

Proceedings of 4th IQAC MEETING

A meeting of the members of the IQAC was held at IQAC coordinator chamber on 02.04.2019 at 3.30 pm in accordance with the Notice served by Principal to discuss and decide on the agenda detailed below.

Date :	2 ND APRIL 2019	Venue	IQA Cell, DAMITS
AGENDA for 4TH IQAC MEETING	A1: College Prospectus A2: Internship A3: CBCS Pattern for BCA A4: Performance Evaluation.(Teaching & non Teaching) A5: Preparation of Academic Calender. A6: Examination Duty Chart A7: Faculty Development Activities A8: Student Induction/Orientation Program A9: Student Career Counseling A10: Review of NAAC preparedness . A11. NSS/YRC		
Members Present :	1. Dr. Bhabani Shankar Dash ,Principal. 2. Sj. Chandra Sekhar Satapathy , Project – Coordinator. 3. Prof. Swaha Roy , Vice Principal. 4. Prof. Archana kumari Tripathy , Asst. Professor 5. Mrs. A.C. Padhy , A/C Officer. 6. Prof. Pradeep Ku. Nayak ,HOD IT I/C 7. Prof. Suchismita Rout, Asst. Professor 8. Mr. Tankadhar Rout, Maintenance Office		
DETAILS OF MINUTES			
Resolution for A1: College Prospectus	R1: The college prospectus needs to be enhanced with better design and more details.		
Resolution for A2 : Internship	R2: To plan internship program for students in order to equip them with better corporate skills.		
Resolution for A3: CBCS Pattern for BCA	R3: BCA program will be delivered with CBCS pattern and therefore necessary arrangements need to be catered to.		
Resolution for A4: Performance Evaluation	R4: Performance evaluation of both Teaching and Non Teaching staff is proposed to be introduced.		
Resolution for A5: Preparation of Academic Calender	R5: The College shall prepare Academic Calender to reflect upcoming activities and Academic timelines for better management.		
Resolution for A6: Examination Duty Chart	R6: List of Invigilators was discussed and finalized to ensure smooth and uninterrupted examination.		



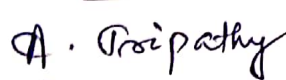

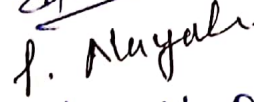
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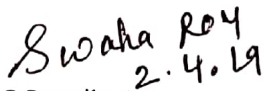
Resolution for A7: Faculty Development Activities	R7: It was suggested that faculty members be encouraged to attend various faculty development programmes in order to upgrade their technical expertise and know of current technological trends.
Resolution for A8: Student Induction/Orientation Program	R8: Preparation for student induction and orientation planned.
Resolution for A9: Student Career Counseling	R9: Students counseling activities to sensitize students on various avenues regarding employment, entrepreneurship and higher education.
Resolution for A10: NAAC preparedness	R10: Detailed discussion on progress and bottlenecks in NAAC preparedness.
Resolution for A11: NSS/YRC	R11: Status Update of NSS/YRC Sanction from University/ Red Cross .

The meeting was concluded with a vote of thanks by Prof. Swaha Roy, IQAC Coordinator

Signature of the members

1. 
2. 
3. Swaha Roy,
4. 
5. 
6. 
7. Suchismita Rout
8. Tanika dhar Rout


02.04.19
Principal cum Chair Person ,IQAC


2.4.19.
IQAC Coordinator