RESOLUTIONS OF INTERNAL QUALITY ASSURANCE CELL MEETING

AT 2.30 P.M. ON 24.10.2016

A Meeting of Internal Quality Assurance Cell of M.P.C. Autonomous College, Takhatpur, Baripada was held at 2.30 P.M. on 24.10.2016. Principal Dr.(Mrs.) Banaja Mohanty as the Ex-Officio Chairperson of IQAC presided over the meeting and apprised the members the objectives of convening this meeting. The following members were present in the meeting.

1. Mr. S. Singh, HOD, Philosophy
2. Dr. K. Sahu, Reader in Philosophy
3. Dr. N. Dash, HOD, Geography
4. Mr. D. N. Giri, HOD, Mathematics
5. Mr. S. N. Sarangi, HOD, Chemistry
6. Mr. K. N. Behera, HOD, Physics
7. Mr. S. S. Sarangi, Industrialist
8. Mr. P. Panigrahi, Chattered Accountant
9. Dr. S. B. Mishra, HOD, Economics Cum- Coordinator IQAC, Member Secretary

The members of the Committee after detailed deliberations on various modus operandi of IQAC unanimously resolved the following-

1. The members embarked upon conducting internal Academic Audit on behalf of IQAC to ensure 100% engagement of classes for both odd and even Semester classes as per the time table circulated to the students. In case of absence of teachers in any Department classes will be engaged by regular and Guest Faculties of that concerned Department. The leave application of the concerned teachers should be routed through the Heads of the Department prior to approval of the leave by the Principal. It is the responsibility of the Heads of the Department to make proper coordination among the staff members for 100% engagement of classes.

2. The members of IQAC emphasized on regular and up to date maintenance of Lesson Plan and Progress Register for both UG and PG classes. Lesson Plan and Progress Register should be maintained on the basis of up to date Attendance Register. In view of Academic Audit conducted by Comptroller and Auditor General of India, Parity of Attendance Register with Lesson Plan and Progress Register should be mandatory to dispense with anomalies in future. It is the responsibility of the concerned Heads of the Department to place the Lesson Plan and Progress Register for signature by the Head of the Institution at regular interval.

3. The members of IQAC emphasized on enhancement of quality of teaching by the faculty members through consulting up to date study materials available in the College Library, Browsing of study materials from the Internet, participation in Orientation and Refresher Courses and Participation in Sate , National and International conferences. Besides the faculty members should be engaged in intensive research work through Minor Research Project and Major Research Project funded by UGC / ICSSR / DST.

4. The members of IQAC emphasized on role of IQAC and disseminating the objectives / functions of IQAC among the staff members through organization of seminars funded by IQAC / UGC . Besides the members focused on conducting regular meeting of IQAC to make an assessment of the performance of students as well as quality ofteaching delivered by the concerned teachers inside the class room and Seminar discussions. Further the members emphasized on Remedial Coaching Classes for doubt clearing of weaker students having back papers in the Semester Examinations. Besides Departmental Seminars should be conducted at least once in a month for UG and PG students to develop their practice of writing and presenting Seminar papers.

5. The members of IQAC emphasized on review of quality of teaching on the part of both regular and Guest Faculties through filling up of Feedback Report / Questionnaire of IQAC to plug the loopholes in the process of teaching especially on the part of newly recruited Ad-hoc teachers and Guest Faculties. Suggestions should be made by the IQAC for improving the quality of teaching by the Guest Faculties.

6. The members of IQAC suggested that both regular and Guest Faculties should proceed to the Library at regular interval to have optimum utilization of latest study materials available in the Library. In conformity with latest Choice Based Credit System implemented in the College since 2015-16 Academic Session, procurement of latest books and Journals for UG Hons. and Elective students should be made out of UGC Autonomy Grant and RUSA Grant 2015-16. Global competencies should be fostered among UG & PG level students through the availability of latest study materials in the College Library.

7. The members of IQAC emphasized on equitable distribution of extracurricular activities among the staff members as far as practicable by the Head of the Institution so as to enable the faculty members to be engaged in intensive Research work and having perceptible score in Academic Performance Indicators which will not only help in improving the quality of teaching but also the Career Development of the concerned faculty members.

The meeting ended with vote of thanks by the Member Secretary to the members present in the meeting and the chairperson of IQAC.

24.10.16

Principal Cum-Chairperson, IQAC
M.P.C. Autonomous College,
Takhatpur, Baripada

Memo No. _____ ***// Date*** _____

Copy to members of IQAC / HC / Dealing Asst. IQAC and concerned File for record and information.

24.10.16

Principal Cum-Chairperson, IQAC
M.P.C. Autonomous College,
Takhatpur, Baripada