

PROCEEDINGS OF IQAC MEETING ON 07.09.2019

The first meeting of the academic session 2019-20 of the Internal Quality Assurance Cell (IQAC) of B.J.B Autonomous College, Bhubaneswar was held on 07.09.2019 at 3.00pm in the Conference Hall of the college with the Principal Dr. Suprava Pattnaik in the chair. The list of member present in the meeting is enclosed at Annexure -I.

The meeting started with a welcome address by the Principal. The Principal while welcoming all the member of IQAC, apprised them of the fact that meeting has been convened to approve the draft Annual Quality Assurance report (AQAR) and review the activities of IQAC pertaining to the academic year 2018-19. She thanked the external members for having attended the meeting on a short notice and hoped that the deliberations in the meeting will be meaningful and constructive.

The welcome address was followed by self introduction by internal members of IQAC and then a power point presentation of the activity report of 2018-19 by the coordinator of the IQAC, Dr. Kalpalata Patri. Dr. Patri brought to the knowledge of the members the fact that in the last academic session three meetings of the IQAC has been held. Further she said that activities like collection of feedback from the stakeholders of the college, parent-teacher meetings, workshops for students and teachers, student enrichment programmes in collaboration with career counseling cell and Extra-mural cell were undertaken during this year under reference. Further, the coordinator highlighted the plan of action chalked out during 2017-18 and she reported about the activities which could not be undertaken. She also impressed upon the members about the further plan of action for 2019-20. The coordinator also made a brief presentation of the draft AQAR for the year 2018-19.

Subsequent to the presentation by the coordinator, the external members gave their valuable suggestion regarding future course of action and also regarding modifications/changes to be made in the draft AQAR.

Prof. Asoka Kumar Das, Vice-Chairman, Odisha State Higher Education Council made certain pertinent observations as indicated below:

- ✓ Student mentoring system should be strengthened.
- ✓ Steps to be initiated for having a student incubation centre. Resource Persons can be invited for this purpose. A small group of faculty members can be constituted by the Principal for coordinating the activities of the said center.
- ✓ To conduct academic audit on a regular basis.
- ✓ Procurement of software packages under Academic License for Mathematics lab and other laboratories.
- ✓ To conduct Green Audit within three months and the Department of Botany to be entrusted with the job.

- ✓ To conduct Energy Audit and Administrative Audit at the earliest possible convenience.
- ✓ Feedback to be collected from more number of stakeholders.
- ✓ Department of Psychology to start a counseling centre dedicated to the students only.
- ✓ To ensure effective Proctorial system by arranging informal meetings between the Proctor and students if needed.
- ✓ Grievance box to be regularly inspected. If no grievance made, it should be mentioned in the report.
- ✓ To provide Quantitative data, as far as practicable, in the action taken report.
- ✓ To explore possibilities of engaging student interns, especially those who are pursuing Library Science courses in nearby colleges, to work in the college library so that library working hour can be extended. This can be included in the AQAR as one of the best practices adopted in the college.
- ✓ To strengthen college and seminar libraries by procuring print and digital version of relevant books.
- ✓ To attach top priority to address problems of students especially by making provision for toilets in adequate numbers.
- ✓ To initiate online feedback system and to replicate the format prescribed by NAAC.

Prof. Susmit Pani, Former Director, DDCE, made certain critical observations regarding functioning of the IQAC & draft AQAR. Amidst other things, Professor Pani suggested the following:

- ✓ To ensure timely publication of results.
- ✓ To encourage faculty members to undertake major/minor research projects.
- ✓ Not to include award of Ph.D under innovation category in the AQAR.
- ✓ To indicate attendance in seminar/conferences by college teachers as faculty empowerment strategy in the AQAR provided that their attendance in the said seminar/conferences has been treated as on duty.
- ✓ To take steps for weeding out library books which cannot be used. If steps have been initiated in this regard, it can be indicated in the best practice category in the report.
- ✓ To maintain registers/records of grievances which need to be addressed.
- ✓ To open mathematics laboratory and Statistics laboratory if not already opened.
- ✓ To have a robust feedback system, i.e. 360⁰ feedback system.
- ✓ To address problems/grievances of students with a sense of urgency.

Prof. Ranjan Bal, Retired Professor of Commerce & former Chairperson P.G Council, Utkal University made a couple of important observations as mentioned below:

- ✓ To ensure conduct of Green Audit every year.
- ✓ To entrust the Department of Botany of the college with the responsibility to get such audit conducted.
- ✓ To try as far as possible to get 7 types of audit conducted every year.
- ✓ To establish counseling centre in the college, if not already there, to address to the mental and emotional problems of the students.
- ✓ The psychology Department of the college be entrusted with the responsibility of getting such a center established.

Prof. Srijit Mishra, Director, NCDS made constructive interaction and suggested the following:

- ✓ To take feedback from students, teachers, employees as well as alumni of the college.
- ✓ To initiate online feedback system.
- ✓ To ensure timely publication of results by fixing deadlines and making examination system digitalized.
- ✓ To ensure regular conduct of student mentoring sessions.
- ✓ To indicate up to date vacancy position in the AQAR.
- ✓ To ensure whether teachers are adhering to the new version of the UGC while indicating the impact factor of their research works or not.
- ✓ To explore possibility of having a digitalized grievance redress mechanism.
- ✓ The student representative should come to the next meeting after obtaining necessary feedback from the students, which will help in appreciating the real problems faced by the students.

Prof. Nabaneeta Rath, Prof. of Sociology, Utkal University laid stress on the following points:

- ✓ To conduct Gender Audit in a more constructive way
- ✓ To be careful about deciding who should constitute the sample of study.
- ✓ To take opinions from primary sources, i.e. all the stakeholders of the college.
- ✓ To ensure that Internal Complaint Committee (ICC) is constituted as per prescribed guidelines.
- ✓ To send reports of the ICC on a regular basis to the UGC.
- ✓ To carry out gender sensitization programmes among students, through display of posters, banner and other means of publicity.
- ✓ To conduct "Gender Champion" programme among students as per UGC norms.

