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Minutes of the 1st IQAC meeting of the session ²⁰¹⁸⁻2019 ~~2018-2019~~ (2018-2019)

In response to telephonic conversation with NAAC personnel and office order vide no. 1200 dt. 04.04.2019 an urgent meeting of the following IQAC members was held on 05.04.2019 at 3 PM in the office chamber of Principal under her chairmanship.

Members Present :-

1. Dr. Chinmayee Mohapatra, Principal.
2. Dr. Bidyut Prava Das, Co-ordinator, ^{5.4.19}
3. Dr. Surendra Prasad Jena, Math. ^{3.04.19}
4. Dr. Bikash Kumar Das, Psychology, ^{5.4.19}
5. Dr. ^(Sub) S. C. Dash, Zoology, ^{5/4/19}
6. Miss Chinmayee Mallick, L.S. ^{5/4/19}
7. Miss Puspajali Mallick, C.S. ^{5/4/19}
8. Dr. Pritiprogyan Ray, Zool. ^{5/4/19}

After thorough discussion regarding updation of required data in the system for appraisal of NAAC committee, it is unanimously decided that as follows.

After updation of ^{required} data in the system, due to some technical problem in the server or any other reason, the system is not updatable the same. Hence, the technical expert of the NAAC to be contacted over phone to provide technical assistance or to explore any other possibilities for early updation of the required information for appraisal of the committee.

The meeting ended with vote of thanks to the chair.

Minutes of the 1st IQAC meeting of the session 2019-2020

A meeting of members of IQAC and invited members was held on 13.08.2019 at 1 P.M in the office chamber of the Principal under the chairmanship of Dr. Chinmayee Mohapatra, Principal of the institution.

Members Present:

1. Dr. Chinmayee Mohapatra, Principal
2. Dr. Bidyut Prava Das (Botany) By ^{13.8.19}
3. Dr. Niranján Pati (Sanskrit) 13.8.19
4. Dr. Niranján Prasad Rath (Education) 13.8.19
5. Dr. S. S. Nayak (Chemistry) 13/8/19
6. Ms. Chinmayee Mallick (Lib & Inf. Science) 13/8/19
7. Dr. Priti Pragyan Ray (Zoology) 13/8/19
8. Ms. Monalisa Swain (Comp. Science) 13.8.19

Invited members:

1. Dr. Gayatri Biswal (Convenor, Parents - Teachers Meet)
2. Dr. Tanuja Mohapatra (OIC, Research Cell)

At the outset, the Principal and the ex-coordinator Dr. Niranján Pati were appraised of the present problem regarding the updation of AQAR data for the session 2017-2018 and 2018-2019. Accordingly, he was requested to update the data on an urgent basis.

The composition of the IQAC was constituted for the session 2019-2020 and 2020-2021 and was duly approved by the members of the committee.

The format for Parents Feedback form was approved and handed over to Dr. Gayatri Biswal, Convenor (Parents).

7. One of the senior teachers as the coordinator / Director of the IQAC : Dr. Bidyut Prava Das (Associate Prof; Botany)

By ¹³⁻⁸⁻¹⁹ ¹³⁻⁸⁻¹⁹
co-ordinator

By ¹³⁻⁸⁻¹⁹
Chairperson

NOTICE NO. 929 /Dt. 14/11/19

The Second internal IQAC meeting of the session 2019-20 will be held in the office of the undersigned on 21.11.2019 at 3P.M. All the IQAC members & invited members are hereby requested to attend the meeting positively.

The list is not in accordance to seniority

Members of IQAC:

1. Dr B.P Das (Botany)
2. Dr Suranjan Pati (Sanskrit)
3. Dr Suranjan Rath (Education)
4. Dr S.S. Nayak (Chemistry)
5. Ms Chinnmayee Mallik (Library Science)
6. Dr Priti Pragyan Ray (Zoology)
7. Ms Monalisa Swain (Computer Science)

Invited Members:

1. Dr Januja Mohapatra (OIC, research committees)
2. Dr Bandana Pathak (Account Bursar)
3. Dr Indurekha Mohapatra (OIC, Proctorial)
4. Dr Srimvas Barik (Pol Science)
5. Dr Prasant Sankantata (Administrative Bursar)
6. Dr Mousumi Pattanaik (Co-ordinator, SAAC)

[Signature]
Principal

Shailarima Women's College, Cuttack

Memo No. _____ Dt. _____

Copy to Co-ordinator IQAC/ Co-ordinator, SAAC/ Administrative Bursar/ Person Concerned/ Head Clerk for information

[Signature]
Principal

Shailarima Women's College, Cuttack

Minutes of the 2nd IQAC meeting of the session 2019-2020.

A meeting of members of IQAC and invited members was held on 21.11.2019 at 3 P.M. in the office chamber of the Principal under the chairmanship of Dr. Chinmayee Mohapatra, Principal of the institution.

Members Present:

1. Dr. Chinmayee Mohapatra, Principal *21.11.19*
2. Dr. B. P. Das (Botany) *21.11.19*
3. Dr. Niranjani Pati (Sanskrit) *21.11.19*
4. Dr. Niranjani Prasad Rath (Education) *21.11.19*
5. Dr. S. S. Nayak (Chemistry) *21.11.19*
6. Ms. Chinmayee Mallik (Library Science) *21.11.19*
7. Dr. Priti Phagyan Ray (Zoology) *21.11.19*
8. Dr. Monalisa Swain (Computer Science) *21.11.19*

Invited members:

1. Dr. Taruya Mohapatra (DIC, Research Committee) *21.11.19*
2. Dr. Bandana Pattnaik (Accounts Bursar) *21.11.19*
3. Dr. Indurekha Mohapatra (DIC, Proctorial) *21.11.19*
4. Dr. Srinivas Barik (Pol. Science) *21.11.19*
5. Dr. Prasant Samantaray (Administrative Bursar) *21.11.19*
6. Dr. Mausumi Pattnaik (Co-ordinator, NAAC)

At the outset, the report of the previous IQAC meeting was read out by Dr. B. P. Das, Co-ordinator.

A proposal to conduct the 1st IQAC meeting of the external members on dt. 26.11.2019 was duly approved by the IQAC members.

The Students Feed-back and Alumni Feedback form

was approved by the committee members and was distributed through DIC Proctorial.

A proposal for the formation of student development committee was approved in the internal committee and proposed to be approved in the CDC.

As per CMS guidelines, the Alumni meet was proposed to be held in the 2nd week of January 2020.

A proposal to have provision of fund for day to day expenses of LBAC cell was approved in the internal committee and proposed to be approved in the CDC.

By 21-11-19
Co-ordinator

21-11-19
Chairperson

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK.

NO. 958 /DT. 22/11/19

The IQAC meeting for the Academic Session 2019-20 of the S. B. Women's (Auto.) College, Cuttack is scheduled to be held on 26.11.2019 at 11.30 AM in the Conference Hall of the College.

Following members are going to attend the meeting on the mentioned date and time to discuss various matters related to IQAC.

External Members

1. Prof. Satyakam Mishra,
Former Chairman OPSC
2. Dr. Saroj Singh
Former Director, HE
3. Dr. Sanjukta Mohapatra
Retd. Principal
4. Sri Niranjan Rath
Chairperson, Lok-Sebak Mandal, Cuttack Branch
5. Dr. Gopa Das
Retd. Reader in English
6. Sri Susanta Kumar Panda
MD, Jai Bharat Spices Pvt. Ltd.
7. Sri Pramod Kumar Mishra
Chartered Accountant

Internal Members

1. Dr. Niranjan Pati, Asso. Prof. in Sanskrit
2. Dr. Niranjan Prasad Rath, Asso. Prof. in Education
3. Dr. Swapna Sankar Nayak, Asst. Prof. in Chemistry
4. Miss Chinmayee Mallick, Asst. Prof. in Library Science
5. Dr. Priti Pragyan Ray, Asst. Prof. in Zoology
6. Miss Monalisa Swain, Asst. Prof. in Computer Science
7. Dr. Bidyut Prava Das, Asso. Prof. in Botany and Co-ordinator IQAC

Student Nominee

1. Subhalaxmi Joshi, PG II Economics
2. Kalyani Sahoo, UG III year Zoology (H)

Invited Members

1. Dr. Prasanta Kumar Samantaray, Administrative Bursar
2. Dr. Bandana Pathak, Accounts Bursar
3. Dr. Moushumi Pattnaik, OIC UGC & NAAC

All the Internal members, Student Nominees and Invited members are requested to participate in the meeting positively.

[Signature]
Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 959 /Dt. 22/11/19.

Copy to Internal members/ Invited members (by circulation)/ Co-ordinator IQAC/ HC for information and necessary action.

[Signature]
Principal

Minutes of the IRAC meeting for the Academic Session 2019-20

The IRAC meeting for the Academic Session 2019-20 of S. B. Women's (Auto) College, Cutback was held on 26.11.2019 at 11.30 A.M in the conference Hall of the College.

AGENDA

1. Welcome address by Dr. Chinmayee Mohapatra, Chairperson, IRAC.
2. Presentation of the minutes of the last IRAC meeting held on 24.11.2018 to be presented by Dr. Bidyut Prava Das, Co-ordinator, IRAC.
3. Appraisal of the Action Taken Report to be presented by Dr. Bidyut Prava Das, Co-ordinator, IRAC.
4. Status of activities of IRAC during the current session and future plan of Action.
5. Suggestion/Recommendations by the Esteemed Members.
6. Other matters, if any.
7. Vote of thanks by Dr. S. S. Nayak, Member IRAC.

Following members attended the meeting on the mentioned date and time to discuss various matters related to IRAC.

External Members :

1. Prof. Satyakam Mishra
Former Chairman, OPSC

[Signature]
26/11/19

2. Dr. Saroj Singh
Former Director, HE

3. Dr. Sanjuktā Mohapatra
Retd. Principal

[Signature]
26/11/19

4. Sri Niranjan Rath
Chairperson, hok - Sebak Mandal, Cuttack Branch.

5. Dr. Gopa Das
Retd. Reader in English

→ 26/11/19.

6. Sri Susanta Kumar Panda
MD, Jai Bharat Spices Pvt. Ltd.

SUPDIT 26/11/19

7. Sri Pramod Kumar Mishra
Chartered Accountant

26/11/19

Internal Members:

1. Dr. Niranjan Pati, Asso. Prof. in Sanskrit

26/11/19

2. Dr. Niranjan Prasad Rath, Asso. Prof. in Education

3. Dr. Swapna Sankar Nayak, Asst. Prof. in Chemistry

4. Ms. Chinmayee Mallick, Asst. Prof. in Library Science

5. Dr. Priti Pragyan Ray, Asst. Prof. in Zoology

6. Ms. Monalisa Swain, Asst. Prof. in Computer Science

7. Dr. Bidyut Prava Das, Asso. Prof. in Botany and
Co-ordinator, IRAC.

26/11/19

Student Nominee:

1. Subhalaxmi Joshi, PG II Economics

2. Kalyani Sahoo, UG III year Zoology (H)

Subhalaxmi Joshi

Kalyani Sahoo

Invited Members:

1. Dr. Prasanta Kumar Samantary, Administrative Bursar

2. Dr. Bandana Pathak, Accounts Bursar

3. Dr. Moushumi Pattnaik, DIC UGC & NAAC.

4. Gopa

26/11/19
26/11/19

Proceedings of the Annual IQAC Meeting held on 26/11/2019 at 11.30 a.m at the
Conference Hall, Shailabala Women's (Autonomous) College, Cuttack

The Chairperson-cum- Principal welcomed all dignitaries. The minutes of the last meeting held on 24/11/2018 was read by Dr. B.P. Das, Co-ordinator, IQAC and was unanimously approved. The Action Taken Report and Status of IQAC Cell activities was presented by the Co-ordinator, IQAC. Thorough discussion and deliberations were made by honourable members. Prof. Satyakam Mishra emphasized upon the improvement of teaching-learning process by IQAC as per revised NAAC guidelines and appraised the members about the seven criteria of IQAC and emphasized about its pertinence in implementation in the institution. Dr. Gopa Das emphasized upon the proctorial system and feedback from the students not only on academic environment but also on their family background. Prof. Satyakam Mishra also suggested about ensuring proper hygienic kitchens in hostels. He also proposed to obtain proposals about the financial requirements from the HoDs for upgradation of laboratories and provide skill enhancement courses for capacity building of the students. Some members advised to hold interactions of alumni and IQAC members with students. Dr. Sanjukta Mohapatra and Sri. P.K. Mishra advised to expedite the digitalisation of college library. The student member Ms. Subhalaxmi Joshi asked for more number of teaching and non-teaching faculties and coaching facilities for NET/GATE/UPSC examinations. Dr. S.S. Nayak proposed to hold workshops and entrepreneurship programmes and Sri Sushant Panda offered cooperation in this regard.

The following resolutions were adopted:

1. The AQAR to be uploaded in time as practicable.
2. The Proctorial form to be modified with 'Know your Student' details with incorporation about their financial backgrounds.
3. The feedback from hostel boarders to be obtained.
4. The grievance/feedback to be dropped in a box specified for the purpose and the authorities to follow up the grievance and feedback soon.
5. Literary competitions, debating on current issues to be held regularly in each Department to update the students on current issues.
6. 2 days workshop/entrepreneurship programmes to be held with the co-operation of Sri Sushant Panda, MD, Jai Bharat Spices Pvt. Ltd.

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK

NOTICE NO. 1008 /DT. 3/12/19

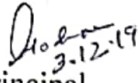
The third IQAC Internal meeting will be held in the Chamber of the undersigned 3 PM on 05.12.2019. All the members and invited members are requested to attend the meeting positively.

Members:

1. Dr. Bidyut Prava Das, Botany
2. Dr. Niranjan Pati, Sanskrit
3. Dr. Niranjan Prasad Rath, Education
4. Dr. Swapna Sankar Nayak, Chemistry
5. Ms. Chinmayee Mallik, Lib. Science
6. Dr. Priti Pragyan Ray, Zoology
7. Ms. Monalisa Swain. Comp. Science

Invited members:-

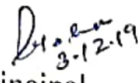
1. Dr. Indurekha Mohapatra, OIC, Proctorial
2. Dr. Prasant Kumar Samantray, Admn. Bursar
3. Dr. Bichitra Pani, OIC, Cleanliness Committee
4. Dr. Sanghamitra Panda, Education


Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 1009 /Dt. 3/12/19.

Copy to Person Concerned (by circulation) /IQAC, Co-ordinator/ Admn. Bursar/ Head Clerk for kind information and necessary action.


Principal

Shailabala Women's (Auto.) College, Cuttack

Minutes of the 3rd IQAC meeting of the session 2019-2020.

A meeting of members of IQAC and invited members was held on 5.12.2019 at 3 P.M in the office chamber of the Principal under the chairmanship of Dr. Chinmayee Mohapatra, Principal of the institution.

Members Present:

1. Dr. Chinmayee Mohapatra, Principal. 5.12.19
2. Dr. B. P. Das, (Botany) 05.12.19
3. Dr. Naranjan Pati (Sanskrit)
4. Dr. Naranjan Prasad Rath (Education) 05.12.19
5. Dr. S. S. Nayak (Chemistry) 05.12.19
6. Ms. Chinmayee Mallik (Library Science)
7. Dr. Priti Pragyaa Ray (Zoology) 05.12.19
8. Ms. Monalisa Swain (Computer Science) 05.12.19

Invited Members:

1. Dr. Indurekha Mohapatra, DIC, Proctorial Inst. 05.12.19
2. Dr. Prasant Kumar Samantray, Admn Bursar
3. Dr. Bishittra Par, DIC, Cleanliness Committee 05.12.19
4. Dr. Sangharmita Panda, Education. 05.12.19

At the outset, the report of the previous IQAC meeting was read out by Dr. B.P. Das, Co-ordinator.

As per the recommendations of the Executive Committee of the college on the revised ARAR Guidelines - 2019 and in accordance to the Action Plan of IQAC of the college for the current session 2019-2020 the following forms were duly approved by the committee members and invited members for different audits.

1. Environmental Audit form for Practical Departments.
2. Environmental Audit form for College campus.
3. Environmental Audit form for all Hostels.
4. Green Audit form for college campus
5. Academic Audit form for all teaching Departments.
6. Know-Your-Student (KYS) form for all +3 First Year Arts / Science / Commerce students.

A proposal for implementation of SAY (Save-A-Year) scheme for the final year +3 Science / Arts / Commerce students was suggested by the committee as a part of Examination reforms. As per this scheme, any student of +3 Final Year if failed to appear at the Mid-Semester Examination for an Emergency or genuine grounds, would be allowed to appear a special test so as to enable her to save a year.

The meeting ended with vote of thanks.

By ^{Man}
05.12.19

IBAC Coordinator

^{Robert}
05.12.19

Chairperson cum Principal

Minutes of the 1st IQAC meeting of the session 2020-2021.

A meeting of members of IQAC and invited members was held on 16.11.2020 at 1.30 P.M in the office chamber of the Principal under the chairmanship of Dr. Jameeda Hussain, Principal of the institution.

Members Present:

1. Dr. Jameeda Hussain, Principal
2. Dr. N. P. Rath (Education) (Coordinator)
3. Dr. S. S. Nayak (Chemistry)
4. Dr. Priti Pragyan Ruy (Zoology)
5. Ms. Monalisa Swain (Computer Science)
6. Ms. Sonali Dutta (English)

Invited Members:

1. Dr. Prashant Kumar Samataray, Admin Bursar
2. Dr. Suchant Kumar Biswal, Academic Bursar
3. Dr. Bandana Pathak, Accounts Bursar
4. Dr. Chitta Ranjan Panda, Academic Bursar

At the outset, the report of the previous IQAC meeting was read out by Dr. N. P. Rath, Coordinator.

The following resolutions were made in the meeting:

- ① To facilitate the work of data entry in IQAC, Miss Rosalin Mohanty, laboratory assistant of B.Ed Department of the college was assigned additional duty and Sri Sanjay Nayak, sweeper of B.Ed Dept. was assigned the duty of maintaining the cleanliness of the section.

2. To expedite the work of data entry for the academic session 2018-2019 & 2019-2020 on major seven criteria, the duty was assigned to the following IQAC members:

① Criteria 1 & Criteria 2 was assigned to Dr. S. S. Nayak

② Part A & Criteria 3 was assigned to Dr. P. P. Jay

③ Criteria 4 & Criteria 5 was assigned to Ms. Manalika Shreen

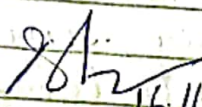
④ Criteria 6 & Criteria 7 was assigned to Ms. Sonali Dutta

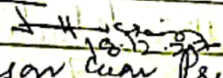
3) The Chairman was requested to nominate two (2 nos.) of more senior faculties preferably senior administrative officers of the college as per the new guidelines for the formation of IQAC-2020-2021.

④ Since there is no financial assistance from Govt, to meet the financial requirements pertaining to the External/Internal meetings, an anticipated proposal will be submitted to the Principal.

⑤ A proposal for providing journals to the teaching Departments; expenses will be incurred from the Development fund of the college & all HODs are requested to provide the list of relevant journals of their respective subjects.

The meeting ended with the vote of thanks


16.11.2020
IQAC Coordinator


Chairperson cum Principal

Minutes of the 1st IQAC Meeting of the session 2021-2022

A meeting of members of IQAC and NAAC Committee was held on 02/09/2021 at 3 P.M in the smart classroom under the chairmanship of Dr. Surekha Sundari Swain, Principal of the institution.

IQAC Members Present:

1. Dr. Surekha Sundari Swain, Principal
2. Dr. Tanuja Mohapatra, IQAC Coordinator Tanga
2.9.21
3. Dr. Swapna Sankar Nayak, (Chemistry)
4. Dr. Priti Pragyan Ray, (Zoology) 2.9.21
5. Ms. Manalisa Swain (Computer Swain) 2.9.21
6. Ms. Puspanjali Mallik (Computer Swain) 2.9.21
7. Ms. Sonali Datta (English) Datta
2.09.2021

NAAC Members Present:

1. Dr. Mausumi Pattnaik (Political Science) Pattnaik
2.9.21
2. Dr. Prashant Samantray (Botany) 2.9.21
3. Dr. Priti Pragyan Ray (Zoology) 2.9.21
4. Ms. Sushree Shibanee Dash (Zoology) Dash
2.9.21

At the outset, the report of the previous IQAC meeting was read out by Dr. Tanuja Mohapatra, Coordinator.

The following resolutions were made at the meeting:

- ① The AQAR to be uploaded in time as practicable during the ongoing COVID-19 pandemic.
- ② As per the QIF of NAAC Manual of Autonomous colleges, all HoDs/Coordinators have to submit a typed report on the programme outcomes, scope for further studies and employment prospectus having relevance to the local, national and global developmental