

OFFICE OF THE PRINCIPAL ☎ 9776709053

# KARILOPATNA DEGREE COLLEGE, KARILOPATNA

At/Po-Karilopatna

Via-Karilopatna

Dist-Kendrapara

Pin-754223



Letter No.


Date:-

Website: - karilopatnadegreecollege.ac.in & Gmail:-karilopatnadegreecollege@gmail.com

## INTERNAL QUALITY ASSURANCE CELL

As per the UGC guideline during 12<sup>th</sup> plan period the formation of Internal Quality Assurance Cell in higher educational is mandatory. With a hope to enhance the internal quality, continuous improvement in college, to maintain coordination among stakeholders is crucial on the part of colleges to establish IQAC Cell. In fact it is treated as a mechanism to build and ensure Quality Culture at the institutional level. So every college should have an IQAC cell with appropriate structure and process to meet the diverse needs of the stakeholders. Besides the IQAC may channelize and systemize the efforts and administrative excellence.

So considering the Granting and necessity of the IQAC the principal decided to call a meeting of general body to form a cell exclusively for our college to ensure and maintain quality in all spheres of activities.

  
**Signature of Principal**  
**28.04.2022**

### General body meeting for formation of IQC held on dt 28.04.2022

The meeting of general body of the college is held on dt. 28.04.2022 At 2:00 pm under the chairmanship of principal in the college premises to have a thorough discussion regarding the formation of IQAC of the college.

### MEMBERS PRESENT

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout (Coordinator)
3. Prof. Sailendra Kumar Pattanayak (Member)

### Resolution-

1. After thorough discussion on the formation of IQAC in our college level it is unanimously authorised the principal to form the as per UGC guidelines.

2. It is resolved that the committee will sit at least once in a quarter for the enhancement of quality in the academic and administrative sphere.
3. It is resolved that the cell will function as the part of the college for facilitating the creation of a learning centric, student centric environment for quality education and faculty maturation and introduction of technology for participating teaching and learning process.
4. It is resolved that the cell will act as a bridge between the college administration and other stakeholders on quality related institutional process.
5. It is resolved that, the sole function of the cell will be the dissemination of information on the various quality parameters of higher education.
6. It is resolved that, it will act like an inspired for enhancement of research activity organisation of inter and intra institutional seminars and workshops in the institution.
7. It is also resolved that the cell will be held responsible for documentation of the various programmes/ activities of the college leading to quality improvement.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
**Signature of Principal**  
**28.04.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

**Office order No.-01**

**Dt. 01.06.2022**

As per the decision of the general body meeting held on dt. 01.06.2022 a committee consisting with the following member namely (IQAC Cell) to monitor the quality of the institutional activities.

- 1) Principal (Chairperson)
- 2) Prafulla Kumar Mohanty, Members
- 3) Banshidhar Mishra, Members
- 4) Sailendra Kumar Pattanayak, Members
- 5) Dr. Bijaya Kumar Swain, Members
- 6) Shikha Sahoo, Members
- 7) Samiranjan Sethy, Members
- 8) Abhilipsa Mall, Members
- 9) Manas Kumar Rout, Coordinator

**Meeting No-01**

**Date-01.07.2022**

**Member present –**

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout, (Coordinator)
3. Prof. Sailendra Kumar Pattanayak, (Member)

**Agenda**


1. Welcome to the newly nominated members to the IQAC.
2. To discuss about the academic and Administrative activities.
3. To discuss about the development of Infrastructure of the college
4. Matters if any with the permission of the chain.

The meeting of the IQAC is held under the chairmanship of the principal on dt 01.07.2022 at 2:00 pm in the office chamber of the principal to discuss and resolute on the agenda mentioned above.

1. At the outset the principal welcome all the members of the IQAC of Karilopatna Degree College, and intend their whole hearted cooperation and coordination in the overall activities on quality related institutional process.
2. In the meeting it is resolved tat to develop the academic excellence, steps will be taken to teach through innovative methods.

3. In the meeting it is resolved that all the HODs will take steps to interact with the students with regular interval for the enhancement of their academic standards.
4. It is resolved that all the teachers will be instructed to conduct unit test monthly, so that the slow learners and Advanced Learners can be identified.
5. It is resolved that the funds allotted by the **DHE Govt. of Odisha** under infrastructure development will be spent exclusively for the construction of additional class rooms.
6. In the meeting the coordination suggested that necessary steps may be taken to establish a computer cell with at least 10 computers to provide computer teaching to all the students. It is unanimously resolved to establish the computer cell so that all the students can be computer literate.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

  
**Signature of Principal**  
**01.07.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

## **MEETING NO.2**

**DATE-01.08.2022**

### **MEMBERS PRESENT**

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout, (Coordinator)
3. Prof. Sailendra Kumar Pattanayak, (Member)

### **Agenda**

1. Minutes of previous meeting
2. To discuss on the preparation of NAAC accreditation.
3. Conduct of Remedial coaching classes and spoken English, group discussion.
4. Fresher`s Admission during the session 2021-2022
5. Calendar and magazine publication.
6. Opening the Hons Subjects.
7. Laboratory renovation.
8. Construction of conference Hall, canteen.
9. Matters if any with the permission of the chair.

The meeting of the IQAC is held on dt. 01.08.2022 under the chairmanship of the principal in his office chamber at 2 pm to discuss the above mentioned agenda.

- 1) The proceedings of the last meeting held on dt 01.08.2022 were read out by the coordination and after discussion it was confirmed.
- 2) As per the circulars of both UGC, NAAC, and the **D.H.E Govt Of Odisha** accreditation of Higher educational institution is mandatory. After thorough discussion on the letters and circulars received from different quarters at different times it is unanimously resolved that necessary step will be taken to apply to NAAC Bengaluru for accreditation of our institution. In this regard the principal is requested to appoint a coordinator and a steering committee for regulating and monitoring all the process relating to NAAC accreditation.
- 3) As per the previous discussion it is resolved that the Academic Bursar will be instructed to make necessary arrangements for conduct of remedial class of slow learners.
- 4) It is resolved that all possible measures will be taken by the principal for the smooth admission of the new comers for the session 2021-2022.

- 5) It is resolved that the committee formed for the publication of college calendar and magazine will take initiation at an early, so that this can be distributed to students in time.
- 6) It is resolved that the principal will be requested to apply to appropriate authority for opening of Hons subjects in different streams to enhance the academic standard of the students.
- 7) As our college will apply for NAAC accreditation so it is unanimously resolved that the science laboratories will be renovated. With modern equipment and apparatus, so that the practical classes can be conducted properly.
- 8) In the meeting it is resolved that the construction of conference hall and canteen is urgently needed to enhance the academic standard by organising different seminars, workshops, cultural competition and activities etc.
- 9) The Academic Bursar and requested the principal to undertake and execute the following activities by which the Academic and Administrative Quality of the college can be assured.
  - i. To develop the college lab by purchasing books, journals.
  - ii. To introduce teaching process through projector and smart board.
  - iii. To appoint new staff with M.Phil/Ph.D. qualification.
  - iv. To maintain discipline in the college campus.
  - v. To start college canteen with immediate effect.
  - vi. To start training programme on different aid on courses for self-employability.
  - vii. To purchase sports equipment to develop the sports activities of the students.

All the members unanimously approved the proposal placed by the staff members.

The meeting is ended with vote of thanks to the chair and the members of IQAC.

  
**Signature of IQAC Coordinator**  
**01.08.2022**

  
01/08/22

## MEETING NO. 3

Date-01.09.2022

### MEMBERS PRESENT

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout, (Coordinator)
3. Prof. Sailendra Kumar Pattanayak, (Member)

### Agenda

1. Proceedings of last meeting for confirmation.
2. Evaluation of Academic process.
3. Review of Action taken on NAAC Accreditation of the institution.
4. Review of the ongoing construction & renovation work.
5. Review of the implementation of Aid on courses.
6. Matters if any with the permission of the chair.

The meeting of IQAC is held on Dt. 01.09.2022 under the chairmanship of the principal in his office chamber at 3 pm to discuss the agenda mentioned above. After thorough discussion the following resolutions are made and confirmed unanimously.

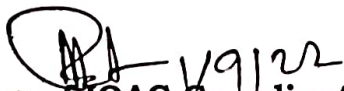
- 1) The proceedings of the last meeting held on Dt. 01.09.2022 are confirmed.
- 2) The academic process of the college is reviewed and decided to take following measures.
  - i. Evaluation of monthly test answer scripts and send progress reports to the parents for information about the progress of their words.
  - ii. To continue the class room teaching through LCD projector and smart board.
  - iii. Practical classes are to be conducted properly.
  - iv. Slow Learners are notified to attending remedial classes.
- 3) The ongoing construction & renovation work of the college is reviewed and decided the following measures.
  - I. The construction work of class rooms out of Infrastructure development fund will be completed immediately. So the building committee will be instructed accordingly.
  - II. Renovation of all Labs will be completed shortly and purchase committee will be instructed to purchase all necessary equipment for the said purpose.
- 4) Regarding action taken on the process of NAAC accreditation the principal apprised the cell a committee has been formed and necessary steps have been taken to prepare SSR for submission of the same before NAAC in time.

5) Regarding the execution of training prog.on different aid on course the principal is requested to start the work by through the formation of a committee.

6) As the Accreditation process by NAAC will be taken up this session so the principal was requested to update the college website and take step for automation of library.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

The meeting is ended with vote of thanks to the chair and the members of IQAC.



**Signature of IQAC Coordinator**  
**01.09.2022**





## **MEETING NO. 4**

**Date-01.10.2022**

### **MEMBERS PRESENT**

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout, (Coordinator)
3. Prof. Sailendra Kumar Pattanayak, (Member)

### **Agenda**

1. Confirmation of the proceedings of last meeting.
2. Regarding fresher`s Admission.
3. Review of the status NAAC Accreditation process.
4. Review of Academic process.
5. Utilization of General development Grant.
6. Review of research activities.
7. Review of university results
8. Complain & suggestions of guardian meeting
9. Matters if any with the permission of chain.

The meeting is conducted under the chairmanship of the principal on Dt. 01.10.2022 in the principal chamber at 2:30 pm. Discussions and the following resolution are made and approved unanimously.


1. The proceedings of the last meeting held on Dt. 01.10.2022 are confirmed.
2. The principal is requested to assign responsibilities to admission committee for smooth functioning of the admission work of new students during the session 2021-22.
3. On the Review of NAAC Accreditation process the principal assured the cell that the SSR prepared for the said purpose has already been submitted before the NAAC Bengaluru from the month 21, year 22 So all the members appreciated the steps taken by the principal & coordinator.
4. During review of an on-going academic process like conduct of classes, both theory and practical organisation departmental & UGC seminars, conduct of unit tests conduct of training prog. on aid on courses, conduct of different cultural competition & spoken English classes group discussions etc. the members of the cell requested the principal to submit the detailed achievement report in the next meeting for further suggestion on the matters.

5. During discussion the principal apprised the committee that book of worth of Rs.5,00000/- have already been purchased, equipment like apparatus of science labs and computer, printer, Xerox machine etc. amounting of Rs.3,00000/- (Three lakhs) have been spent, Rs.2,00000/- (Two lakhs) have spent for organization of study tour of students of different departments and Rs.10,000/- (Ten thousand) will be spent for training prog. On different aid on courses like phenyl preparation, making of incense, food processing and making of toys etc. So all the members expressed their satisfaction and requested the principal for submission of more proposal for more funds from the UGC for the overall development & quality enhancement in the college.
6. As research is a part and parcel of the academic process so the principal is requested to inspire the staff to undergo M.Phil /Ph.D. and attending seminars, workshops, orientation & Refresher courses with availing of extra ordinary leave and salary.
7. During review of university result of the year the exam in charge Prof. Sailendra Kumar Pattanayak Lect. In Economics. apprised the cell that the pass % of both Arts, Commerce & science streams is more than of university results. So all the members expressed satisfaction and advised the principal to maintain the same standard.
8. During review of the complains & suggestions of the guardians made in the meeting Dt. 01.10.2022 the principal pointed out that the guardians are very particular in the construction of class room , non-availability of journals and automation facility in the library equipment and apparatus in the guardians & students by utilising funds from the college development. So that the quality in teaching learning process can be enhanced up to the parameters.

The meeting is ended with vote of thanks to the chairs as well as the members present in the meeting.

  
Signature of IQAC Coordinator

01.10.2022

  
01/10/22