

IAQC Meeting - 26

Date – 4th January 2023

As per the notice (Notice-30) given on 3rd January, 2023 the 26th IQAC meeting was held on 4th January, Wednesday, 2023. The meeting was conducted by the IQAC Coordinator Dr. Mridula Prasad and presided by the Professor-in-charge, Dr. Jaikant Prasad Singh. The meeting was attended by IQAC committee members: Dr Nancy Tirkey, Dr Smita Kiran Toppo, Dr Kumari Rita, Mrs Neetu Kumari, Dr Manish C. Tudu, and Ms Shikha Singh. The following agenda were discussed:

Agenda 1:

Discussion on courses for Introductory Vocational Studies (IVS) paper to be offered in the college under FYUGP programme implemented from academic session 2022-26

Proposals:

Dr Mridula Prasad suggested that classes for IVS should be conducted in the morning which was seconded by most members present. Dr. Nancy Tirkey suggested that out of the 16 courses offered, the college can select 4 courses to offer to students in semester 1 for the academic session 2022-26. There were discussions on which four courses will be offered. Due to the absence of qualified professionals and experts, Dr. Jaikant Prasad Singh suggested to not offer courses on Beauty and Wellness, which was proposed by Mrs Neetu Kumari. Dr Mridula Prasad pointed that Organic Farming, E-Filing of Returns, Communicative English, Computer Basics and Multimedia, and Functional Hindi will suit the college and beneficial for the students. Dr. Jaikant Prasad Singh informed that there should be approximately seats for 500 students and that Functional Hindi should be preferred instead of Communicative English. Dr Nancy Tirkey then proposed that an online google form can be shared among students to submit their preferred choices for IVS course.

Resolution:

- There will be 4 courses offered in IVS for semester 1: Organic Farming, E-Filing of Returns, Computer Basics and Multimedia, and Functional Hindi
- There will be 500 seats in each course and students will be allotted courses on the basis of availability of seats. Students will have the same IVS paper that they select for semester 1 in semester 2.
- A Google form will be put up on the college website and students will be asked to submit their choices for the IVS paper and they will be later sorted out on the basis of availability of the seats. Students from commerce department will be encouraged to opt for E-Filing of Returns and students from science departments will be encouraged to opt for Organic Farming. Teachers will assist students in filling up the form.
- The classes for IVS for E-Filing of Returns will be conducted by the commerce department, Computer Basics and Multimedia will be conducted by BCA department and Functional Hindi will be conducted by the Hindi department.
- CC2 Understanding India classes for semester 1 will be conducted jointly by the history, political science, geography and economics departments. A notice will be issued to inform the assigned departments for conducting the classes for CC2 Understanding India.

- A coordinator will be appointed to monitor the expenses incurred in conducting the IVS course. The Bursar will act as the coordinator for the time being.
- Proper utilisations of the fund for the IVS course should be ensured.
- Classes need to be monitored and conducted properly.

Agenda 2:

Smooth functioning of classes

Proposals:

Dr J. P. Singh suggested that there should be proper measures taken to ensure academic development in the college and proper conducting of classes. He also suggested that teacher's attendance should be scrutinised properly and a monitoring team should be appointed to make sure that classes are being conducted in a routine and timely manner. Dr Mridula Prasad advised that teachers should be informed about this matter in the Saturday meeting on 07/01/23.

Resolution:

- The IAQC team will monitor and ensure that classes are being conducted in timely manner and according to the master routine of the college.
- Teachers will ensure that the departmental routine has been submitted to the college.
- Teachers will be encouraged to report in college and sign the attendance register by 11 am.
- Teachers will ensure that optimum academic atmosphere is being created in the college for the benefit of students.
- All the teachers should be informed about the decisions of the IQAC meeting at the Saturday meeting on 07/01/23.
