



INTERNAL QUALITY ASSURANCE CELL

Minutes of First Meeting : 05.07.2019

The first meeting of the IQAC was held at 3 .15pm on 05.07.2019 in the principal's chamber. The following members attended the meeting.

1. Mrs Puspalata Dash, Principal-Chairperson *P Dash*
2. Mrs Rajashree Mohapatra-Member *Rajashree Mohapatra*
3. Mrs Basanti lata Dash-Member *B. Dash*
4. Mrs Puspita Mohanty -Member *P. Mohanty*
5. Dr. Bidyutprava Mishra - Member *B. Mishra*
6. Mrs Minakhi Bala Mishra- Programme Coordinator *Minakhi Mishra*
7. Sri Godavarish Sahoo - External member *Godavarish Sahoo*
8. Priyambada Mahapatra- Alumni Member *Priyambada Mahapatra*
9. Ranjita Panda – Student's Member *Ranjita Panda*
10. Dr. Krupasindhu Karan- Coordinator, IQAC. *Krupasindhu Karan*

At the outset, Chairperson Mrs Puspalata Dash welcomed the members to its first meeting. She put forth hope and aspiration to improve the quality of work culture in the institute through IQAC in the coming days. IQAC co-ordinator presented before the committee members the vision, mission, strategies ,major functions, benefits of IQAC as reflected in UGC guidelines. The following points were discussed.

1. To work out the mechanism for ensuring timely, efficient, periodic and progressive performance of academic activities e.g Time table, lesson plan & Progress registers, Teacher's Diary, Departmental Progress register, Teacher's profile and Departmental Annual Report.
2. It was decided by the chairperson to form internal academic audit committee and to conduct the internal academic audit of all departments within the month of January.
3. To organize Self-Defence training programme .
4. To take step for external academic audit and to prepare the guidelines for the same.
5. To observe all National and other important days.
6. To form a Result Analysis Team to analyse the previous year's result and to take steps accordingly.
7. To introduce Tailoring as the newly added certificate course.
8. To arrange a Training programme on Acrylic paints and embroidery .
9. To instruct teachers to attend seminars, workshops, Faculty development programmes, Capacity building programme etc.
10. To establish a personal counselling centre in the department of psychology.

Lastly, it was unanimously resolved to execute above cited points within due time. The meeting was ended with vote of thanks by coordinator, IQAC.

Krupasindhu Karan
05.07.2019
Co-ordinator, IQAC
Nayagarh Prajamandal
Mahila Degree Mahavidyalaya
N.P.M.M.
Nayagarh, Odisha

Puspalata Dash
Principal
05.07.19
N. P. M. Mahavidyalaya
N.P.M.M. Nayagarh
Nayagarh.

NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA, NAYAGARH, Odisha



INTERNAL QUALITY ASSURANCE CELL

Minutes of Second Meeting : 20.09.2019

The second meeting of the IQAC was held at 3 .15pm on 20.09.2019 in the principal's chamber. The following members attended the meeting.

1. Mrs Pusalata Dash, Principal-Chairperson *P. Dash*
2. Mrs Rajashree Mohapatra-Member *Rajashree Mohapatra*
3. Mrs Basanti lata Dash-Member *B. Dash*
4. Mrs Puspita Mohanty -Member *P. Mohanty*
5. Dr.Bidyutprava Mishra - Member *B. Mishra*
6. Mrs Minakhi Bala Mishra- Programme Coordinator *Minakhi Bala Mishra*
7. Sri Godavarish Sahoo - External member *Godavarish Sahoo*
8. Priyambada Mahapatra- Alumni Member *Priyambada Mahapatra*
9. Dr.Krupasindhu Karan- Coordinator, IQAC *K. Karan*

At the outset, Chairperson Mrs Pusalata Dash welcomed all the members .IQAC coordinator read out previous meeting's plan and its implementation made so far and informed that Internal Academic Audit Committee, Feedback Committee, Value Education Cell and Result Analysis Team were constituted. The new certificate course "Tailoring" was introduced. The personal counselling centre was established in the department of psychology.

Again the following points were discussed.

1. To organize career counselling programmes .
2. To enhance the teaching learning system, importance should be given to PPT classes.
3. To activate the research committee and to involve students for interdisciplinary projects and to encourage faculties for publications.
4. To prepare proctorial and mentorship class details by all the departments.
5. On the basis of report of Result Analysis Team, it was decided that each department must conduct monthly test, Teachers must interact with students orally after each class and conduct group discussion on a particular topic related with syllabus.
6. To organize Environment awareness programmes.
7. To organize a health awareness programme, particularly on gynecological problems in teenagers.
8. To distribute the feedback forms to all the departments and to collect it within January.

Lastly ,it was unanimously resolved to carry out all the above cited points to be executed sincerely. The meeting was ended with vote of thanks by coordinator, IQAC.

K. Karan
20.09.2019
Coordinator, IQAC
Co-ordinator, IQAC
Nayagarh Prajamandal
Mahila Degree Mahavidyalaya
N.D.M.M.
Nayagarh, Odisha

Pusalata Dash
20-9-19
Principal
N. P. M. Mahavidyalaya
N.P.M.M. Nayagarh
Nayagarh.

NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA, NAYAGARH, Odisha



INTERNAL QUALITY ASSURANCE CELL

Minutes of Third Meeting : 22.11.2019

The third meeting of the IQAC was held at 3.15 pm on 22.11.2019 in the principal's chamber. The following members attended the meeting

1. Mrs Puspallata Dash, Principal-Chairperson *P. Dash*
2. Mrs Rajashree Mohapatra-Member *Rajashree*
3. Mrs Basanti lata Dash-Member *B. Dash*
4. Mrs Puspita Mohanty -Member *P. Mohanty*
5. Dr. Bidyutprava Mishra - Member *B. Mishra*
6. Mrs Minakhi Bala Mishra-Programme Coordinator *M. Mishra*
7. Sri Godavarish Sahoo - External member *S. Sahoo*
8. Priyambada Mahapatra- Alumni Member *P. Mahapatra*
9. Dr. Krupasindhu Karan- Coordinator, IQAC *K. Karan*

At the outset, Chairperson Mrs Puspallata Dash welcomed all the members. IQAC coordinator read out the proceedings of the previous meeting held on 20.09.2019 and informed about the organization of

- i) Health awareness programme by Dr. Minaketan Baliarsingh, Gynecologist on 22.09.2019.
- ii) A programme on "Wild life conservation of balancing ecosystem" by Dr. H.D Dhanraj, I.F.S on 21.11.2019 .
- iii) Two career counselling programmes by the Career Counseling Cell (CCC) on Career counselling/ career option in Govt. sector 3 on 31.10.2019 and 19.11.2019 .

Again the following points were discussed.

1. To organize an alumni meet.
2. To conduct Athletic Meet and Annual function .
3. The members put the proposal to honour the teachers with a "certificate of appreciation" for their achievements in the Annual function.
4. To arrange a inter disciplinary seminar on the occasion of Sequicentinal birth anniversary of M.K Gandhi.
5. To organize an awareness programme on Child Rights.
6. To organize workshop on "Recycling of waste materials."
7. To take steps for publication of college magazine "Srotoswini" & wall magazine "Mandakini".
8. To organize a camp in the near by orphanage under the best practice of the college.

Lastly, it was unanimously resolved to carry out all the above cited points to be executed as early as possible. The meeting was ended with vote of thanks by coordinator, IQAC.

[Signature]
22-11-2019
Co-ordinator, IQAC
Nayagarh Prajamandal
N.P.M.M.
Mahila Degree Mahavidyalaya
Nayagarh

[Signature]
22-11-19
Principal
N.P.M. Mahavidyalaya
Nayagarh.



INTERNAL QUALITY ASSURANCE CELL

Minutes of fourth Meeting : 21.02.2020

The fourth meeting of the IQAC was held at 3 .15pm on 21.02.2020 in the principal's chamber. The following members attended the meeting.

1. Mrs Rajashree Mohapatra, Principal-Chairperson *Rajashree Mohapatra*
2. Mrs Basanti lata Dash-Member *Basanti Dash*
3. Mrs Puspita Mohanty –Member *Puspita Mohanty*
4. Mrs. Sakila Jamal - Member *S. Jamal*
5. Dr. Bidyutprava Mishra – Member *Bidyut Mishra*
6. Mrs. Krishna Kumari Dash, Member *K. Dash*
7. Mrs Minakhi Bala Mishra- Programme Coordinator *Minakhi Mishra*
8. Priyambada Mahapatra- Member *Priyambada Mahapatra*
9. Subhalaxmi Dora –student member *Subhalaxmi Dora*
10. Dr. Krupasindhu Karan- Coordinator, IQAC *Krupasindhu Karan*

At the beginning ,Chairperson Mrs Rajashree Mohapatra welcomed all the members and expressed her satisfaction over the whole hearted cooperation of members for activities done by the IQAC. Then IQAC coordinator informed about the activities performed by the cell. Then following points were discussed:

- 1.Review of Internal academic audit took place & all departmental audit reports were submitted to the chairperson.
2. Analysis of feedbacks from all the stakeholders took place. It was decided to take steps for installation of another water purifier, construction of more bathrooms, framing of ramps, providing computers to other departments, purchasing more sports equipments, appointing more faculties.
- 3.To prepare academic calendar for the session 20-21 & to provide it to the students at the time of admission.
4. To prepare annual budget in the beginning of the session 20-21.
5. To prepare question bank on CBCS pattern and to circulate it among the students and prepare them accordingly.
6. To organize a health awareness programme in the near by village under the best practice of the college.

Lastly, it was unanimously resolved to carry out all the above cited points to be executed positively. The meeting was ended with vote of thanks by coordinator, IQAC.

Krupasindhu Karan
21.02.2020
Coordinator, IQAC
N.P.M.M. Prajamandal
Mahila Degree Mahavidyalaya
Nayagarh, Odisha

Rajashree Mohapatra
21/02/2020
Principal
N.P.M.M, Nayagarh

**NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,
NAYAGARH, ODISHA**

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Action taken report of the 1st IQAC meeting dated-05/07/2019

Sl No.	Plan of action	Action taken																																
01.	To conduct internal academic audit of all the departments in the month of January.	Internal academic team was constituted on 05.07.2019 . Internal academic audit of all the Nine departments were conducted on 03.03.2020, 04.03.2020 and 05.03.2020 .																																
02.	To organize self defence programme	Self Defence training programme was organized on 06.11.2019 to 19.11.2019 by NSS wing. 360 students were trained.																																
03.	To constitute Result Analysis Team (RAT) to analyse the previous year's result.	Result analysis team was constituted on 10.07.2019.																																
04.	To constitute Feed back analysis team(FAT)	Feed back analysis team was constituted on 10.07.2019.																																
05.	To establish Personal counselling centre in the department of Psychology to counsel students.	Personal counselling centre was established in the department of Psychology on 10.07.2019 headed by Mrs. Puspita Mohanty, Reader in Psychology and other members.																																
06	To introduce Tailoring in the certificate course.	Tailoring certificate course was implemented. MoU was signed with M/S KAMALINI EMBROIDERY, APPIQUE & DRESS MAKING UNIT, Nayagarh on 17.07.2019.																																
07	Observance of Important Days	<ol style="list-style-type: none"> 1. Foundation day was celebrated on 02.07.2019 in the Conference Hall. All the members of staff were present. 2. 75th Independence Day celebrated on 15.08.2019. A civilian troop of N.P.M.M participated on District level parade 																																
08	To conduct four seminars in all departments throughout the year	<p>1st seminar of the session was conducted by the all the departments as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>02.08.2019</td> <td rowspan="2">Sanskrit</td> <td>Hittopadeshasya mahatwam</td> </tr> <tr> <td>26.08.2019</td> <td>Bidyayaha Mahatwam</td> </tr> <tr> <td>16.09.2019</td> <td rowspan="2">Odia</td> <td>Ramya Ramayani Katha</td> </tr> <tr> <td>17.07.2019</td> <td>Odia kabitaras sharstha krantikari Sachi Routray</td> </tr> <tr> <td>21.08.2019</td> <td>Odia</td> <td>Pradip Dashnka "ihanga" eka patikaraka galpa</td> </tr> <tr> <td>18.09.2019</td> <td>History</td> <td>Impact of Buddhism and Jainism to Indian culture</td> </tr> <tr> <td>05.08.2019</td> <td rowspan="2">Economics</td> <td>Budget in India 2019</td> </tr> <tr> <td>19.09.2019</td> <td>Article 370 and its economic consequences</td> </tr> <tr> <td>05.09.2019</td> <td>Pol. Sc.</td> <td>Important of Article 870 e-governance</td> </tr> <tr> <td>30.10.2019</td> <td rowspan="2">Odia</td> <td></td> </tr> <tr> <td>11.08.2019</td> <td>Rajkishore Pattanaiknka ghasa eka pratikaraka galpa</td> </tr> </tbody> </table>	Date	Department	Topic	02.08.2019	Sanskrit	Hittopadeshasya mahatwam	26.08.2019	Bidyayaha Mahatwam	16.09.2019	Odia	Ramya Ramayani Katha	17.07.2019	Odia kabitaras sharstha krantikari Sachi Routray	21.08.2019	Odia	Pradip Dashnka "ihanga" eka patikaraka galpa	18.09.2019	History	Impact of Buddhism and Jainism to Indian culture	05.08.2019	Economics	Budget in India 2019	19.09.2019	Article 370 and its economic consequences	05.09.2019	Pol. Sc.	Important of Article 870 e-governance	30.10.2019	Odia		11.08.2019	Rajkishore Pattanaiknka ghasa eka pratikaraka galpa
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Puspita Mohanty

Chairperson, IQAC
N.P.M.M. Nayagarh

Principal
**N. P. M. Mahavidyalaya
Nayagarh.**

**NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,
NAYAGARH, ODISHA**

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Action taken report of the 2nd IQAC meeting dated-20/09/2019

Sl No.	Plan of action	Action taken												
01.	To organize career counselling programme	A seminar on career counselling programme/ career option in Govt. sector was organized by the career counselling cell on 31.1.2019 and. 2. Career counselling programme was organized on 19.11.2019 by the United school of Business Management. 3. The career counselling cell (CCC) organized a seminar on "Role of information technology" and "Impact of yoga" on 29.02.2020. The resource persons from KIIT University, Bhubaneswar were present in the programme												
02.	To conduct Environmental Awareness programme	1. A seminar on wildlife conservation of balancing eco system was organized on 21.11.2019. 2. Swachha Baharat Programme was organized by NSS 3. Swachhata Pakwada was organized by NSS & YRC & Eco Club on 04.12.2019												
03.	To organize health awareness programme	A health awareness programme on "Gynaecological problems in teenagers" by Dr. Menaketan Baliarsingh was organized on 22.09.2019.												
04.	To conduct monthly test, group discussion in departments.	Monthly test in every department was conducted after completion of 1 unit. Group discussions on a particular topic related to syllabus were also held in every department.												
05.	To organise parents teachers' meet	Parent-Teacher meet was organized 1. +3 1 st Year – 07.09.2019 2. +3 2 nd Year – 14.09.2019 3. 3 rd Year – 21.09.2019												
06.	Days of observance	1. Vigilance awareness week was observed from 28.10.2019 to 02.11.2019 2. Rastriya Ekta Diwas was celebrated on 31.10.2019												
07.	Departmental Seminars.	<table border="1"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>02.11.2019</td> <td>Economics</td> <td>Tragedy of unemployment in India</td> </tr> <tr> <td>30.10.2019</td> <td>History</td> <td>Development of literature during Gupta Period</td> </tr> <tr> <td>05.11.2019</td> <td>English</td> <td>Waiting for Godot.: An Absurd play</td> </tr> </tbody> </table>	Date	Department	Topic	02.11.2019	Economics	Tragedy of unemployment in India	30.10.2019	History	Development of literature during Gupta Period	05.11.2019	English	Waiting for Godot.: An Absurd play
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Baspa lata Jash

Chairperson, IQAC
N.P.M.M. Mahavidyalaya
Nayagarh.


**NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,
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Action taken report of the 3rd IQAC meeting dated-22.11.2019

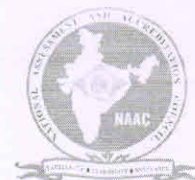
Sl No.	Plan of action	Action taken															
01.	To conduct alumni meet in which alumni association to be formed.	Alumni meet was organized on 02.02.2020 in the College Conference Hall. Alumni association was formed with President, Secretary, treasurer and 3 other members.															
02.	To conduct annual athlete meet and annual function	Athletic meet was held on 18.12.2018 & 19.12.2018 Annual function was held on 07.01.2020															
03.	Days of observance	<ol style="list-style-type: none"> 1. World AIDS Day was organized by Youth Red Cross and Red Ribon Club on 01.12.2019. A rally was conducted in the morning from college campus to DHH, Nayagarh. 2. Human Rights Day was observed on 10.12.2019 by the Deptt. Of Pol. Sc. 3. Road Safety week was organized by YRC and NSS from January 11 to January 17, 2020. 4. National Youth Day was celebrated on 12.01.2020. A seminar on "Philosophy on Vivekananda" was held. 5. National Girl child day was celebrated on 24.01.2020. 6. 10th National Voters day was celebrated on 25.01.2020 by YRC and NSS. 7. 70th Republic Day was observed on 26.01.2020. 															
04.	To take steps for publication of college magazine "Srotoswini" and wall magazine " Mandakini"	Poems, Articles were collected from students and selected articles were reflected in the wall magazine " Mandakini" .															
05.	To arrange a seminar on the occasion of Sequicentennial birth anniversary of M.K. Gandhi.	A seminar was organized on 17.01.2020															
06.	Seminars conducted	<table border="1"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>18.12.2019</td> <td>English</td> <td>"All for love" as a heroic tragedy.</td> </tr> <tr> <td>26.11.2019</td> <td>Political Science</td> <td>Mahatma Gandhi as father of Indian Nation & Dr. B.R. Ambedkar as father of Indian Constitution</td> </tr> <tr> <td>10.12.2019</td> <td>Political</td> <td>UN and Human rights</td> </tr> <tr> <td>25.01.2020</td> <td>Science</td> <td>EVM and VV PAT</td> </tr> </tbody> </table>	Date	Department	Topic	18.12.2019	English	"All for love" as a heroic tragedy.	26.11.2019	Political Science	Mahatma Gandhi as father of Indian Nation & Dr. B.R. Ambedkar as father of Indian Constitution	10.12.2019	Political	UN and Human rights	25.01.2020	Science	EVM and VV PAT
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25.01.2020	Science	EVM and VV PAT															


 Chairperson, IQAC
 N.P.M. Mahavidyalaya
 N. P. M. Mahavidyalaya
 Nayagarh.

NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,
NAYAGARH, ODISHA

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Action taken report of the 4th IQAC meeting dated-21/02/2020

Sl No.	Plan of action	Action taken
01.	Review of internal academic audit	Internal academic audit was held in all departments by IQAC on 03.03.2020, 04.03.2020, 05.04.2020. All the observations were discussed by the members.
02.	Analysis of feedback forms collected from the five stake holders	Properly filled in feedback forms were collected from the students, Parents, Teachers, Alumni and Employers in offline mode. The feedbacks were analysed. Suggestions from Parents and Teachers were noted down and IQAC decided to take steps for its implementation.
03.	Question Banks	All departments prepared question banks and circulated among the students.
04.	Days of observation	<ul style="list-style-type: none">• National Girl Child day was observed on 24.01.2020• National Voters' Day was observed on 25.01.2020• Biswa Matrubhasa diwasa was celebrated on 21.02.2020• International Woman's Day was celebrate on 08.03.2020

Chairperson, IQAC
N.P.M.M, Nayagarh

Principal
N. P. M. Mahavidyalaya
Nayagarh.