

Pattamundai College, Pattamundai

Joint Meeting of HODs and IQAC

Date:12.11.2024

Time:3.00 PM

A joint meeting of HODs of all department and IQAC was held in the office of the principal on 12-11-2024 at 3.00 PM . The Principal Prof D.K.Bhuyan presided over the meeting and President Governing Body Prof. ALN Dash was present along with IQAC coordinator, HODs of all departments and members of IQAC.

After threadbare discussion about the agenda point by point regarding NAAC process and AQAR submission, following resolutions were adopted.

Resolutions

1. The following reports is to be submitted at IQAC on or before 30.11.2024.
 - Parent Teacher Meet 2023-24(HODs all departments)
 - Alumni Meet 2023-24(HODs all departments)
 - Add-on course Report 2023-24(Dr. FC Pradhan, Coordinator Add-on course)
 - Staff council resolutions (4 no's) 2023-24(Mr. RK Senapati)
2. Each Department will produce Video clip of teaching through power point mode at IQAC.
3. LCD Projectors will be installed in the department of History, Odia and Sociology.
4. Placement cell will be strengthened by induction of faculty from science stream for the session 2024-25.

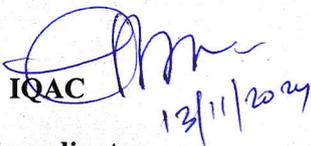
The cell will organized following programme this session.

 - Live skill workshop.
 - Personality Development.
 - Aptitude development.
 - Communication Development.
 - Campus interview.
 - Mentoring.
 - Job fair/ Placement drive.
5. Career Counseling cell will facilitate progression to higher education by organizing two programmes each for Arts, Science & Commerce streams. The programme should be completed by end of January 2025.
6. Following social awareness activities should be included in this year outreach programme of NCC, NSS, YRC, WDASHC & Clean Green Campus committee this session (2024-25).
 - Improve gender ratio.
 - Clean village.
 - Gross Enrollment Ratio.
 - Disease free village.
 - Awareness on fitness of resources.
 - Constitutional awareness.
 - Eco friendly village.

- Improvement of literacy level.
- Empowered women community.
- School outreach Programme.
- Energy literacy awareness .

A joint meeting of NCC, NSS, YRC, WDASHC & Clean Green Campus committee with IQAC will be organized to discuss the activity plan in this session.

7. The MOU Committee is advised to take time bound step to sign new MOU with Universities like Birla Global University, ASBM University, Sri Sri University, CV Raman University, Dream University, Centurian University etc.
The MOU committee will take immediate step to arrange activity with already signed institution, at least 6 to 7 programme in this session.
8. Tally Prime to be installed in the Department of Commerce as soon as possible.
9. Stock verification of different department of college including office, Library, Account section, NSS, NCC, YRC etc. will be undertaken immediately.
10. A proposal will be submitted to the Principal by IQAC for wheeling of Grid.
11. Academic Audit, Administrative Audit for the session 2022-23 & 2023-24 will be undertaken soon.
12. Gender Audit, Green Audit, Energy Audit will be completed for the session 2023-24 within November 2024.
13. Repairing of instruments will be undertaken as per the need.
14. Proposal will be prepared by Department of Computer Science regarding purchase of Computers and renovation of computer lab.
15. ERP updation should be completed by end of December 2024.
16. Internet connection will be provided to departments who have problems of not getting the connection.
17. Assignments will be given to all departments and committee by 25.11.2024.
18. Laptops & projectors will be provided to different departments as per requirements.
19. An estimate will be prepared for electric back up and other requirements in Auditorium hall.
20. Laptop of Education department will be repaired by computer professional.
21. Chairs for departments & Auditorium hall will be purchased.
22. College magazine will be published as soon as possible..
23. All activity like Sports, Cultural programmes etc. should be completed by December 2024.
24. Staff common room toilet to be renovated. Mr S.K Jena, Prof I/C Common room & Mr. R. Bagarty to take up the work. A letter to be made to Mr. S.K Jena for renovation.
25. Dr. D. Parida to verify the AQAR for 2023-24 and suggest improvement steps and also suggest remedial steps for AQAR 2024-25.
26. Student grievance portal will be added in college website.


IQAC
13/11/2024

Co-ordinator


Principal

Pattamundai College