



IQAC, BRAJRAJNAGAR COLLEGE, BRAJRAJNAGAR

PROCEEDING NO. 4 DATED 08.07.2021

A meeting of the IQAC under the chairmanship of Dr. Biswajit Khamari, Principal is held today in the college auditorium following COVID-19 guidelines to discuss about the action taken report and plan of action for the next academic year as per the guidelines issued by UGC, Government of Odisha and Sambalpur University for the year 2020-21.

Agenda for Discussion

1. Action Taken and Feedback Analysis
2. Future Plan of Action

Members present

- | | | | |
|------------------------------------|--|-----------------------|--|
| 1. Dr. Biswajit Khamari, Principal | | 8. Mr. Bikram Padhan | |
| 2. Mr. R. N. Panigrahi | | 9. Dr. R.P. Mohanty | |
| 3. Mr. S.R. Nayak | | 10. Mr. Ajay Deep | |
| 4. Mr. Srikara Bhoi | | 11. Ms. Monalisa Dash | |
| 5. Mr. B.K. Sahu | | 12. Mr. P. K. Das | |
| 6. Dr. J.K. Mishra | | 13. Mr. L. Kishan | |
| 7. Mr. S. Choudhury | | 14. Mr. I.M. Rana | |

Resolutions

1. The feedback report on syllabus and students' satisfaction survey submitted by the committees for the year 2020-21 were analysed and approved. However, the meetings resolved to cover more number of students in the feedback process from the next academic year. Coordinator of IQAC was requested to prepare an online format of feedback from the next academic session.
2. Resolved that the IQAC shall be vigilant to make up the loss meted out to the students due to pandemic by taking extra measure like remedial classes, supply of online study material and participation of students in both curricular and extracurricular matters when the situation improves. A tentative future plan of action for the year 2021-22 is proposed as follows.

Resolution 2: Resolved that in view of the start of online classes and to reach out to the students outside the campus, mentoring groups shall be formed at the earliest to make the students aware of the day today happening of academic matters. Mr. D. Sutar, Lecturer in Mathematics was requested to prepare the mentor-mentee list and place it in the website for information of all.

Resolution 3: Resolved that keeping in view the practice of this college a blood donation camp shall be organised in the college at a suitable date convenient to CHC Brajrajnagar. The NSS Programme officer and YRC Coordinator were requested to contact the students online for the preparation of the list of blood donors. The programme shall be conducted as per the number of students allowed to join following directives of the government.

Resolution 4: Resolved that the Internal and Semester Examination shall be conducted in online mode as per UGC Regulation and subsequent guidelines issued by Government of Odisha and Sambalpur University from time to time. To acquaint the students with the receipt of question papers and dispatch of answer sheets online in the college mail, it was resolved to conduct mock test of students department wise well before the start of each semester examination. The Controller of Examination is requested to prepare data base of students with e-mail address and contact numbers for smooth conduct of examination.

Resolution 5: Resolved that the departmental seminar, group discussion, webinar shall be conducted by respective department so is to enable students' participation in academic activities by the end of 31st March, 2021 positively. All faculty were requested to maintain a profile of blended learning material like print, Youtube, E-Books etc. for reference of students at the time of their need.

Resolution 6: Resolved that induction programme for the freshers shall be organised in online mode on different dates separately for +3 First Sem. Arts/ Science/ Commerce well before the commencement of off-line teaching process. The Lecturer in- Charge, Anti-ragging Cell, Grievance Redressal Cell, Gender Sensitization Cell, Equal Opportunity Cell were requested to present their action plan for the year 2020-21 for the information of freshers.

The meeting ended with a vote of thanks to the Chair.


IQAC, COORDINATOR


PRINCIPAL - CUM - CHAIRMAN
Principal
Brajrajnagar College
Brajrajnagar



BRAJRAJNAGAR COLLEGE, BRAJRAJNAGAR

Proceeding No. 03 of the IQAC Meeting Held on DT.05.01.2021

A meeting of the IQAC under the chairmanship of Dr. Biswajit Khamari, Reader in English is held today in the staff common room following COVID-19 guidelines to discuss about the agenda as given below. The following members are present in the meeting.

Agenda:

- i. Conduct of offline classes as per DHE, Odisha guidelines
- ii. Formation of Proctorial group
- iii. conduct of blood donation programme
- iv. conduct of internal and semester examinations and strengthening of students support service
- v. completion of departmental seminars in online mode
- vi. Induction programme for the freshers and creating awareness about professional conduct, ethics and Values, Anti-ragging, Gender Sensitisation etc.

Members present:

1. Dr. Biswajit Khamari, Chairman

2. Mr. Tahalu Sahu

3. Mr. S.R Nayak

4. Mr. Srikara Bhoi

5. Mr. B.K. Sahu

6. Dr. J.K. Mishra

7. Mr. S. Choudhury

8. Mr. Bikram Padhan

9. Dr. R.P. Mohanty

10. Mr. Ajay Deep

11. Ms Monalisa Dash

12. Mr. L. Kishan

13. Mr. P. K. Das

14. Mr. R. N. Panigrahi

15. Mr. I. M. Rana

16. Ms. Sangeeta Behera

The meeting after a thread bare discussion on the topics on the agenda unanimously resolved as follow.

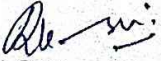
Resolution 1: resolved that as per the instruction of Govt. in Dept. of Higher Education, Odisha offline classes for 5th semester students shall be started from dt.11.01.2021 following Covid-19 guidelines. The Covid-19 monitoring team shall ensure the undertaking from parents, thermal screening and sanitization of hands at the gate on each working day.


Contd...

Future Plan of Action for the next Academic Year

1. Infrastructure Development
 - Construction of a wide bi-lane CC road from main road to college gate with assistance from the local authority
 - Erection of college gate at the main entrance
 - Construction of separate laboratory building for Science and IT out of OHEPEE fund
 - Maintenance of college garden and plantation of trees
2. Academic Development
 - Coverage of BSNL fibre to all academic and administrative sections
 - Purchase of latest CBCS books out of OHEPEE grants
 - Opening of add-on programs on ICT and communicative English
3. Career Opportunities and Social Outreach programs
 - Strengthening of Career counselling and placement cells with support of District Employment Officer and prospective employers
 - Preparing students for University and State level competitions under YRC and NSS scheme
4. Administrative
 - Filling up of vacant post through contractual appointments

The meeting ended with a vote of thanks to the Chair.


IQAC Coordinator







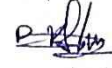


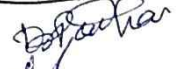
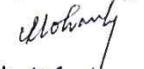



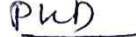

Principal cum Chairman
Brajrajnagar College
Brajrajnagar



Brajrajnagar College, Brajrajnagar
Proceeding No. 02 of the IQAC Meeting Held on DT.14.09.2020

A meeting of the IQAC under the chairmanship of Dr. S.N Boxi Principal is held today in the college auditorium following COVID-19 guidelines to discuss about the agenda as given below. The following members are present for discussion.

Members present

- | | | |
|--|--|---|
| 1. Dr.S.N Boxi Principal  | 2. Dr. Biswajit Khamari  | 15. Mr. I.M. Rana  |
| 3. Mr. R. N. Panigrahi  | 4. Mr. S.R Nayak  | |
| 5. Mr. Srikara Bhoi  | 6. Mr. B.K. Sahu  | |
| 7. Dr. J.K. Mishra  | 8. Mr. S. Choudhury  | |
| 9. Mr. Bikram Padhan  | 10. Dr. R.P. Mohanty  | |
| 11. Mr. Ajay Deep  | 12. Ms. Monalisa Dash  | |
| 13. Mr. L. Kishan  | 14. Mr. P. K. Das  | |

The meeting after a thread bare discussion resolved as follow.

Resolution 1. In view of the closure of physical class room teaching, the meeting resolved to form WhatsApp group of all students subject wise for the implementation of online teaching in blended mode. The lecturer in charge time table was requested to prepare a fresh time table so as to cover both +2 and +3 streams as per data available with the teachers.


Resolution 2. Resolved to form a COVID monitoring team to supervise the cleanliness of the campus, sanitization of class rooms, office, furniture etc. for the wellbeing of all as per the guidelines issued by Govt. of Odisha. The names of team shall be notified by the principal from time to time as per the roster duty arrangement.

Resolution 2. Resolved to deploy a few number of staff at the gate for screening of temperature and sanitization of hands of all stake holders who visit the college for the purpose of Admission, examination, form fill-up and other related works.

Resolution 3. Resolved to conduct a series of webinars on NAAC accreditation, e-teaching and use of ITC, Entrepreneurship and employability health and hygiene, Yoga etc. to connect with the students on academic issues during the pandemic period. A committee comprising Dr. Biswajit Khamari, Mr. R.N. Panigrahi, Mr. Srikara Bhoi, Mr. Ajay Deep and Ms. Monalisa Dash of IQAC is constituted to monitor the webinar process.

Resolution 4. Resolved that national commemorative days as desired by UGC/ YRC/ NSS and Government agencies shall be observed in the college following Covid-19 guidelines involving only the teachers and staff on roster. NSS programme officer and YRC Coordinator were requested to involve a few volunteers where necessary. The competitions on different occasions shall be organized on-line. The winners of the competitions may be allowed to attend the programmes to receive certificates and prizes.

The meeting ended with vote of thanks to the chair.


14.9.2020
IQAC, COORDINATOR


14/9/2020
PRINCIPAL - CUM CHAIRMAN
Principal
Brajrajnagar College
Brajrajnagar



Brajrajnagar College, Brajrajnagar
Proceeding No. 01 of the IQAC Meeting Held on DT.02.07.2020

A meeting of the IQAC under the chairmanship of Dr. S.N. Boxi Principal is held today in the college auditorium following COVID-19 guidelines to discuss about the plan of action as per the guidelines issued by UGC, Government of Odisha and Sambalpur University for the year 2020-21.

Members present

- | | | |
|----------------------------|----------------------|-----------------------|
| 1. Dr. S.N. Boxi Principal | 6. Mr. B.K. Sahu | 11. Mr. Ajay Deep |
| 2. Dr. Biswajit Khamari | 7. Dr. J.K. Mishra | 12. Ms. Monalisa Dash |
| 3. Mr. S.R. Nayak | 8. Mr. S. Choudhury | 13. Mr. L. Kishan |
| 4. Mr. R.N. Panigrahi | 9. Mr. Bikram Padhan | 14. Mr. P.K. Das |
| 5. Mr. Srikara Bhoi | 10. Dr. R.P. Mohanty | 15. Mr. I.M. Rana |

The meeting unanimously resolved as follow:

Resolution 1. At the outset, the principal called upon everybody to take precautionary measure for the prevention of COVID-19 and to take utmost Care about the health and wellbeing of both students and staff owing to the pandemic situation. However, he stressed upon the smooth functioning of office and promotion of blended learning as per guidelines issued by government from time to time.

Resolution 2. The IQAC coordinator as per discussion with the staff and stake holders in online mode presented the draft proposal of plan of action for the year 2020-21. After due deliberation the following plan of action was approved.

Plan of Action for the year 2020-21

1. COVID-19 prevention measure
2. Conduct of training programme on use of ICT
3. Strengthening of blended learning
4. Conduct of mock-test to acquaint students with online examination
5. Department wise value education on-line programme
6. Sensitization of students on gender issues/ Anti ragging /Grievance redressal
7. Formation of COVID care team & thermal Screening at the gate
8. Preparedness for NEP 2020
9. Formation of mentoring groups
10. Formation of course wise WhatsApp/E-mail groups for conduct of online classes
11. Purchase of text/reference books under OHEPEE
12. Completion of renovation of old Academic block
13. Orientation of NSS/Red Cross volunteers on code of conduct and COVID awareness
14. Conduct of webinars on employability/Health & Hygiene/Yoga Practices
15. Celebration of Commemorative days following COVID-19 guidelines
16. Conduct of competition on constitutional values and ethics
17. Participation of teachers in refresher/Orientation programme
18. Submission of proposal for OHEPEE for construction of new Academic building
19. Encouraging teachers for research/publication/Seminar- conference
20. Grant of leave to teachers and staff suffering from COVID-19 positive

The meeting ended with a vote of thanks to the chair.

[Signature]
2.7.2020
IQAC Coordinator

[Signature]
02/7/2020
Principal-Cum-Chairman
Principal
Brajrajnagar College
Brajrajnagar