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

Letter No. _____ Date. _____

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. Javeda Hussain, Principal of the institution.

Members Present:

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

Invited Members:

1. Dr. Prashant Kumar Samantaray, Admin Bursar *[Signature]*
2. Dr. Sushant Kumar Biswal, Academic Bursar *[Signature]*
3. Dr. Bandana Pathak, Accounts Bursar. *[Signature]*
4. Dr. Chitta Ranjan Panda Academic Bursar *[Signature]*

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.



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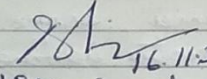
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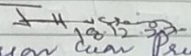
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2. To expedite the work of data entry for the academic session 2018-2019 & 2019-2020 on major seven criteria, the duty was assigned to the following IQAC members:

- ① Criteria 1 & Criteria 2 was assigned to Dr. S. S. Nayak
- ② Part A & Criteria 3 was assigned to Dr. P. P. Ray.
- ③ Criteria 4 & Criteria 5 was assigned to Ms. Manalisa Swain.
- ④ Criteria 6 & Criteria 7 was assigned to Ms. Sonali Dutta.
- ⑤ 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.
- ⑥ 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.
- ⑦ 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

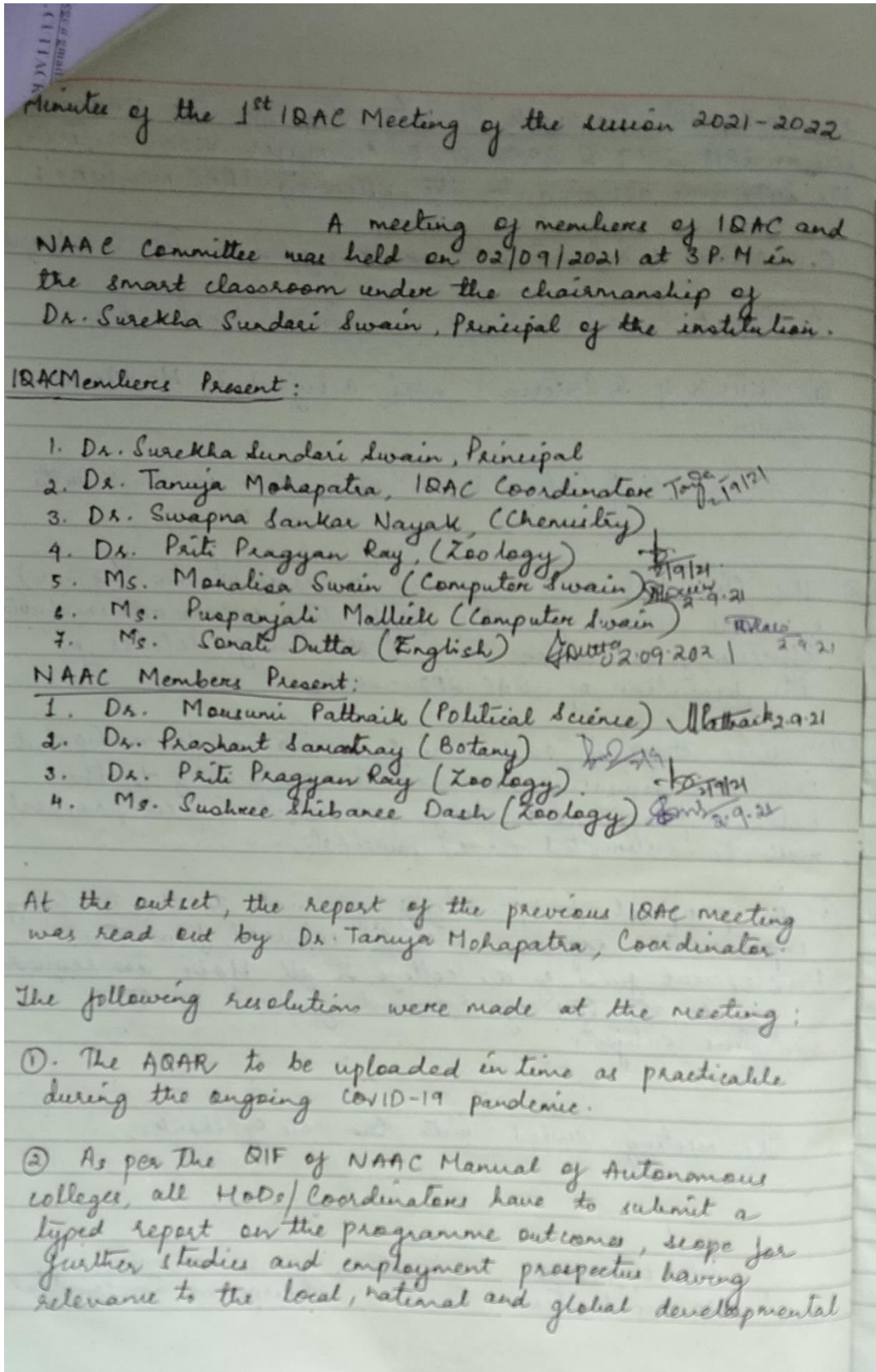

16.11.2020
Chairperson cum Principal



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needs of their respective subjects.

③ An academic audit committee to be constituted by teaching staff members to conduct academic audit in various Departments and submit their report to the Academic Bursar/Associate Academic Bursar who would then compile the academic audit report for further action.

④. The agenda for the National Seminar on "Quality Assurance in Higher Education and NAAC" to be held on 07/08/2021 was discussed. The National seminar on the topic "Quality Assurance and in Higher Education and NAAC" will be organized by Department of Computer Science in collaboration with IQAC, SBWAC. The Chief Guest of the National seminar will be Dr. Aparajita Choudhury, Hon'ble Vice Chancellor, R.D. Women's University, Bhubaneswar who has given her kind consent.

⑤ The agenda for the upcoming OSHEC Team member visit to the college on 08.09.2021 was duly approved by the committee.

The meeting ended with vote of thanks.

Tanuja Mahapatra
#02/9/2021
IQAC Coordinator

S.S. Das
29.09.21
Chairperson cum Principal



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Minutes of the 2nd IQAC Meeting of the session 2021-2022.

A meeting of members of IQAC and NAAC Committee was held on 18/09/2021 at 12.00 noon 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. Taniya Mahapatra, IQAC Coordinator *Taniya 18-9-21*
3. Dr. Swapna Sankar Nayak, (Chemistry) *Sw 18-9-21*
4. Dr. Priya Pragnya Ray (Zoology) *Priya 18-9-21*
5. Ms. Monalisa Swain (Computer Science) *Monalisa 18-9-21*
6. Ms. Puspanjali Mallik (Computer Science) *Puspanjali 18-9-21*
7. Ms. Sonali Dutta (English) *Sonali 18-9-21*

NAAC Members Present:

1. Dr. Mausumi Pattnaik (Political Science)
2. Dr. Prachant Kumar Samantary (Botany) *Prachant 18-9-21*
3. Dr. Priya Pragnya Ray (Zoology) *Priya 18-9-21*
4. Ms. Sushree Shubane Dash (Zoology). *Sushree 18-9-21*

At the outset, the report of the previous IQAC Meeting was read out by Dr. Taniya Mahapatra, Coordinator.

The following resolutions were read at the meeting.

1. The compliance report on last recommendation of NAAC Peer Team submitted to OSHEC, Govt. of Odisha was appraised by the NAAC Committee of the college. This was thoroughly discussed in the meeting and appreciated by the IQAC cell.



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The meeting ended with vote of thanks to the chair.

Tarja mahapatra
18.9.2021
IQAC Coordinator

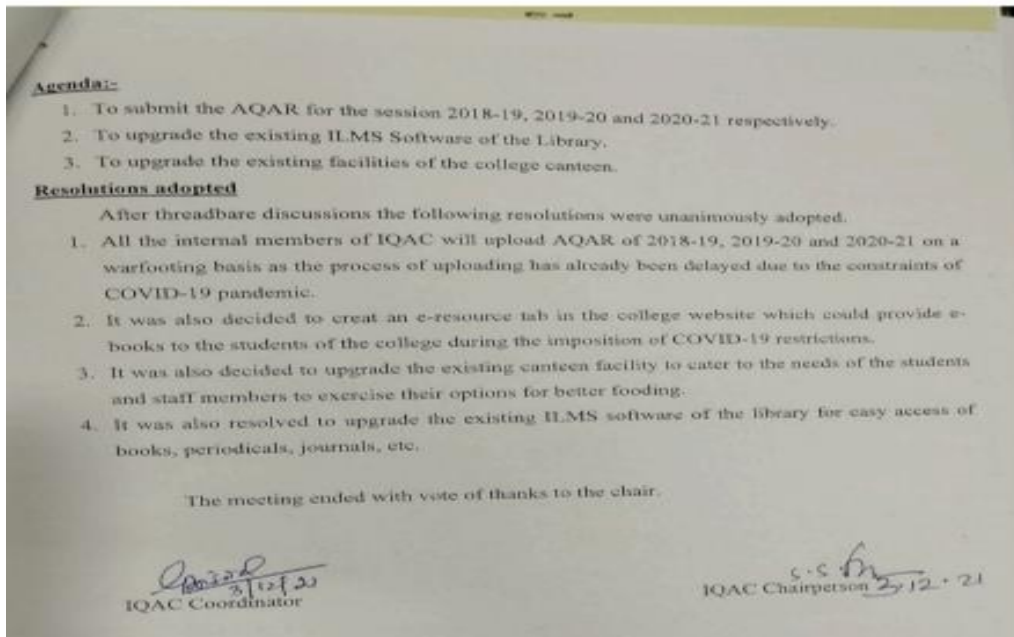
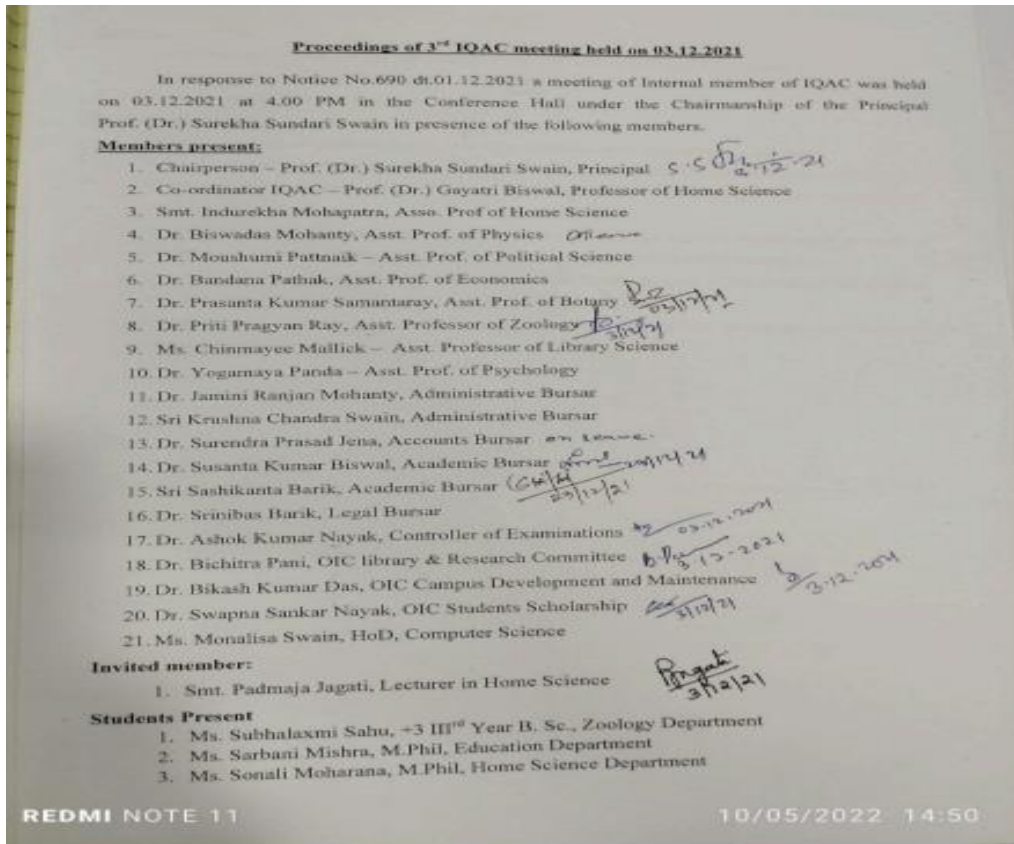
S.S. Singh
18.9.21
Chairperson cum Principal



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Proceedings of 4th IQAC Meeting held on 22/12/2021.

In response to Notice No. 811 dt. 21.12.2021 a meeting of the IQAC members (core committee) was held on 22/12/2021 at 3 P.M in the Conference Hall under the Chairmanship of the Principal Prof. (Dr.) Surekha Sundari Swain. Dr. (Prof.) Ranjan Kumar Bal, NAAC Expert and Assessor graced the meeting as the Chief speaker.

1. Chief speaker: (Prof.) Dr. Ranjan Kumar Bal - *Dr. Bal*
2. Chairman: Prof. Dr. Surekha Sundari Swain -
3. Coordinator: Prof. Dr. Gayatri Biswal - *Biswal 22/12/21*

Members Present:

1. Dr. Bichitra Pani, Asso. Prof. (Mathe) - *B. Pani 22/12/21*
2. Dr. Ashok Kumar Nayak, Asst. Prof. (Zoology) - *Ashok 22/12/2021*
3. Dr. Swapna Sankar Nayak, Asst. Prof. (Chemistry) - *Swapna 22/12/21*
4. Dr. Moushumi Pattnaik, Asst. Prof. (Pol. Sc.) - *M. Pattnaik 22.12.21*
5. Dr. Prasanta Kumar Samantaray, Asst. Prof. (Botany) - *P. Samantaray 22/12/21*
6. Dr. Priti Pragyan Ray, Asst. Prof. (Zoology) - *P. Ray 22/12/21*
7. Dr. Surendra Prasad Jena, Asst. Prof. (Mathe) - *S. Prasad 22/12/21*
8. Dr. Sashikanta Barik, Asst. Prof. (English) - *S. Barik 22/12/21*
9. Ms. Monalika Swain, Asst. Prof. (Comp. Sc) - *M. Swain 22/12/21*

Invited members:

1. Mr. Ansuman Maharana, English - *Ansuman 22/12/21*
2. Mrs. Priyanka Routray, DEO - *P. Routray 22/12/21*

Students Present:

1. Ms. Subhalaani Sahu, +3 IIIrd Year, B.Sc, Zoology Dept.
2. Ms. Sarbani Mishra, M.Phil, Education Dept.
3. Ms. Sonali Moharana, M.Phil, Home Sc. Dept.