



**GOVINDPUR COLLEGE**  
DEVI VIHAR, GOVINDPUR, CUTTACK  
ODISHA, INDIA, PIN- 754003

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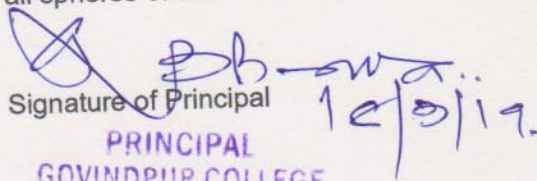
L.No. ....

Date : .....

### Internal Quality Assurance Cell

As per the UGC guideline during 12<sup>th</sup> plan period the formation of Internal Quality Assurance Cell in higher educational is mandatory. With a hope to enhance the internal quality, continuous improvement in college, to maintain coordination among stakeholders is crucial on the part of colleges to establish IQAC Cell. In fact it is treated as a mechanism to build and ensure Quality Culture at the institutional level. So every college should have an IQAC cell with appropriate structure and process to meet the diverse needs of the stakeholders. Besides the IQAC may channelize and Systemize the efforts and administrative excellence.

So considering the Granting and necessity of the IQAC the principal decided to to call a meeting of general body to form a cell exclusively for our college to ensure and maintain quality in all spheres of activities.

  
Signature of Principal

PRINCIPAL  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK, 754003



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since ninty.*



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L.No. ....

Date : .....

**General body meeting for formation of IQAC held on dt 18.03.2019**

The meeting of general body of the college is held on dt. 18.03.2019 at 2pm under the chairmanship of Principal in the college premises to have a thorough discussion regarding the formation of IQAC of the college.

**MEMBERS PRESENT**

1. Prof.(Dr.)Gagan Bihari Beura Principal (Chairman) *Gagan Bihari Beura*
2. Prof.Dr.Shasikanta Sarangi (Coordinator) *Sasikanta Sarangi*
3. Prof.Pratap Ranjan Mohapatra (Member) *Pratap Ranjan Mohapatra*

**Resolution**

1. After thorough discussion on the formation of IQAC in our college level it is unanimously authorised the principal to form the as per UGC guidelines.
2. It is resolved that the committee will sit at least once in a quarter for the enhancement of quality in the academic and administrative sphere.
3. It is resolved that the cell will function as the part of the college for facilitating the creation of a learning centric, student centric environment for quality education and faculty maturation and introduction of technology for participating teaching and learning process.
4. It is resolved that the cell will act as a bridge between the college administration and other stakeholders on quality related institutional process.
5. It is resolved that, the sole function of the cell will be the dissemination of information on the various quality parameters of higher education.
6. It is resolved that, it will act like an inspired for enhancement of research activity organisation of inter and intra institutional seminars and workshops in the institution.
7. It is also resolved that the cell will be held responsible for documentation of the various programmes/ activities of the college leading to quality improvement.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

*Gagan Bihari Beura*  
Signature of Principal *18/3/19.*



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OFFICE OF THE COORDINATOR

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

DEVI VIHAR, GOVINDPUR, CUTTACK, ODISHA - 754003,

E-Mail: govindpurcollege@gmail.com

Website: www.govindpurcollege.org

Ref. No.: 8/40/19

Date: 18.3.19

### Office order No. 01

Dt. 18.03.2019

As per the decision of the general body meeting held on dt-18.03.2019 a committee consisting with the following member namely (IQAC Cell) to monitor the quality of the institutional activities.

- |  |               |                                   |
|--|---------------|-----------------------------------|
| 1) Prof.(Dr.) Gagan Bihari Beura Principal | (Chairperson) | <i>S. B. Beura</i>                |
| 2) Asst.Prof.(Dr.) Shasikanta Sarangi      | Co-Ordinator  | <i>Sasikanta Sarangi 18/3/19.</i> |
| 3) Asst.Prof. Kailash Chandra Das          | Member        | <i>Kailash chandra Das</i>        |
| 4) Mr.Nimain Charan Patra Asst.            | Member        | <i>Nimain charan Patra</i>        |
| 5) Mr.Manoranjan Das                       | Member        | <i>Manoranjan Das</i>             |
| 6) Asst.Prof. Chinmayee Dixit              | Member        | <i>Chinmayee Dixit</i>            |
| 7) Asst. Prof. Archana Mohanty             | Member        | <i>Archana Mohanty</i>            |
| 8) Asst. Prof. Bholanath Sahoo             | Member        | <i>Bholanath Sahoo</i>            |
| 9) Asst.Prof Suvankar Mohanty              | Member        | <i>Suvankar Mohanty</i>           |
| 10) Shri Abhijit Padhy, Student            | Member        | <i>Abhijit padhy</i>              |

*Sasikanta Sarangi*  
Signature of IQAC Coordinator



*S. B. Beura*  
Signature of Principal  
PRINCIPAL  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK - 754003



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Website: www.govindpurcollege.org

Ref. No:.....

Date:.....

Meeting No-01

Date Dt. 18.03.2019

Member present

- |    |   |               |
|----|---|---------------|
| 1. | Prof.(Dr.) Gagan Bihari Beura Principal | (Chairperson) |
| 2. | Asst.Prof.(Dr.) Shasikanta Sarangi      | Co-Ordinator  |
| 3. | Asst.Prof. Kailash Chandra Das          | Member        |

Signature

*[Handwritten signature]*  
18/3/19  
Kailash chandra das

### Agenda

1. Welcome to the newly nominated members to the IQAC.
2. To discuss about the academic and administrative activities.
3. To discuss about the development of Infrastructure of the college
4. Matters if any with the permission of the chain.

The meeting of the IQAC is held under the chairmanship of the principal on dt18.03.2019 at 2pm in the office chamber of the principal to discuss and resolute on the agenda mentioned above.

1. At the outset the principal welcome all the members of the IQAC of Govindpur College, and intend their whole hearted cooperation and coordination in the overall activities on quality related institutional process.
2. In the meeting it is resolved tat to develop the academic excellence, steps will be taken to teach through innovative methods.
3. In the meeting it is resolved that all the HODs will take steps to interact with the students with regular interval for the enhancement of their academic standards.
4. It is resolved that all the teachers will be instructed to conduct unit test monthly, so that the slow learners and Advanced Learners can be identified.
5. It is resolved that the funds allotted by the **DHE Govt. of Odisha** under infrastructure development will be spent exclusively for the construction of additional class rooms.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

*[Handwritten signature]*  
Signature of IQAC Coordinator



*[Handwritten signature]*  
Signature of Principal 18/3/19

PRINCIPAL  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK-754003  
PRINCIPAL  
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OFFICE OF THE COORDINATOR

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Website: www.govindpurcollege.org

Ref. No:.....

Date:.....

Date:-06.02.2020

### MEETING NO.2 MEMBERS PRESENT

1. Prof.(Dr.) Gagan Bihari Beura Principal	(Chairperson)
2. Asst.Prof.(Dr.) Shasikanta Sarangi	Co-Ordinator
3. Asst.Prof. Kailash Chandra Das	Member
4. Mr.Nimain Charan Patra Asst.	Member
5. Mr.Manoranjan Das	Member
6. Asst. Prof. Bholanath Sahoo	Member
7. Asst.Prof Suvankar Mohanty	Member
8. Shri Abhijit Padhy, Student	Member

*Handwritten signatures and names:*  
Gagan Bihari Beura  
Shasikanta Sarangi  
Kailash Chandra Das  
Nimain Charan Patra  
Manoranjan Das  
Bholanath Sahoo  
Suvankar Mohanty  
Abhijit Padhy

### Agenda

1. Minutes of previous meeting
2. To discuss on the preparation of NAAC accreditation.
3. Conduct of classes as per Covid-19 Pandemic guidelines.
4. Calendar and magazine publication.
5. Increase of the Hons Subjects.
6. Laboratory renovation.
7. Construction of conference Hall.
8. Matters if any with the permission of the chair.

The meeting of the IQAC is held on dt.06.02.2020 under the chairmanship of the principal in his office chamber at 2 pm to discuss the above mentioned agenda.

- 1) The proceedings of the last meeting held on dt.18.03.2019 were read out by the coordination and after discussion it was confirmed.
- 2) As per the circulars of both UGC, NAAC, and the **D.H.E Govt of Odisha**. accreditation of Higher educational institution is mandatory. After thorough discussion on the letters and circulars received from different quarters at different times it is unanimously resolved that necessary step will be taken to apply to NAAC Bengaluru for accreditation of our institution. In this regard the principal is requested to appoint a coordinator and a steering committee for regulating and monitoring all the process relating to NAAC accreditation.
- 3) As per the previous discussion it is resolved that the Academic Bursar will be instructed to make necessary arrangements for conduct of remedial class of slow learners.
- 4) It is resolved that the committee formed for the publication of college calendar and magazine will take initiation at an early, so that this can be distributed to students in time.

- 5) It is resolved that the principal will be requested to apply to appropriate authority for opening of Hons subjects in different streams to enhance the academic standard of the students.
- 6) As our college will apply for NAAC accreditation so it is unanimously resolved that the science laboratories will be renovated. With modern equipment and apparatus, so that the practical classes can be conducted properly.
- 7) In the meeting it is resolved that the construction of conference hall and canteen is urgently needed to enhance the academic standard by organising different seminars, workshops, cultural competition and activities etc.
- 8) The Academic Bursar and requested the principal to undertake and execute the following activities by which the Academic and Administrative Quality of the college can be assured.
  - i. To develop the college lab by purchasing books, journals.
  - ii. To introduce teaching process through projector and smart board.
  - iii. To maintain discipline in the college campus.
  - iv. To purchase sports equipment to develop the sports activities of the students.

All the members unanimously approved the proposal placed by the staff members.

The meeting is ended with vote of thanks to the chair and the members of IQAC.

*Sasikanta Sarangi*  
Signature of IQAC Coordinator



*[Handwritten Signature]*  
Signature of Principal  
PRINCIPAL 6/2/20  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK-754003



OFFICE OF THE COORDINATOR

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Website: www.govindpurcollege.org

Ref. No:.....

Date: -04.07.2022

### MEETING NO.3 MEMBERS PRESENT

- |  |               |
|--|---------------|
| 1. Prof.(Dr.) Gagan Bihari Beura Principal | (Chairperson) |
| 2. Asst.Prof.(Dr.) Shasikanta Sarangi      | Co-Ordinator  |
| 3. Asst.Prof. Kailash Chandra Das          | Member        |
| 4. Mr.Nimain Charan Patra Asst.            | Member        |
| 5. Asst.Prof Suvankar Mohanty              | Member        |

*G B Beura*  
*Salikanta Sarangi*  
*Kailash Chandra Das*  
*Nimain Charan Patra*  
*Suvankar Mohanty*  
4/7/22

### Agenda

1. Proceedings of fast meeting for confirmation.
2. Evaluation of Academic process.
3. Review of Action taken on NAAC Accreditation of the institution.
4. Review of the ongoing construction & renovation work.
5. Review of the implementation of Aid on courses.
6. Matters if any with the permission of the chair.

The meeting of IQAC is held on Dt. 04.07.2022 under the chairmanship of the principal in his office chamber at 3 pm to discuss the agenda mentioned above. After thorough discussion the following resolutions are made and confirmed unanimously.

- 1) The proceedings of the last meeting held on Dt 06.02.2020 are confirmed.
- 2) The academic process of the college is reviewed and decided to take following measures.
  - i. Evaluation of monthly test answer scripts and send progress reports to the parents for information about the progress of their words.
  - ii. To continue the class room teaching through LCD projection and smart board.
  - iii. Practical classes are to be conducted properly.
  - iv. Slow Learners are notified to attending remedial classes.
- 3) The ongoing construction & renovation work of the college is reviewed and decided the following measures.
  - I. The construction work of class rooms out of Infrastructure development fund will be completed immediately. So the building committee will be instructed accordingly.
  - II. Renovation of all Labs will be completed shortly and purchase committee will be instructed to purchase all necessary equipment for the said purpose
- 4) Regarding the execution of training prog.on different aid on course the principal is requested to start the work by through the formation of a committee.

The meeting is ended with vote of thanks to the chair and members present in the meeting.

The meeting is ended with vote of thanks to the chair and the members of IQAC.

*Salikanta Sarangi*  
Signature of IQAC Coordinator



*G B Beura*  
Signature of Principal  
PRINCIPAL 4/7/22  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK-754003



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Ref. No:.....

Date:.....

MEETING NO. 4

MEMBERS PRESENT

Date-03.07.2023

- |  |               |
|--|---------------|
| 1. Prof.(Dr.) Gagan Bihari Beura Principal | (Chairperson) |
| 2. Asst.Prof.(Dr.) Shasikanta Sarangi      | Co-Ordinator  |
| 3. Asst.Prof. Kailash Chandra Das          | Member        |
| 4. Mr.Manoranjan Das                       | Member        |
| 5. Asst.Prof Suvankar Mohanty              | Member        |
| 6. Shri Abhijit Padhy, Student             | Member        |

*PA swa*  
*21/7/23*  
*Saishikanta Sarangi*  
*Kailash Chandra Das*  
*Manoranjan Das*  
*Suvankar Mohanty*  
*Abhijit Padhy*

### Agenda

1. Confirmation of the proceedings of last meeting.
2. Regarding fresher's Admission.
3. Review of Academic process.
4. Utilization of General development Grant.
5. Review of research activities.
6. Review of university results
7. Complain & suggestions of guardian meeting
8. Matters if any with the permission of chain.

The meeting is conducted under the chairmanship of the principal on Dt.03.07.2023 in the principal chamber at 2.30 pm. Discussions and the following resolution are made and approved unanimously.

1. The proceedings of the last meeting held on Dt.04.07.2022 are confirmed.
2. During review of an on-going academic process like conduct of classes, both theory and practical organisation departmental & UGC seminars, conduct of unit tests conduct of training prog. on aid on courses, conduct of different cultural competition & spoken English classes group discussions etc. the members of the cell requested the principal to submit the detailed achievement report in the next meeting for further suggestion on the matters.
3. As research is a part and parcel of the academic process so the principal is requested to inspire the staff to undergo M.Phil /Ph.D. and attending seminars, workshops, orientation & Refresher courses with availing of extra ordinary leave and salary.

The meeting is ended with vote of thanks to the chairs as well as the members present in the meeting.

*Saishikanta Sarangi*  
Signature of IQAC Coordinator



*PA swa*  
*21/7/23*  
Signature of Principal  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK-754003





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Website: www.govindpurcollege.org

Ref. No:.....

Date:.....

MEETING NO. 5

MEMBERS PRESENT

- |  |               |
|--|---------------|
| 1. Prof.(Dr.) Gagan Bihari Beura Principal | (Chairperson) |
| 2. Asst.Prof.(Dr.) Shasikanta Sarangi      | Co-Ordinator  |
| 3. Asst.Prof. Kailash Chandra Das          | Member        |
| 4. Mr.Manoranjan Das                       | Member        |
| 5. Asst.Prof Suvankar Mohanty              | Member        |
| 6. Shri Abhijit Padhy, Student             | Member        |

Date-05.02.2024

*[Handwritten signatures and dates]*  
5/2/24  
Shasikanta Sarangi  
Kailash chandra das  
Manoranjan Das  
Suvankar mohanty  
Abhijit Padhy

### Agenda

1. Confirmation of the proceedings of last meeting.
2. Handing over the charge of IQAC Chairperson.
3. Appointment of new IQAC Co-ordinator.

The meeting is conducted under the chairmanship of the principal on Dt.05.02.2024 in the principal chamber at 2.30 pm. Discussions and the following resolution are made and approved unanimously.

1. The proceedings of the last meeting held on Dt.03.07.2023 are confirmed.
2. Asst. Prof. Kailash Chandra Das who is to be appointed as the new principal from date 01.03.2024 will be the new Chairperson of IQAC.
3. Similarly Asst. Prof. Suvankar Mohanty will be the new IQAC Co-ordinator as Asst. Prof. (Dr.) Shasikanta Sarangi due to health problems.
4. The 4<sup>th</sup> IQAC member will be Shri Gyana Ranjan Dash in place of Shri Nimain Charan Patra.

*[Handwritten signature]*  
Signature of IQAC Coordinator

*[Handwritten signature]*  
Signature of Principal  
5/2/24.

PRINCIPAL  
GOVINDPUR COLLEGE  
GOVINDPUR, CUTTACK-754003





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L.No. 01/9C/24.....

Date : 1.3.24.....

**Office Order No. 02**

Dt. 01.03.2024

As per the decision of the general body meeting held on dt-05.02.2024 a new revised committee consisting with the following member namely (IQAC Cell) to monitor the quality of the institutional activities.

1. Prof. Kailash Chandra Das Principal	(Chairperson)	<i>[Signature]</i>
2. Asst.Prof Suvankar Mohanty	Co-Ordinator	<i>Suvankar Mohanty</i>
3. Asst.Prof. Sridhar jena	Member	<i>Sridhar Jena</i>
4. Mr.Gyana Ranjan Dash	Member	<i>Gyana Ranjan Dash</i>
5. Mr.Manoranjan Das	Member	<i>Manoranjan Das</i>
6. Asst.Prof. Chinmayee Dixit	Member	<i>Chinmayee Dixit</i>
7. Asst. Prof. Archana Mohanty	Member	<i>Archana Mohanty</i>
8. Asst. Prof. Bholanath Sahoo	Member	<i>Bholanath Sahoo</i>
9. Asst.Prof. Rama Chandra Nayak	Member	<i>Rama Chandra Nayak</i>
10. Madhusmita Muduli, Student	Member	<i>Madhusmita Padhi</i>

**MEETING NO. 6**

**MEMBERS PRESENT**

Date-01.03.2024

1. Prof. Kailash Chandra Das Principal (Chairperson)	<i>[Signature]</i>
2. Asst.Prof Suvankar Mohanty	Co-Ordinator <i>Suvankar Mohanty</i>
3. Asst.Prof. Sridhar jena	Member <i>Sridhar Jena</i>
4. Mr. Manoranjan Das	Member <i>Manoranjan Das</i>
5. Madhusmita Muduli, Student	Member <i>Madhusmita Padhi</i>

**Agenda**

1. Confirmation of the proceedings of last meeting.
2. As per the circulars of both UGC, NAAC, and the D.H.E Govt of Odisha, accreditation of Higher educational institution is mandatory. After thorough discussion on the letters and circulars received from different quarters at different times it is unanimously resolved that necessary step will be taken to apply to NAAC Bengaluru for accreditation of our institution.
3. As our college will apply for NAAC accreditation so it is unanimously resolved the necessary requirements of all the 7 criteria.

All the members unanimously approved the proposal placed by the staff members.

The meeting is ended with vote of thanks to the chair and the members of IQAC

*Suvankar Mohanty*  
Signature of IQAC Coordinator

*[Signature]*  
Signature of Principal  
**PRINCIPAL**  
**GOVINDPUR COLLEGE**  
GOVINDPUR, CUTTACK-754003



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