

**PROCEEDINGS OF IQAC MEETING HELD ON 18.10.2017 IN THE
CONFERENCE HALL AT 11.00 A.M.**

The meeting commenced with welcome address by Prof. Md. Nawaz Hassan, Principal, B.J.B. Autonomous College, Bhubaneswar. Coordinator of IQAC, Dr. Kalpalata Patri presented the Action Plan for the session 2017-18 and item wise progress made so far. The Chairperson invited suggestions from the esteemed members of IQAC.

Members present :

1. Prof. (Dr.) Asoka Kumar Das, Former VC, Utkal University
2. Prof. (Dr.) Susmit Pani, Director, DDCE, Utkal University
3. Prof. Sateesh Kumar Pradhan, Head of the Department of Computer Science, Utkal University, Vani Vihar, Bhubaneswar
4. Dr. K.P.Padhi, Retd. Principal, Government Women's College, Bolangir
5. Dr. Prasanta Acharya, Retd. Prof. of Anthropology, NCDS
6. Dr.Rita Pati, Vice-Principal
7. Dr.Hrushikesh Mohanty, Academic Bursar
8. Dr.Tribikram Sarangi, Accounts Bursar
9. Dr.Prasanna Kumar Mohanty, HOD, Odia
10. Dr.Narendra Kumar Mohapatra, Associate Professor of Chemistry
11. Dr. Chittaranjan Mishra, Associate Professor of English
12. Dr.Suprava Mishra, HOD, Mathematics
13. Dr.Swetansu Sekhar Rath, Controller of Examinations
14. Dr.Tushar Kanti Tripathy, UGC & NAAC Coordinator
15. Sri Prasanta Kumar Parida, Asst. Professor of Physics
16. Dr.Bibhabari Bal, HOD, Sociology
17. Dr.Kalpalata Patri, Coordinator, IQAC
18. Shri Sankar Behera, Accountant
19. Subhasmita Hota, +3, 2nd year, Arts, Sociology Hons.

1. Regarding improvement of AQAR, the following points were raised by Prof. A.K.Das, Former Vice-Chancellor, Utkal University, Bhubaneswar.
 - Abstract of publications and select photographs of seminars etc. are to be included in the AQAR.
 - Instead of qualitative elaboration, quantitative measurement of facts (through specific numbers) be made.
2. Prof. A.K.Das raised pertinent issues on student feedback, internal academic audit and remedial classes.
 - Analyzing students' feedback (2016-17), Dr.Das suggested that necessary action is to be taken on different dimensions of the institution related to the improvement of central library, co-curricular activities and medical facility.

- Internal Academic Audit is to be done by constituting a committee of 5 members where 3 members will be internal and at least two external, in order to avoid subjectivity.
 - While organizing remedial class the outcome of remedial classes is to be analyzed.
3. Prof. Susmit Pani suggested some pertinent points like :
 - NAAC Peer Team reports should be placed in B.J.B. Autonomous College website.
 - Application for CPE grant should be sent to UGC by UGC Team of the College.
 - Sixtieth Birthday of the College should be celebrated
 - Formation of a debating society
 - Green Audit, Gender Audit and Power Audit should be done by the institutions by involving faculty members. Botany and Zoology Department may be involved for Green Audit, Sociology Department for Gender Audit and Physics Department for Power Audit.
 - Arrangements for Solar energy and Rain Water harvesting structures should be made.
 4. Prof. S.K.Pradhan, HOD, Computer Science, Utkal University suggested that Pythol, Skylab, cyber security, Network administration types of courses should be introduced in computer-related Departments.
 5. Prof. A.K.Das, Dr.P.K.Acharya and Dr. K.P.Padhi and Prof. S.Pani suggested introduction of other types of skill-based courses like repairing of equipment and plastic-related courses.
 6. Some important suggestions were made for preparation of Data base on writer volunteers (Scribes) for PH students. This work should be initiated by NSS Programme Officer.
 7. Dr.P.K.Acharya suggested that workshop must be conducted for writing Research Proposal.
 8. Dr.K.P.Padhi suggested that in the AQAR, information regarding Departmental Seminar must be displayed in Annexure.
 9. Dr.P.K. Acharya suggested that IQAC should inspire the staff members for applying for Research Project.
 10. All the external members suggested that there should be establishment of incubation cell which will be devoted to address the needs of students and young faculties.
 11. On answering issues raised by the student member, the Vice-Principal replied that in the student feedback format for assessing teachers, the name and roll no. of the student should not be placed.
 12. Prof. A.K.Das suggested that Dr.D.Ramesh of SOA University must be contacted who can give guidelines for library improvement.
 13. All the external members suggested that there should be faculty development programme for capacity building of teachers for CBCS-related topics.

14. Prof. Pani suggested that teachers may be sent to different institutions during Summer Vacation for their capacity building.
15. Prof. A.K.Das suggested that Principal should take initiative so that B.J.B. Autonomous College can be included under proquest.
16. Prof. A.K.Das suggested on Faculty Development Programme that teachers should identify their hard spots in different topics and letters may be sent to College Development Council and accordingly necessary steps can be taken by the Govt.
17. The student member pointed out problems regarding inadequate space to accommodate students in the Sociology Department. She too suggested about change of proportion of marks pertaining to mid-sem. and semester-end examinations.
18. The student member was given an assurance regarding clarifications on the methods of conversion of marks to grades, CGPA and SGPA etc, followed in the College.
19. All the external members suggested to organize a workshop in the College regarding 'conversion of marks to grades' which shall be beneficial for students.
20. The members suggested that the College should work in Collaboration through MOUs for skill development, internship, placement & improving the employability of the students.

All the members participated in the discussion and put forth their important suggestions. The meeting ended with a vote of thanks proposed by Dr.Chittaranjan Misra, Associate Prof. of English.

K.Pal
18.10.17
Coordinator, IQAC

[Signature]
18.10.17
Principal
B.J.B. Autonomous College,
Bhubaneswar