



## PROCEEDINGS OF THE IQAC MEETING HELD ON 23<sup>rd</sup> DECEMBER, 2017 AT 2.30 P.M. IN THE CHAMBER OF VICE-CHANCELLOR

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### Members present


1. Prof. S.M. Patnaik, Vice-Chancellor, Utkal University;
2. Chairman, P.G. Council, Utkal University;
3. Controller of Examinations, Utkal University;
4. Prof. (Mrs.) S. Mahapatra, Dept. of Physics;
5. Prof. H.S. Mohapatra, Dept. of English;
6. Prof. J. Patel, Dept. of Mathematics;
7. Prof. (Mrs.) P. Jena, Dept. of Lib. & Inf. Sc.;
8. Prof. (Mrs.) N. Rath, Dept. of Sociology;
9. Prof. (Mrs.) P.K. Mahapatra, Dept. of Zoology (Asso. coordinator IQAC );
10. Director IQAC (Convenor);

### Proceeding

1. Minutes of the last meeting was confirmed.
2. Prof. K.K. Basa, Director IQAC delivered the welcome address and appraised the house on the activities undertaken by IQAC as stated below
  - a) Approval of the Academic Council for interdisciplinary courses under CBCS.
  - b) Uploading of NIRF data.
  - c) Student Connect Initiative of Ministry of External Affairs for getting passport
  - d) A programme to prepare a draft on Anti-Plagiarism was conducted on 27.03.2017.
  - e) Finalization and Circulation of guideline and notification of Institutional Ethics Committee.
  - f) A proposal entitled "Reviewing and revising existing syllabus for PG, M.Phil and Ph. D. courses at Utkal University" was submitted to Dept. of Higher Education, Odisha.
  - g) Interaction of Vice-Chancellor and Director IQAC with faculty members and research scholars for quality enhancement in research activities.
  - h) IQAC conducted Institutional Development Plan meetings with the following stakeholders:-
    - Heads and Co-ordinators on 03.03.2017
    - Students on 03.03.2017
    - All Teachers on 04.03.2017
    - Parents and Alumni on 20.03.2017
  - i) Annual Quality Assurance Report (AQAR) for 2016-17 was approved by the Syndicate held on 18.11.2017 to be uploaded.
  - j) Plan for Celebration of 75 years of the Utkal University.
3. Appointment of faculty members and non-teaching staff was discussed and it was decided to take up the appointment issue on priority basis.
4. The Vice-Chancellor stated that he had apprised the Minister of Higher Education to modify the NIRF format for state Universities to capture more realistic information about the progress of the Universities similar to National Assessment and Accreditation Council (NAAC) format. The Director IQAC is authorized to prepare the reply with the approval of the Vice-Chancellor in response to letter no. HE-FE-1B-MISC-0026-2017-28630/HE., dated 28.10.2017 from Additional Secretary to Government regarding suggestions for improvement of parameters for NIRF.

5. The Vice-Chancellor suggested to create a position of "Website Administrator" and a young faculty to be positioned there with a monitoring committee comprising of Prof. Sateesh Kumar Pradhan, Dept. of Computer Science and Director, IQAC .
6. Keeping in view the superannuation and change of place of some members, IQAC to be reconstituted with Vice-Chancellor's approval.
7. Recruitment Secretarial Assistant and Data Entry Operator for smooth operation of IQAC Office, the Registrar is requested to do the needful.
8. On beautification of campus, charge is to be entrusted to the Head of the Department, Botany.
9. (A). Concept building for "Day Care Centre" to be initiated and following faculty members to be entrusted
  - Dr. Laxmiprada Pattnaik, Dept. of PMIR.
  - Dr. Sunanda Pattnaik, Dept. of Psychology.
- (B). Day care centre to be established on user's fee basis.
- (C). The proposal for appointment of a caretaker in the centre was accepted in Principle. It was also suggested that Rs. 2 lakhs be sanctioned to the centre from the University funds.
10. "Premamayee Hall" in Parija Library to be renovated for reading purpose.
11. Out of the central pool data entry operators, one data entry operator will be deployed for E: library to prepare bibliography for e-resources.
12. In the month of January, 2018 under the Chairmanship of Prof. H. Mohapatra, Dept. of English, a proposal to be prepared for discussion regarding "A Ph.D. Guide" with the Vice-Chancellor.
13. Orientation / Workshop for College Teachers to be conducted at departmental level for orientation of college teachers on CBCS.
14. The Vice-Chancellor in his address indicated
  - The activities of IQAC to be fulfilling.
  - The decision of IQAC to be disseminated.
  - The office of deanship to be institutionalized.

The meeting ended with a vote of thanks to the chair by Prof. (Mrs) P.K. Mahapatra, Asso. Coordinator, IQAC.

  
Vice-Chancellor 23.12.2017

  
Director, IQAC