In order to enhance the quality of the cell, seminars, symposium, career counselling and student forum be held regularly. Respective departments will be asked to hold seminars in their department. Besides

interdisciplinary seminar may be organised by inviting eminent resource persons from outside.

5. Members present realized the shortage of Library staff and decided to appoint a Librarian, an Asst. Librarian and one Library Attendant from the coming academic session 2019-20.
6. In course of discussion, Mr. K. M. Panda drew the attention for having an updated website of the college. Members present requested the principal to take steps in the matter to host the website at the earliest.
7. It was also unanimously decided to continue the present coordinator as such for a period of two years and carry on the cell business in full swing.
8. The AQAR prepared for the session 2016-17 and 2017-18 was approved after incorporating minor changes suggested by the members.

The meeting concluded with a vote of thanks to the chair and the members present.