#### Minutes of IQAC meeting held on dt-08/07/2023

A meeting of the IQAC was held on 08/07/2023 at 11:00 AM in the IQAC room under the chairman ship of Dr. L.R. Sahu, the Principal. The following members of the IQAC were present in the meeting.

- 1. Sri Birendra Kumar Patel
- 2. Sri. Alok Kumar Naik
- 3. Dr. Kulamani Behera
- 4. Dr. Binod Bihari Mallick
- 5. Dr. Ashotosh Kumar Jha
- 6. Sri P.K. Bohidar
- 7. Sri Nata Kishore Mishra
- 8. Sri Ekant Kumar Buda (Student)

#### **AGENDA**

- 1. To plan an induction programme for new students.
- 2. To invite more extramural lectures for enhancing academic exposure.
- 3. To organize awareness programmes on key issues.
- 4. To conduct a workshop on research methodology and IPR.
- 5. Submission of SSR for 2018-2023.

#### **RESOLUTIONS**

- 1. It was decided to organise induction programme for the students.
- 2. It was decided to conduct extra-mural lectures and seminars for the academic development of the students.
- 3. It was decided to organize awareness programmes during the academic year.
- 4. It was decided to organize workshop on research methodology and IPR.
- 5. It was decided to submit the SSR for the period of 2018-2023 for the next round of NAAC accreditation.

Co-ordinator, IQAC

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#### Minutes of IQAC Meeting held on dt-17/11/2023

A meeting of the IQAC was held on 17/11/2023 at 11:00 AM in the IQAC room under the chairman ship of Dr. L.R. Sahu, the Principal. The following members of the IQAC were present in the meeting.

- Sri Birendra Kumar Patel
- 2. Sri. Alok Kumar Naik
- 3. Dr. Kulamani Behera
- 4. Dr. Binod Bihari Mallick (
- 5. Dr. Ashotosh Kumar Jha Austr
- 6. Sri Nata Kishore Mishra
- 7. Sri Hemant Kumar Mahanandia
- 8. Sri Ekant Kumar Buda (Student)

#### **AGENDA**

- 1. Carrier Counseling Programme and Campus Placement for the students.
- 2. To held more extramural lectures.
- 3. Proposal for conducting Quality, Green and Energy Audit.
- 4. Conduct of National Seminar.
- 5. Self-defence training programme for girl students.

#### RESOLUTIONS

- 1. It was decided to held Carrier Counseling Programme and Campus Placement for the students.
- 2. It was decided to held more extramural lecturers.
- 3. It was decided to conduct Quality, Green and Energy Audit of the institution.
- 4. It was decided to conduct National Seminar.
- 5. It was decided to conduct Self-defence Training Programme for girl students.

## ACTION TAKEN REPORT

#### 1. Induction Programme for UG Students:

A successful one-day Induction Programme was organized on 21.08.2023 to welcome newly
admitted undergraduate students. The session focused on introducing students to academic and
extracurricular activities, available resources, and college policies. Faculty members and
student mentors were involved in guiding the newcomers and addressing their queries.

#### 2. One-Day Workshop on Women Equality:

A one day workshop was conducted on 26.08.2023 to raise awareness about gender equality
and empowerment. Discussions revolved around social issues, equal opportunities, and rights,
providing participants with a better understanding of women's role in contemporary society.

#### 3. Voters Awareness Programme:

An awareness campaign was organized on 08.09.2023 to educate students about the importance
of voting and their role in democratic processes. Information on voter registration and the
election process was shared to encourage responsible participation in elections.

#### 4. Observation of Nutritional Week:

 The Nutritional Week was observed on 07.09.2023 to emphasize the importance of healthy eating habits. Various activities, including seminars and nutrition awareness sessions, were organized to promote better food choices among students.

## 5. One-Day Workshop on Releasing Stress at Workplace:

 A workshop was conducted on 12.09.2023 to equip staff members and students with stress management techniques and coping strategies for workplace-related stress. It included time management and maintaining mental well-being.

## 6. Observation of World Ozone Day & Coastal Cleaning Day:

A joint observation of World Ozone Day and Coastal Cleaning Day on 23.09.2023 to raise
environmental awareness. Students participated in a coastal cleaning drive, followed by
discussions on the importance of protecting the ozone layer.

## 7. IPR (Intellectual Property Rights) 3-Day Workshop:

 A comprehensive 3-day workshop on Intellectual Property Rights was organized from 29.09.2023 to 01.10.2023 to inform students and faculty members about the significance of IPR in research and innovation. The sessions covered patents, copyrights, trademarks, and the process of protecting intellectual property.

## 8. Digital Skill Enhancement Programme:

 A digital skill enhancement programme was conducted on 24.09.2023 to improve the technological proficiency of students. It focused on enhancing skills in digital tools, software and online platforms relevant to academic and professional development.

#### 9. Plantation Drive:

 A plantation drive was successfully carried out on 30.07.2023 to promote environmental conservation. Students, faculty, and staff participated in planting saplings around the campus, contributing to sustainability efforts.

#### 10. Blood Donation Camp:

A Blood Donation Camp was organized on 09.08.2023 with active participation from students
and faculty members. The camp contributed to the local blood bank and highlighted the
importance of donating blood to save lives.

#### 11. Road Safety Programme:

A Road Safety Programme was conducted on 03.10.2023 to raise awareness about safe driving
practices and pedestrian safety. The session included talks from traffic experts and practical
demonstrations on road safety measures.

#### 12. Nisha Mukti Abhiyan:

• The Nisha Mukti Abhiyan on 07.11.2023, an initiative to combat human trafficking and promote women's safety, was observed with awareness sessions and talks from NGOs. Students and faculty participated in spreading awareness on the issue.

Co-ordinator, IQAC

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## Minutes of IQAC Meeting held on dt-01/05/2024

A meeting of the IQAC was held on 01/05/2024 at 11:30 AM in the IQAC room under the chairman ship of Sri Birendra Kumar Patel, the Principal. The following members of the IQAC were present in the meeting.

1. Dr. Sakir Hussain

2. Sri Prakash Kumar Sahoo

3. Sri. Alok Kumar Naik

4. Dr. Kulamani Behera

5. Dr. Binod Bihari Mallick

6. Dr. Ashotosh Kumar Jha ANSL

7. Sri Siba Prasad Mohanty

8. Dr. Pradeep Kumar Samantaray

9. Dr. Gagan Bihari Pradhan

10. Sri Hemant Kumar Mahanandia

11. Sri Nata Kishore Mishra

12. Ms. Nitu Maharana (Student)

#### <u>AGENDA</u>

- 1. Preparation of AQAR 2023-24 and submission of SSR for 2018-2023.
- 2. Preparation of Academic Calendar.
- 3. Submission of IDP proposal to Higher Education Department.
- 4. Governing Body & Alumni Meeting.
- 5. Extension Activity.
- 6. Campus Placement.
- 7. Exam related issues.

#### **RESOLUTIONS**

- 1. It was decided to prepare of Academic Calendar for the session.
- 2. It was decided to held more Governing Body & Alumni Meeting at regular interval to chalk out plan for the overall development for the college.
- 3. It was decided to submit the IDP proposal to the Higher Education Department.
- 4. It was decided to conduct extension activity for the benefit of the students.
- 5. It was decided to invite firms for Campus Placement.
- 6. It was decided to prepare AQAR 2023-24 on or before 30.06.2024 and submit the SSR before 31.05.2024.
- 7. It was decided to certain reforms in the pattern of conducting internal exam.

#### ACTION TAKEN REPORT

### 1. Campus Placement:

A campus placement drive was successfully conducted on 23.11.2023, the firm Aditya Birla Finance headed by Sri Prasanta Mohanty conducted the campus recruitment on behalf of the said firm.

#### 2. Invited Talk:

An invited talk series was held on 01.12.2023 to 02.12.2023 over two days, with the resources person Dr. Samir Ranjan, IIT, Mumbai addressing students on contemporary issues and topics of academic relevance. The event contributed to enhancing the knowledge base and intellectual engagement of the participants.

#### 3. National Seminar on Mathematics:

A National Seminar on Mathematics was organized on 22.12.2023 to 23.12.2023 to discuss the
latest advancements and applications of mathematical theories. Scholars and experts from
across the country shared their research findings, fostering academic discourse among students
and faculty.

#### 4. Road Safety Programme Week:

A week-long Road Safety Programme was held from 01.01.2024 to 07.01.2024 to raise awareness about road safety measures. The programme included discussions by the RTO, Sundargarh Sri Sushant Kumar Das.

#### 5. Extramural Lecture in Sanskrit:

 An extramural lecture in Sanskrit is scheduled on 05.02.2024 to be delivered by an expert in the field, aimed at enhancing students' understanding of Sanskrit literature and its contemporary relevance in academics and culture.

#### 6. Career Counselling for Opportunities in Banking Sector:

 A career counselling session focused on opportunities in the banking sector is scheduled on 20.02.2024, Sri Sanjit Kumar Biswal of IDBI Bank, Sundargarh guide students on various career paths in the banking industry, providing insights into eligibility, preparation and future trends in banking.

#### 7. Blood Donation Camp:

 A Blood Donation Camp is planned on 04.03.2024 by YRC wing of the college to encourage students, staff and faculty to donate blood and contribute to the local blood bank, emphasizing the importance of blood donation in saving lives.

#### 8. Self-Defence Training Programme:

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 A Self-Defence Training Programme is scheduled on 16.04.2024 to empower women, by providing practical skills to protect themselves in various situations, promoting safety and confidence.

## 9. National Seminar on Recent Developments in Geological Science with Special Reference to Odisha:

 A National Seminar on Geological Science with a focus on recent developments and their significance for Odisha will be held from 25.02.2024 to 26.02.2024. The seminar will bring together geologists, researchers and students to discuss relevant topics in the field.

# 10. Conducted two day National Conference on "Recent Trends in Historical and Archaeological Researches of Eastern India":

• A two day National Conference on "Recent Trends in Historical and Archaeological Researches of Eastern India" was held on 10<sup>th</sup> and 11<sup>th</sup> February, 2024 aimed to provide a platform for students, researchers and teachers to discuss the latest developments in the field of History and Archaeology by the Department of History under the aegis of IQAC.

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