

**IQAC Meeting No.: 01**

Date : 13 May, 2013  
Monday

Venue : Principal's Office

Time : 11 A.M.

All the members of IQAC are requested to attend the First Meeting of IQAC scheduled on 13 May, 2013 in the Principal's office at 11 A.M. The agenda for this Meeting is as follows :

**Agenda :**

1. Welcome to all members of IQAC by Chairperson.
2. The objectives considered under IQAC for development of the college for 2013-14.
3. Bring accountability in every aspects of functioning of IQAC.
4. Emphasis on curricular aspect.
5. Improve working condition and raise motivation level of its teaching.
6. Discussion on seeking proposals of UGC XII Plan.
7. Any other matter with permission of chair.

  
Co-ordinator, IQAC  
CO-ORDINATOR  
I.Q.A.C.

**Minutes of the Meeting 01****Dtd. : 13.05.2013**

The first meeting of IQAC was held on 13th May, 2013 at Principal's office at 11 A.M. under the chairmanship of the Principal Dr. Kabita Sarangi. Following members were present.

1. Dr. Kabita Sarangi, Principal	Chairperson
2. Mrs. Arati Kar, Reader	Member
3. Dr. Sumitra Das, Reader	Member
4. Dr. Swapna Pani, Reader	Member
5. Mr. Pradipta Kumar Mishra, Reader	Member
6. Mrs. Kalpana Mishra, Reader	Member
7. Dr. Sailabala Senapati	External Member
8. Dr. Jyotsna Mohanty	Co-ordinator, IQAC

**Minutes :**

- Principal Dr. Kabita Sarangi, welcomed all the nominated members of IQAC and special thanks to Dr. Sailabala Senapati, Ex-Principal, Ex-Syndicate members. University for acknowledging our assignment as an external member of IQAC.
- Dr. Jyotsna Mohanty, Co-ordinator IQAC, Mentioned the objective under IQAC for the session 2013-14. She also appraised ~~about~~ <sup>the</sup> plan of Action, Vision, Goals and Swot. IQAC will work on four factors.
- While discussing of accountability, members suggested that it is a need to sensitize the student and members of the staff about the vision and mission of the college. Dr. S. B. Senapati, Ext. member emphasized on introduction about IQAC in each and every function.
- Pradipta Kumar Mishra suggested that we can not change curricular aspect of the college. Because, it is a part of University curriculum, designed by the Board of Members. But we can emphasized on timely completion of courses.
- It was discussed to improve working condition and raise motivation level of teaching. So, teacher must come down to the level of student. All the non-teaching members of the staff must perform their duties with priorities.
- Proposal of UGC XII Plan as per Lr. No. 12/13-14 (XII Plan/ERO/10th April 2013) discussed.
- With the permission of the Chairperson following issues were discussed.
  - The members suggested that the college has to enhance infrastructural facilities.
  - Upgradation of science Laboratories.
  - Organization of more seminars, conferences and workshop.
  - Shifting of Library to newly constructed building and utilize it from the next academic year.

Hon'ble Principal expressed her feelings of satisfaction regarding action plan. She was requested, IQAC Committee members, particularly external members to visit the sites to see the progress. The meeting ended with vote of thanks by Dr. Jyotsna Mohanty by inviting full co-operation from the team.

*Jyotsna Mohanty*  
Co-ordinator, IQAC 13.5.13  
CO-ORDINATOR  
I.Q.A.C.

*Kabita Sarangi*  
Chairperson, IQAC 13.5.13  
Principal  
Kamala Nehru Women's College  
Unit-I, Bhubaneswar-751004

**IQAC Meeting No.: 02**

**Date : 22 August, 2013**

**Venue : Principal's Office**

**Time : 11 A.M.**

All the IQAC members are requested to attend the second Meeting of IQAC scheduled on **22 August, 2013** in the **Principal's office** at **11 A.M.** The agenda for this Meeting is as follows :

**Agenda :**

1. Confirmations of Minutes of previous meeting held on **13.05.2013**.
2. To apply SWOC analysis on faculty administration in institute.
3. IQAC Meeting objective - Academic Excellence to be discussed.
4. To discussion on "Common Minimum Standard"(CMS) provided by Dept. of Higher Education, for quality education.
5. Any other items with permission of chair.

  
Co-ordinator, IQAC 16/8/13  
**CO-ORDINATOR**  
**I.Q.A.C.**



## Minutes of the Meeting 02

The second Meeting of IQAC was held on **22nd August, 2013** at Principal's office at **11A.M.** under the chairmanship of the Principal Dr. Kabita Sarangi. Following members were present.

1. Dr. Kabita Sarangi, Principal	Chairperson
2. Mrs. Arati Kar, Reader	Member
3. Dr. Sumitra Das, Reader	Member
4. Dr. Swapna Pani, Reader	Member
5. Mr. Pradipta Kumar Mishra, Reader	Member
6. Mrs. Kalpana Mishra, Reader	Member
7. Dr. Sailabala Senapati	External Member
8. Dr. Jyotsna Mohanty	Co-ordinator, IQAC

### Minutes :

- Minutes of the previous meeting held on **13.05.2013** read by **Dr. Jyostna Mohanty, Co-ordinator, IQAC** and accepted by all the members.
- It was discussed that the SWOC analysis carried out for the Institution on the basis of existing facilities, infrastructure, management, student, staff and employees.

#### *Strength :-*

- ❖ Team spirit
- ❖ Dedicated, committed & qualified faculty.
- ❖ Teaching, Learning through innovative process.
- ❖ Active involvement of Non-Teaching staff for better Management.
- ❖ Better understanding among the Teacher - taught.

#### *Weakness :-*

- ❖ Limited autonomy for designing curricula.
- ❖ No autonomy for launching new Professional / Self - Financing Courses.
- ❖ Limited Land for future expansion of institution's construction activity.
- ❖ No space for playground.
- ❖ Web connectivity.

#### *Opportunities :-*

- ❖ No of students admitted in different U.G. Courses is increasing. It indicates that our institution can be developed as an education hub.

- ❖ There is a vast potential for opening of P.G. courses. So that the institution can be developed as an Research Centre.
- ❖ Involvement of students in co-curricular / Co-curricular activities.
- ❖ Talent optimization
- ❖ Surrounded by technical and professional college & University.
- ❖ Outreach Programmes undertaken by the college, which created self-less service among the students for the down trodden.
- ❖ Possibility of infrastructure optimization.

#### **Challenges :-**

- ❖ Resource mobilisation to cater to the growing needs of the institution.
- ❖ Launching Professional courses in the institution.
- ❖ The overall quality of institution has also improved considerably since NAAC accreditation. The institution is making serious efforts towards empowerment of women.
- ❖ Expansion of Library with study centre.
- ❖ To improve science education, we have a plan to construct separate science block.
- ❖ Capacity building for Teachers and Employees.
- ❖ Opening of B. Voc classes.

Co-ordinator (IQAC) has informed the honorable members regarding draft proformas for SWOC. During the current academic session the SWOC is proposed to be conducted for which co-operation of all stake holders (staff, Teaching, Non-teaching & student) is solicited.

3. Various objectives of the IQAC was discussed. It was unanimously decided that the first and foremost mission must be **"Quest for good result compared to Last year"**. The Committee members congratulate to the students who have excel in University examination.
4. **'Common Minimum Standard'** Provided by Dept. of Higher Education, for quality education discussed. Giving emphasis on Teaching Learning, evaluation process, Principal emphasized on maintenance of Teaching Plan and progress register. It was resolved that Teaching Plan for faculty needs to be effectively monitored by Head of the each departments. Teaching Plan need to be submitted by all faculties to their respective H.O.D.s at the beginning of the academic session.

The meeting ended with vote of thanks by **Dr. Jyotsna Mohanty**, Co-ordinator.

*Dr. Late*  
22.8.13  
**Co-ordinator IQAC**  
**I.Q.A.C.**

*Kabir- Sarangi*  
**Chairperson, IQAC**  
Kamala Nehru Women's  
Unit-I, Bhubaneswar  
22.8.13



**IQAC Meeting No.: 03**

**Date : 06 December, 2013**

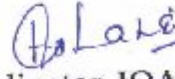
**Venue : Principal's Office**

**Time : 11 A.M.**

All the IQAC members are requested to attend the third Meeting of IQAC scheduled on 06 December, 2013 in the Principal's office at 11 A.M. The agenda for this Meeting is as follows :

**Agenda :**

1. Confirmations of Minutes of previous meeting held on 22nd August, 2013.
2. Discussion on Letter received from **Regional Directorate of Education (Ref.-6518/ dtd.04.12.13)** regarding submission of Institutional plan under RUSA project.
3. Review of activities as per Common Minimum Standard.
4. Any other items with permission of chair.

  
Co-ordinator, IQAC  
CO-ORDINATOR  
I.Q.A.C.  
11/12/13

## Minutes of the Meeting 03

The third Meeting of IQAC was held on **06th December, 2013** at Principal's office at **11A.M.** under the chairmanship of the Principal Dr. Kabita Sarangi. Following members were present.

1. Dr. Kabita Sarangi, Principal	Chairperson
2. Mrs. Arati Kar, Reader	Member
3. Dr. Sumitra Das, Reader	Member
4. Dr. Swapna Pani, Reader	Member
5. Mr. Pradipta Kumar Mishra, Reader	Member
6. Mrs. Kalpana Mishra, Reader	Member
7. Dr. Sailabala Senapati	External Member
8. Dr. Jyotsna Mohanty	Co-ordinator, IQAC

### Minutes :

- Minutes of the previous meeting held on **22.08.2013** read by **Dr. Jyotsna Mohanty, Co-ordinator, IQAC** and accepted by all the members.
- Discussion on Letter Ref. 6518/dt.04.12.2013 from R.D.E. regarding submission of Institutional plan under RUSA project.

Above Letter received from RDE : in connection with submission of Institutional Development Plan (IDP) under RUSA project was read by IQAC Co-ordinator. A committee was constituted to look after the proposal (IDP) under RUSA.

- Mrs. Kalpana Mishra, Co-ordinator, RUSA
- Dr. Jyotsna Mohanty, Co-ordinator, IQAC
- Mr. Pradipta Ku. Mishra, Prof. incharge Libray
- Mrs. Arati Kar, Accounts Bursar

It was resolved that co-ordinator, RUSA with consultation with other members will prepare the Draft proposal latest by **20th December, 2013** and the final proposal must be submitted to RUSA by **28th of December - 2013**.

- Review of activities as per Common Minimum Standard.

Common Minimum Standard guideline already discussed in **22.08.2013**. Review of CMS was made on following Areas.

- Admission Process** - Admission process strictly adhere to e-admission and as per schedule.

- b- **Commencement of Classes** - As per timeline.
- c- **College Student Union** - As per Govt. notification.
- d- **Test Examination** - As per Govt. notification.
- e- i) **Lesson Plan cum Register** - Lesson Plan is being prepared as per the syllabus / units allotted to respective teachers.  
 ii) **Individual Lesson Plan - cum - Register** was maintained by each Teacher and Counter Signed by Principal on every month.
- f- Students attendance properly maintained.
- g- Departmental seminar on Hons. Subjects conducted regularly. The students participate and presented their paper either through ORAL or PPT. Each dept. maintained seminar register.
- h- Steps have been taken to increase infrastructure specially classroom and Laboratory.
- i- Time schedule for work of ministerial staff reviewed as per 'SANKALP'.
- j- The college have following committees.
  - a) Development Committee
  - b) Purchase Committee
  - c) Academic Committee
  - d) Discipline Committee
- k- Cash Book and DCR maintained properly.
- l- College organized Annual Sports, Annual Cultural week, Essay/Debate competition.
- m- Distribution of extra and co-curricular activities to teaching staff.
- n- Instituted of Sexual Harassment Cell, Career Counseling Cell
- o- College received regularly UGC grant and UC has been submitted after utilization of amount.

The meeting ended with vote of thanks by Dr. Jyotsna Mohanty, Co-ordinator.

*Dr. Jyotsna Mohanty*  
 6/12/13  
 Co-ordinator, IQAC  
 CO-ORDINATOR  
 I.Q.A.C.

*Kabita - Sarangi*  
 6.12.13  
 Chairperson, IQAC  
 Principal  
 Kamala Nehru Women's College  
 Unit-I, Bhubaneswar-751009

*Dr. K. R.*  
 6-12-13



### **IQAC Meeting No.: 04**

**Date : 20 March, 2014**

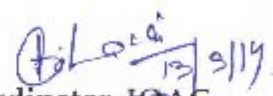
**Venue : Principal's office**

**Time : 11 A.M.**

All the IQAC members are requested to attend the fourth Meeting of IQAC scheduled on **20 March, 2014** in the **Principal's office** at **11 A.M.** The agenda for this Meeting is as follows :

#### **Agenda :**

1. Confirmations of Minutes of previous meeting held on **06.12.2013**.
2. Presentation of perspective plan in view of (RUSA) submitted on **28.12.2013** by Co-ordinator RUSA project.
3. Discussion on opening of College Website.
4. Training on non-teaching staff regarding office procedure and maintenance.
5. Discussion on specific objectives and expected result for action plan 2014-15.
6. Any other items with permission of chair.

  
Co-ordinator IQAC  
CO-ORDINATOR  
I.Q.A.C.

## Minutes of the Meeting 04

The fourth Meeting of IQAC was held on **20th March, 2014** at **Principal's office** at **11A.M.** under the chairmanship of the Principal Dr. Kabita Sarangi. Following members were present.

1. Dr. Kabita Sarangi, Principal	Chairperson
2. Mrs. Arati Kar, Reader	Member
3. Dr. Sumitra Das, Reader	Member
4. Dr. Swapna Pani, Reader	Member
5. Mr. Pradipta Kumar Mishra, Reader	Member
6. Mrs. Kalpana Mishra, Reader	Member
7. Dr. Sailabala Senapati	External Member
8. Prof. L. D. Maharana	External Member
9. Dr. Jyotsna Mohanty	Co-ordinator, IQAC

### Minutes :

1. Minutes of the previous meeting held on **06.12.2013** read by **Dr. Jyostna Mohanty, Co-ordinator, IQAC** and accepted by all the members.
2. Perspective plan for Institutional Development under RUSA presented by Co-ordinator RUSA. Following strategic plan was discussed.
  - a- **Infrastructure :** under Infrastructure plan following aspects were discussed.
    - i- Separate science Block to be constructed to improve the quality of science teaching.
    - ii- Expansion of science Laboratories : As the present set up of science Laboratory is inadequate to meet the demands of the student, so proposal already submitted to RUSA to provide necessary equipments and to make ancillary arrangement for students.
    - iii- Smart class Room is required to modernize our Class rooms with latest teaching aid and audio visual aids. In this connection proposal submitted to RUSA.
    - iv- Though we have a reasonable collection of quality books for the students, there is a need to add more number of books in different Hons. Subjects. Besides reading room required to extend to accommodate more number of student and staff. Keeping this in mind proposal submitted to RUSA.

Besides following aspects were also include in IDP.

- ❖ Wi-Fi campus
- ❖ Requirement of staff quarters.



- ❖ Advance Research Laboratory for research work.
  - ❖ Capacity building for Teachers and Non-Teachers.
  - ❖ Skill development programmes for students.
  - ❖ Centre for English Language training.
  - ❖ Introduction of Vocational Courses.
3. Discussion was made on opening of college website from the academic session 2014-15. Principal appraised members of IQAC, that the process is already started. Quotation Call notice already issued. Interested firms submitted their details. Members of IQAC requested principal to expediate the matter before sending LOI, because College must have a website for online application of LOI.
  4. Discussion was made to depute non-teaching staff for Accounts Training organized by Madhusudan Academy of training Govt. of Orissa. Administrative Bursar and Accounts Bursar requested Principal to depute Non-teaching staff one after another. Head Clerk, DEO, Bill Clerk already underwent HRMs training.
  5. Specific objectives and expected results for Action Plan 2014-15 discussed. IQAC activities for the next academic year for listing of Annual Quality Assurance Report (AQAR) mainly deals with plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement. Co-ordinator IQAC was authorized to draft AQAR for - 2014-15, in consultation with members of IQAC.
  6. With the permission of the Chair person the members suggested that the collection of student Feed Back systems needs to be assessed in true spirit. It is suggested that measures should be taken to collect student feed back after 4 month of commencement of Regular Classes. For assessment of present system of collection of students Feed Back, a Committee may be constituted.

Co-ordinator **Jyotsna Mohanty** expressed her heartfelt thanks to all the members for their helping and support. The meeting enclosed with a vote of thanks.

*(Signature)*  
 Co-ordinator, IQAC  
 CO-ORDINATOR  
 I.Q.A.C.

*(Signature)*  
 Chairperson, IQAC  
 Principal  
 Kamala Nehru Women's College  
 Unit-I, Bhubaneswar-751009  
 20.3.14





