



Internal Quality Assurance Cell (IQAC)

Minutes of First IQAC Meeting Date: 22.06.2018

A meeting of IQAC was held at 11.30am on 22.06.2018 in Principal's chamber to discuss the following Points. The meeting was chaired by the Principal and the following members of IQAC attended the meeting.

At first the chairperson put the proposal to discuss the Report of NAAC cycle-1. The IQAC coordinator read out the Report in brief. Thereafter following points were discussed :

- Preparation of Academic Calender for the session 2018-2019.
- Enhancing academic development through extra classes, proctorial classes, mentorship classes.
- Skill development, certificate courses and value -added courses will be introduced.
- Observance of college Foundation day, National Girl Child Day, International Women's Day, National Voter's day and other important days must be organized.
- Seminars will be organized in all the departments inviting state or national level Resource persons. At least 4 seminars in each departments in this year.
- All the departments will conduct all the proctorial and mentorship classes sincerely and submit the report to IQAC on/before March.
- To organize various activities with a view to inculcating ethical & moral values in both the faculties and the students .

Member Present:-

1. Mrs. Puspalata Dash, Principal, Chairperson. *P. Dash*
2. Mrs Rajashree Mohapatra, Reader in English. *Rajashree*
3. Mrs Basanti lata Das, Senior Lecturer in History *B. Das*
4. Mrs Puspita Mohanty, Senior Lecturer in Psychology. *P. Mohanty*
5. Dr. Biduyt Prava Mishra, Lecturer in Odia. *B. Mishra*
6. Mrs Indira Devi, Librarian *I. Devi*
7. Mrs Sakila Jamal, Senior Lecturer in Odia *S. Jamal*
8. Sri Suman Kumar sahoo, Member, Governing Body. *S. Sahoo*
9. Priyambada Mahapatra, Alumni *Priyambada Mahapatra*
10. Miss Rasmita Pattanaik, +3 2<sup>nd</sup> year, Arts *Rasmita Pattanaik*
11. Jyotirmayee Parida, +3 3<sup>rd</sup> year Arts. *Jyotirmayee Parida*
12. Dr Aditya Kumar Mishra, Co-ordinator, IQAC. *A. Mishra*

Lastly, It was unanimously resolved to execute the above cited points within due time.

The meeting was ended with vote of thanks by the Co-ordinator, IQAC.

*Aditya Kumar Mishra*  
Co-ordinator, IQAC  
N.P.M.M  
22/6/18

Coordinator, IQAC  
Nayagarh Prajamandal  
Mahila Degree Mahavidyalaya  
Nayagarh, Odisha

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



Internal Quality Assurance Cell (IQAC)

Minutes of Second IQAC Meeting Date: 12.09.2018

A meeting of IQAC was conducted at 3.30pm on 21.09.2018 in IQAC Cell with the principal on chair.

At the outset, Mrs Puspallata Dash, Principal welcomed the members and expressed her happiness over on the initiatives taken by IQAC. IQAC co-ordinator informed about the introduction of Yoga and Photoshop in computer education under Certificate course programme. Following members attended the meeting to discuss the following proposals.

1. Proposal to allow the teachers to attend conferences (State, National, international), orientation programmes, refresher course, workshop and Seminars.
2. Proposal to organize motivational session for blood donation camp and organize blood donation camp.
3. Proposal to organize career counselling programme.
4. To provide feedback forms to the 5 stake holders in the 1<sup>st</sup> week of November and to collect from them to analyse before 30.11.18.
5. To arrange study tour -cum-picnic.
6. To prepare MoU with a nearby college for faculty exchange programme.
7. To buy more reference books.

The following members were present in the meeting.

Members Present

1. Mrs Puspallata Dash, Chairperson *P.Dash*
2. Mrs Rajashree Mohapatra, Reader in English. *Rajashree*
3. Mrs Basanti lata Das, Senior Lecturer in History *Basanti*
4. Mrs Puspita Mohanty, Senior Lecturer in Psychology. *P. Mohanty*
5. Dr. Biduyt Prava Mishra, Lecturer in Odia. *BPM*
6. Mrs Indira Devi, Librarian *Indira*
7. Shri Godabarisha Sahoo, Former President, Rotary Club, Nayagarh *Godabarish Sahoo*
8. Mrs Sakila Jamal, Senior Lecturer in Odia *S. Jamal*
9. Priyambada Mahapatra, Alumni *Priyambada Mahapatra*
10. Jyotirmayee Parida, +3 3<sup>rd</sup> year Arts. *Jyotirmayee Parida*
11. Dr. Aditya Kumar Mishra, Co-ordinator, IQAC. *Aditya*

Lastly, It was unanimously resolved to execute the above cited points as early as possible.

The meeting was ended with vote of thanks by the Co-ordinator, IQAC.

*Aditya Kumar Mishra*  
Co-ordinator, IQAC  
N.P.M.M *12/9/18*  
**Coordinator, IQAC**  
Nayagarh Prajamandal  
Mahila Degree Mahavidyalaya  
Nayagarh, Odisha

*Puspallata Dash*  
Principal  
**N. R. M. Mahavidyalaya**  
N.P.M.M., Nayagarh  
Nayagarh.



**Internal Quality Assurance Cell (IQAC)**

**Minutes of Third IQAC Meeting Date: 21.12.2018**

A meeting of IQAC was conducted at 3.30p.m. on 21.12.2018 in the IQAC Cell with the principal in the on chair.

IQAC co-ordinator read out the report of career counselling programme and inform that all feedback forms distributed to the nine departments.

Following members attended the meeting to discuss the followings:

1. The new format of AQAR as per Revised Accreditation Framework (RAF) was discussed.
2. To organize a health awareness programme.
3. To arrange a training programme for e-filing of Income Tax Returns.
4. To arrange an awareness programme on cyber crime.
5. Smooth conduct of Annual function and Athletic meet. To motivate students for their active participation in different culutural programmes.
6. To arrange Alumni meet and Parent-Teacher meet.
7. To organize a health awareness programme near by village under the best practice of the college.

**Members Present**

- 1 Mrs. Puspalata Dash, Principal, Chairperson. *P. Dash*
2. Mrs Rajashree Mohapatra, Reader in English. *Rajashree*
3. Mrs Basanti lata Das, Senior Lecturer in History *Basanti*
4. Mrs Puspita Mohanty, Senior Lecturer in Psychology. *P. Mohanty*
5. Dr. Biduyt Prava Mishra, Lecturer in Odia. *B. Mishra*
6. Mrs Indira Devi, Librarian. *Indira*
7. Mrs Sakila Jamal, Senior Lecturer in Odia. *S. Jamal*
8. Priyambada Mahapatra, Alumni. *Priyambada Mahapatra*
9. Sri Godavarish Sahoo, Former President, Rotary Club, Nayagarh, Industrialist. *Godavarish Sahoo*
10. Dr Krupasindhu Karan, Co-ordinator, IQAC. *K. Karan*

Lastly, It was unanimously resolved to execute the above cited points as early as possible.

The meeting was ended with vote of thanks by the Co-ordinator, IQAC.

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

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



Internal Quality Assurance Cell (IQAC)

Minutes of Fourth IQAC Meeting Date: 22.03.2019

A meeting of IQAC was convened at 3.30P.M. on 22.06.2018 in Principal's chamber to discuss the following Points. The meeting was chaired by the Principal and the following members of IQAC attended the meeting.

IQAC co-ordinator informed about the health awareness programme on Cancer and about counselling workshop. He also informed about the Legal literacy programme on cyber crime and success of the study tour at Dhableswar, Cuttack and picnic at Jaydevbatika, BBSR held on 17.02.2019.

The following points were discussed.

1. Details of Proctorial and mentorship classes, coverage of Syllabus received from each department.
2. Tips were given to each departments to prepare question bank and to take extra classes for revision of the syllabus and to acquaint the students with question pattern.
3. To improve Water facility by installation of water cooler and acquaguard.
4. To take steps to beautify the courtyard.
5. To Prepare Academic Calender for the session 2019-20.
6. To collect feedback from different stake holders.
7. To take steps for Library automation in the session 2019-20

The following members were present in the meeting.

1. Mrs Rajashree Mohapatra, Reader In English, Chairperson *Rmohmm*
3. Mrs Basanti lata Das, Senior Lecturer in History *Basu*
4. Mrs Puspita Mohanty, Senior Lecturer in Psychology. *P. Mohanty*
5. Dr. Biduyt Prava Mishra, Lecturer in Odia. *P.M.*
6. Mrs Indira Devi, Librarian *I. Devi*
7. Mrs Sakila Jamal, Senior Lecturer in Odia *S. Jamal*
8. Priyambada Mahapatra, Alumni *Priyambada Mahapatra*
9. Jyotirmayee Parida, +3 3<sup>rd</sup> year Arts. *Jyotismayee Parida*
10. Dr Krupasindhu Karan, Co-ordinator, IQAC. *BKam*

Lastly, It was unanimously resolved to execute the above cited points as early as possible.

The meeting was ended with vote of thanks by the Co-ordinator, IQAC.

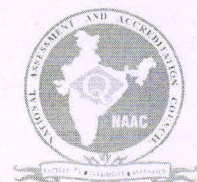
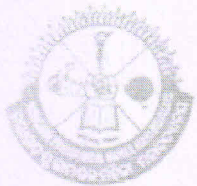
*Krupasindhu Karan*  
Co-ordinator, IQAC  
N.P.M.M.  
Nayagarh Prajamandal  
Mahila Degree Mahavidyalaya  
Nayagarh, Odisha

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

**NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,  
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**Action taken report of the 1<sup>st</sup> IQAC meeting dated-22/06/2018**

Sl No.	Plan of action	Action taken																					
01.	Preparation of Academic Calender	Academic calendar prepared and published on 25/06/2018 and distributed among all departments																					
02.	Introduction of Yoga and Meditation under certificate course	The certificate course for Yoga and Meditation was implemented for the session 2018-19. MoU was signed with the yoga instructor of Patanjali Yoga Praklap on 02/07/2018 and classes started from 1 <sup>st</sup> week of August.																					
03.	To introduce Photoshop and web designing in the Computer Education in the certificate course along with CCA,DCA.	Computer course introduced under certificate course on 02/07/2018 MoU was signed with Sikhya computer education, Nayagarh.																					
04.	To organize the celebration of different important days of observance throughout the year	37 <sup>th</sup> Foundation Day was observed on 02/07/2018 in the Conference Hall. All the members of staff were present.																					
05.	To organize four departmental seminars in the session 2018-19	1 <sup>st</sup> seminar of the session was conducted by the all the departments as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>01.09.2018</td> <td>History</td> <td>Temple of Nayagarh District</td> </tr> <tr> <td>18.09.2018</td> <td>English</td> <td>Sonnets of Shakespeare</td> </tr> <tr> <td>04.09.2018</td> <td>Sanskrit</td> <td>Meghadutte Prakriti Barnana</td> </tr> <tr> <td>06.09.2018</td> <td>Odia</td> <td>Keshaba Koili Kabyare Yosadankara Vatchhalya Mamata</td> </tr> <tr> <td>16.09.2018</td> <td>Odia</td> <td>Samaja O nataka Ghara sansara</td> </tr> <tr> <td>05.09.2018</td> <td>Pol. Sc.</td> <td>Right to Education: The Necessity for all citizines of India</td> </tr> </tbody> </table>	Date	Department	Topic	01.09.2018	History	Temple of Nayagarh District	18.09.2018	English	Sonnets of Shakespeare	04.09.2018	Sanskrit	Meghadutte Prakriti Barnana	06.09.2018	Odia	Keshaba Koili Kabyare Yosadankara Vatchhalya Mamata	16.09.2018	Odia	Samaja O nataka Ghara sansara	05.09.2018	Pol. Sc.	Right to Education: The Necessity for all citizines of India
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*Duspalala Dash*

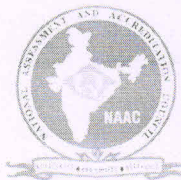
Chairperson, IQAC

Principal  
N. P. M. Mahavidyalaya  
Nayagarh.

**NAYAGARH PRAJAMANDAL MAHILA DEGREE MAHAVIDYALAYA,  
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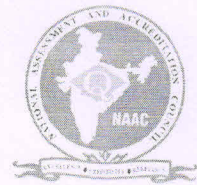
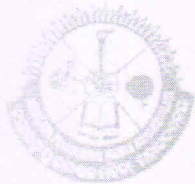
**Action taken report of the 2<sup>nd</sup> IQAC meeting dated-12/09/2018**

Sl No.	Plan of action	Action taken															
01.	To encourage teachers to attend State/National/International level seminars, conferences, workshops, orientation programmes, Refreshers courses	Two teachers attended State level and National level seminars. 1. Dr. Bidyutprava Mishra – State level-16.08.18, 23.8.18 Lect. in Odia 2. Dr. Krupasindhu Karan – National level Lect. in Education															
02.	To conduct self defence programme	Self defence training program was organized by NSS and YRC unit on 25.09.2018. 110 students were trained.															
03.	To organize health awareness programme	A health awareness programme on “Menstrual Health and Hygiene” in the near by village Durga Prasad, Nayagarh. The programme was organized in collaboration with department of Home Science. Students and teachers of the department participated in the program. Women and Girls of the village were made aware of the subject.															
04.	Observance of the important day	1. UN day was organized by the department of Pol. Sc. on 24.10.2018. 2. World AIDS day was observed on 01.12.2018 3. Human Rights Day was observed on 1.12.2018															
05.	To organize career counselling programme	Seminar on career counselling programme /career option in Govt. sector was organized with Vanik Pvt. Ltd., Bhubaneswar on 31.10.2019.															
06	To collect feedback of properly filled forms from the stakeholders and to analyse before the month of November	Feedback forms for students, parents teachers, alumni and employers were distributed to all the departments with the instructions to submit them to IQAC in the first week of the November.															
07	To organize Motivation class and to organize Blood donation camp	A motivation class was arranged by the members of Rotary Club. Due to inconvenience Blood donation camp could not be organised															
08.	Departmental Seminars.	<table border="1"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>02.11.2018</td> <td>English</td> <td>Romantic Poetry</td> </tr> <tr> <td>03.11.2018</td> <td>Economics</td> <td>Economy of Odisha</td> </tr> <tr> <td>15.11.2018</td> <td>Odia</td> <td>Radhanathanka kabyara jatiyatabhabana</td> </tr> <tr> <td>18.12.2018</td> <td>Odia</td> <td>Labanyabati kabyare grismarutura barnana</td> </tr> </tbody> </table>	Date	Department	Topic	02.11.2018	English	Romantic Poetry	03.11.2018	Economics	Economy of Odisha	15.11.2018	Odia	Radhanathanka kabyara jatiyatabhabana	18.12.2018	Odia	Labanyabati kabyare grismarutura barnana
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 Chairperson, IQAC  
 N.P.M. Mahavidyalaya  
 Nayagarh.

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Action taken report of the 3<sup>rd</sup> IQAC meeting dated-21/12/2018

Sl No.	Plan of action	Action taken
01.	Health awareness programme	Health awareness programme on cancer was organized
02.	To organize a programme on e-filing of IT	A meeting with Income tax advocate, Mr. Manas Ranjan Sahoo was organized in the Principal's chamber regarding e-filing of income tax return and TDS on 13.02.2019
03.	To organize an awareness programme on cyber crime	Legal literacy camp was held on 18.02.2019 in collaboration with the Legal Authority Cell, Nayagarh. Judicial staffs were present in the programme and a seminar was held on the topic "Cyber Laws and claims Tribunal Agreed procedure".
04.	To encourage the students for a study tour -cum- Picnic programme	A study tour and a picnic were arranged on 17.02.2019 at Dhabaleswar, Cuttack and Jayadev Vatika, BBSR respectively.
05.	To sign MoU with a near by College.	MoU was signed with Sarankul Degree College, Sarankul for faculty exchange.

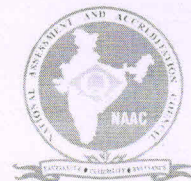
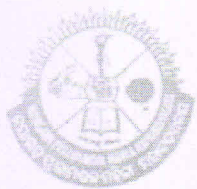
*Puspakala Dash*

Chairperson, IQAC  
N.P.M.M, Nayagarh  
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**Action taken report of the 4<sup>th</sup> IQAC meeting dated-22/03/2019**

Sl No.	Plan of action	Action taken												
01.	To discuss the details of proctorial class and mentorship classes	1. Details of proctorial and mentorship classes were received from all departments and analysed in the meeting. It was decided to take extra classes.												
02.	To prepare question bank(based on CBCS pattern)	All the departments prepared question banks in between 25.02.19 to 03.03.2019. Then question banks were distributed among the students in their departments.												
03.	To improve water facility	By analyzing the feedback forms from the stake holders, it was decided to install a water cooler . The authority took step and a water cooler was installed .												
04.	Days of observation	<ul style="list-style-type: none"> <li>• National Girl Child day was observed on 24.01.2019</li> <li>• 9<sup>th</sup> National Voters' Day was observed on 25.01.2019</li> <li>• Biswa Matrubhasa diwas was celebrated on 21.02.2019</li> <li>• International Woman's Day was celebrated on 08.03.2019</li> </ul>												
05	Departmental Seminars.	<table border="1"> <thead> <tr> <th>Date</th> <th>Department</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>08.02.2019</td> <td>Pol. Sc.</td> <td>Right to Vote</td> </tr> <tr> <td>18.02.2019</td> <td>Pol. Sc.</td> <td>Cyber laws and claims. Tribunal agreed procedure</td> </tr> <tr> <td>08.03.2019</td> <td>Pol. Sc.</td> <td>Violence against women and empowerment</td> </tr> </tbody> </table>	Date	Department	Topic	08.02.2019	Pol. Sc.	Right to Vote	18.02.2019	Pol. Sc.	Cyber laws and claims. Tribunal agreed procedure	08.03.2019	Pol. Sc.	Violence against women and empowerment
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*Puspalala Dash*  
 Chairperson, IQAC  
 N.P.M.M, Nayagarh  
**Principal**  
**N. P. M. Mahavidyalaya**  
**Nayagarh.**