

MEETINGS AND PROCEEDING
OF

IQAC (Internal Quality Assurance
Cell)

Term - 2022 - 2024



OFFICE OF THE PRINCIPAL
EKAMRA COLLEGE
 BHUBANESWAR - 751 002

Off.: 2592343

STAFF NOTICE

No. ...020/2023

Date 24.07.2023

All members of the IQAC committee are requested to attend a meeting on 26.07.2023 in the chamber of the undersigned at 2 pm to discuss the following agenda.

Agenda:-

4. To chalk out the plan of action for the session 2023-24.
5. To discuss on the progress of work made as per Action Plan 2022-2023.
6. Other matters if any.

Principal
 Ekamra College,
 Bhubaneswar-2
 for PRINCIPAL 24/07/23

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Proceedings of the IQAC meeting held on 26.07.23

The first Quarter IQAC meeting for the session 2023-2024 was held on 26.07.23 in the Principal's Chamber at 2 PM. The meeting was attended by the following members:

Members present

1. Mr Reta Dhalbisoi RDB
2. Mr Sankar Chandra Das
3. Dr Himani Mallik - NAAC member
4. Dr Rajashree Mohanty. Upendra Mohanty
5. Dr Manas Ranjan Nanda. Mrs Manas Ranjan Nanda
6. Ms Prava Ranjani Pattanayak, Pooja Manjori Pattanayak
7. Mr Jitendra Nath Das Jitendra Nath Das.
8. Mr Akshaya Kumar Toppathy Akshaya Kumar Toppathy
9. Dr Ajaya Kumar Singh

Business Transacted.

The principal extended a warm welcome to the members on the beginning of the Session 2023-2024.

1. The resolutions made in the previous meeting held on 03.05.2023 were read out and approved.
2. A detailed discussion on the implementation of the Action Plan for the year 2023-24 was made.
 - It was decided to accelerate the ongoing construction work of new science block as per the plan submitted by RSB out of College fund and infrastructure fund received from Higher Education Deptt.
 - A new cable would have to be laid for ^{uninterrupted} power supply from the transformer to the ^{main} switch board.
 - Steps to be taken to complete the newly construction work of mathematics department.
 - The development of playground is planned for facilitating sports activities under the "MUKTA" Yojna.
 - As a continuation of Green Energy Harnessing programme, a Solar Power Station is planned and it was decided that the executing body OREDA will complete the work in this session.
 - It was noted that library lacks a large reading room which is the basic requirement of the students. So construction of a reading room is proposed.
 - The members emphasised on the provision of e-library for easy accessibility of the students to e-books and e-journals.
 - New books in accordance with CBCS Syllabus will be purchased for meeting the requirements of students and faculties.
 - New furnitures like chairs, armchairs will be purchased to meet the requirements of staff.

Common room and office.

- Decision was made to appoint guest faculties to overcome the problems faced by different departments due to shortage of teachers.
 - It was planned to conduct inhouse seminars by the departments on regular basis. Further emphasis was given to participate and conduct more number of state and national level seminar by sending proposals to UGC and ICSSR.
 - Health ^{camp} as well as Blood Donation Camp will be organized with the support of YRC, NSS and NCC units of the institution.
 - A parking shed is to be constructed near new science block to accommodate more number of vehicles.
03. The following activities have been undertaken as the best practices with effect from academic session 2023-24.
- updating students performance and activities to parents via phone calls and messages.
 - Installation of new solar lights across the campus.
 - Regular checking of driving license and helmet of the students.
 - Preparation of "Question Bank" for making students well acquainted with the assessment process.
 - Wi-fi enabled campus.
 - Self defence for women.

The meeting was concluded with a vote of thanks.



STAFF NOTICE

No. 022/2023

Date 30.09.2023

All the members of IQAC & NAAC are requested to attend a meeting on 03.10.2023 in the chamber of Principal at 1 pm to discuss as per following agenda.

Agenda:-

1. Discussion on the progress of activities undertaken as per action plan 2023-24 and achievement.
2. Discussion on the additional drinking water provision.
3. Other matters if any.

Principal
Ekamra College,
Bhubaneswar-2
for PRINCIPAL 30/09/23

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Proceedings of Meeting held on dt 03.10.23.

The 2nd Quarter IQAC meeting along with the members of NAAC was held in the chamber of the principal on dt 03.10.23. The meeting was attended by following members.

Members Present

1. Ajaya Kumar Singh
2. Jitendra Nath Das
3. Rita Bhaabin
4. Debadra Kumar Bismal
5. Rajakrishnakant
6. Suman chandra Das
7. Himani Mallia. NAAC member
8. Akshaya Ku Torpaty
9. Pooja Manjari Pattanayak
10. Manas Ranjan Nayak

Business Transacted

1. The minutes of the previous ~~previous~~ meeting held on 26.07.23 were read out and approved unanimously.
2. A detailed discussion was made on the progress of work ~~also~~ undertaken in the action plan.
 - The N.S.S., YRC units of the College organised Plantation Programme in Collaboration with Green World and planted around 250 shade bearing, fruits bearing ^{trees} and flower plants. The Committee felt immense satisfaction seeing the active involvement and participation of NCC Alumni in this Programme.
 - The College Administration and Students Community have taken initiative to work together to maintain a Clean, green and healthy Campus by preventing tobacco and plastic usage within the Campus. We achieved Seventy percent success and our efforts will be continued to promote a Sustainable environment.
 - Keeping pace with the "Swachha Bharat Abhiyan" the College BSC team and Student Community have taken up the Cleaning activities.
 - On respect of Question Bank, the HODs of different departments have been submitted questions for the said purpose as per CBCS Syllabus.
 - In Order to reduce reckless driving and helmetless riding the College Staff members took necessary steps like regular checking of driving license and helmets of the students. These steps ensured that proper awareness about road safety was maintained among the students.
 - Construction of new building for the Science Block is underway. But no further progress was found on the construction of Mathematics Block.
 - Construction of the shed for the parking of students vehicle is completed.
 - A detail discussion was made on ^{the} celebration of Dr Harekrishna Mahatab's Jayanti, the founder of this

College to be held On 21.11.2023

- It was resolved that step in right earnest would be taken to submit AOCAR within stipulated timeframe.
- Considering the safety and security of the campus the College has deployed four security personnel (out sourcing) as planned in the 2022-23 Action Plan. However for further safety it was suggested by the principal to have a barbed wire fencing on the College boundary.
- College has received a grant of 1.5 Crores under the I.T scheme of Govt of Odisha towards the renovation and upgradation of the existing infrastructure. As per this ^{provision for} scheme, a reading room for library, water kiosks, transformation of existing classroom into smart classroom, furnishing of the science laboratories, paneling and extra notice board will be undertaken.
- A Committee headed by the principal and comprising of Mr Debendra Kumar Pattnaik, Mr Jitendra Nath Das, Mr Manas Ranjan Nanda, Mr Sanjib Kumar Mohanty was formed to oversee the execution ^{undertaken under} works I.T.
- A Blood Donation Camp was successfully organised with the support of ^{your} Redcross, N.S.S, NCC. 50 units of blood was collected and students (donors) received certificate from the Blood Bank authority.
- Dr Ajay Singh, Dr Manas Ranjan Nanda and Ms Anapurna Behera took the leading role in making the programme a grand success.
- guest faculty recruitment for the session 2023-24 was made in the month of August to meet the academic requirement of the students.

- It is further decided to make Contact with different institutions and Companies to provide more employment opportunity to the eligible students.

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



OFFICE OF THE PRINCIPAL
EKAMRA COLLEGE
BHUBANESWAR - 751 002

Off.: 2592343

STAFF NOTICE

No. 023/2024

Date 27.01.2024

All the members of IQAC are requested to attend the 3rd quarter meeting on 29.01.2024 in the office of the Principal at 1 pm to discuss as per the following agenda.

Agenda:-

1. Discussion on the further progress of works made as per action plan.
2. Detail discussion and review on NUA-O programme, Govt. of Odisha as undertaken during the month from November to January 2023-24.
3. Other matters if any

Principal
D. Ullas 27.1.24
PRINCIPAL

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Proceedings of the IQAC Meeting held on 29.01.24

The third quarter IQAC meeting was held in the principal's chamber on 29.1.24 at 1 PM in the presence of following members.

Members present

1. Ajaya Kumar Singh
2. Rita Shelbini
3. Rupesh Kumar Singh
4. Akshaya Anand Singh
5. Jitendra Nath Singh
6. Pooja Manjori Pattnaik
7. Manoj Kumar Singh

At first The State Coordinator extended a warm welcome to the new Chairperson Smt. Sunita Padhee, Principal.

1. The minutes of the last meeting held on 03.10.23 were readout and approved.
2. It was observed that the Solar Power Station work is in progress and will be completed soon. It is scheduled to be operational in the month of February.
3. In respect of ongoing construction of new Science building the Principal assured that it would be completed within next 4 months.
4. The members of the house stated the academic importance of study tours or field tours. So it was decided to organise such type programme on regular basis.
5. Inhouse Seminars were conducted by the department of Sociology, English, Economics.
6. The cleaning drive of nearby historical monuments and shrines is undertaken by visiting Kargal Barte, Lingraj temple areas.
7. The students of this institution showed extra-ordinary performances in relation to sports activities at district, University, State and national level.
8. Two NCC Cadets (T. Sai Kumar & Khushi Sharma) have been selected for fire Training Camp (FTC) held at Puri.

A large number Cadets brought glory to the institution by attending various national and state level camps.

9. Books for library were purchased as per the list submitted by the HODs of various departments.
10. Self Defence Club was organised for the +31st year girl students only for a period of 8 days to protect themselves from the everlooming situation promoting their own safety and security.

11. A Health Awareness and Security Camp was organised by YRC and NCC units in collaboration with Indira, Bhubaneswar.
12. Programmes like Literacy Campaign, Sensitisation on Girls Child Education and rights, Campaign against dowry, Campaign against drug abuse had been organised in the College under social works and activities of NVA-O 2023 initiated by Govt of Odisha to encourage students to take up positive social actions which are significant for the development of individual and societal wellbeing.

The meeting was concluded with vote of thanks.



OFFICE OF THE PRINCIPAL
EKAMRA COLLEGE
BHUBANESWAR - 751 002

Off. : 2592343

STAFF NOTICE

No. 025../2024...

Date 3.0.4.24

All the members of IQAC & NAAC are requested to attend a meeting on 01.05.2024 in the office of the Principal at 1 pm to discuss as per the following agenda.

Agenda:-

1. Review of the activities undertaken and achievements for the session 2023-24.
2. Preparation of AQAR.
3. Other matters if any

Copy to:- Person concerned/IQAC file/IQAC Notice Register/NAAC file/Staff Common Room Guard File / /Office N. File/A.B. / Pls. N. file for information and necessary action.

Handwritten signature
20.4.24
PRINCIPAL
Principal
Ekamra College,
Bhubaneswar-2

Proceedings of IQAC meeting held on 01-05-24.

The fourth Quarter IQAC meeting was held in the chamber of Principal on 01-05-24 at 2PM to discuss and debate on various activities undertaken during the session 2023-24 in the College. The meeting was attended by the following members.

Members Present.

1. Ajaya Kumar Singh
2. Rajashree Mohanty
3. Rita Dhalbini
4. Debendra Kumar Bano

5. Akshaya K. Tripathy

6. Jitendra Nath Sin.

7. Pooja Manjari Pattanar

8. Manas Ranjan Mondal

1. The minutes of the previous meeting held on 29.1.24 were read out and approved.
2. The outcome achieved by the end of the year 2023-24 were assessed and compiled as follows:
 - Science laboratory equipments were purchased
 - A large number of students of NCC have participated in various programmes and received medals at state and national level bringing glory to the institution. Rajiv Gandhi Raja Stanja Pratikshand received by 100th NCC Cadet.
 - Guest faculties have been engaged out of College fund to meet the shortage of staff in various departments.
 - Massive plantation programme has been undertaken to make the campus green and live.
 - Successful installation of solar power station has resulted in generating 30 kW power for the institution.
 - The institution has upgraded its lighting system by replacing traditional incandescent bulbs with energy efficient LED lights. There is also significant progress in enhancing energy efficiency.
 - Our college has a dedicated Cricket Coach under whose direct guidance and training a large number of students have participated in National and International competitions and received many awards.
 - 5 no. of our students have received top NSS volunteer of the year.
 - The institution has a training Self Defence wing for 13 1st year girl students which has trained the girls to protect themselves against unwanted aggressive behaviour.

- Library reading room was Completed under 5-T Initiative.
- In our drive to make the Campus plastic free we have achieved Considerable Success.
- The College has been sincerely managing the valuation here for under graduate Courses of Utkal University, the affiliated body of Khanna College.

3. It was resolved to ~~prepare~~^{prepare} AQAR by end of December.

4. The Action plan to be adopted during the Session 2024-25 was discussed in detail and following plan of actions based on the need of the institution was suggested by the members present in the meeting and adopted by the Committee.
- Increase of the volume of books and Journals as well as provision of e-library.
 - Organisation of more in-house seminar along with conducting and participating in state, National and International level Seminars.
 - Completion of the Science Block by January 2025.
 - Upgradation and furnishing of Science laboratory.
 - Initiatives ^{to be} taken for Self-financing Courses and Certificate Courses.
 - Appointment of Data Entry operator to meet the growing need of the institution.
 - Development of playground and installation of an open gym.
 - Making the College Canteen functional.
 - Enhancement of teaching learning activities by using ICT and Smart Class.

- Installation of a waste management system for waste disposal and landfills maintaining a healthy environment.