

SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA
INTERNAL QUALITY ASSURANCE CELL(IQAC) (2024-25)

Members of the IQAC:

SL No.	NAME	DESIGNATION	POSITION
01.	Dr. Madhumati Rath	Principal I/C	Chairperson
02.	Mrs. Mamina Sahoo	Lect. in Logic & Philosophy	Co-ordinator
03.	Miss Sipra Nayak	Lect. in Zoology	Member
04.	Miss Subhalaxmi Priyadarsini Sahoo	Lect. in Mathematics	Member
05.	Mr. Muna Sahoo	Lect. in Commerce	Member
06	Mr. Abhaya Kumar Tripathy	DEO	Member

Deeksh
04.12.24
Principal
S.A. Mahavidyalaya
Balipatna, Khordha

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OFFICE OF THE PRINCIPAL
SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA

NOTICE

No. 215/SAM

Date 3.12.24

A meeting of the IQAC committee will be held tomorrow at 2.30 PM in Principal's chamber to discuss about various issues regarding uploading of pending AQARs. All concerned are required to remain present in time.

Copy to all concerned/guard files/IQAC Cell for information.

Principal
03/12/24
PRINCIPAL

S. A. Mahavidyalaya
Balipatna Khordha

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Meeting No. - 01 (2024-25)

Date: 04/12/2024

As per the Letter no:- 215/SAM, Dated 03/12/2024 a meeting of the Internal Quality Assurance Cell was held in the chamber of the Principal at 2:30 pm on 04/12/2024 to discuss about various issues regarding uploading AQAR.

The members of the cell present in the meeting are:

Mrs. Mamina Sahoo →

Mamina Sahoo

Mr. Muna Sahoo →

Muna Sahoo 04/12/24

Subhalaxmi Prayadarasini Sahoo →

Subhalaxmi Prayadarasini Sahoo 04/12/24

Sipra Nayak, →

Sipra Nayak

Abhaya Kumar Tripathy →

Abhaya Kumar Tripathy

Minutes of meeting :-

- 1) The committee discussed to organize special programs for advanced learners & slow learners.
- 2) A feedback form will be prepared to collect feedback from students, teachers & alumni for the session 2023-24.
- 3) It was also decided to prepare an academic calendar.
- 4) The committee also discussed giving notice to the HODs of all concerned departments to collect the data of their alumni students.
- 5) It was also decided by committee members to prepare a format through which collect the data regarding 6th sem project work from different Head of department.
- 6) Principal madam also decided to convene meeting of the IQAC every month.

Principal 04/12/24

Principal
S. A. Mahavidyalaya
Balipatna, Khordha

Meeting No. - 02 (2024-25)
Date: 05/03/2025

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OFFICE OF THE PRINCIPAL
SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA
NOTICE

Notice No.: 93/810

Date: 5-3-25

A meeting of IQAC members along with Administrative Bursar, Head Clerk and DEO is scheduled to be held today at 02:30 pm in the Principal's Chamber to discuss the following agenda points. So, all are requested to attend the meeting.

Agenda

1. To discuss the reconstitution of IQAC as per the NAAC guidelines.
2. To get clarification regarding Name of our institution.
3. To discuss the preparation for AQAR-2024-25.
4. To discuss the allotment of dedicated room for IQAC with all required facilities.

Received
05/03/25

PRINCIPAL

Copy to Office Guard file/Staff Common Room/IQAC

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Minutes of the meeting :-

OFFICE OF THE PRINCIPAL SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA MINUTES OF THE IQAC MEETING

With reference to the notice no. 93/SAM dated 05/03/2025, a meeting of IQAC members along with Administrative Bursar, Head Clerk and DEO was held on 05/03/2025 (Wednesday) at 02:30 pm in the Principal's Chamber to discuss the following agenda points. At the outset Madam Principal along with Administrative Bursar, Accounts Bursar, Head Clerk and DEO congratulated and praised the efforts made by the IQAC team in submitting AQAR: 2023-24.

Agenda of the Meeting:

1. To discuss the reconstitution of IQAC as per the NAAC guidelines.
2. To get clarification regarding Name of our institution.
3. To discuss the preparation for AQAR-2024-25.
4. To discuss the allotment of dedicated room for IQAC with all required facilities.

The meeting was started with a welcome note by the IQAC coordinator MRS. Mamina Sahoo, Lecturer, Department of Logic & Philosophy. Following discussions were made in accordance to the agenda.

Point-1: Discussion regarding reconstitution of IQAC as per the NAAC guidelines

IQAC coordinator highlighted the need for the reconstitution of IQAC in line with the guidelines of NAAC. In this regard principal approved the suggestions made by the coordinator in the following manner and also suggested to involve more external stakeholder to improve the intellectual capacity of the IQAC. Members becoming part of IQAC shall continue for a term of two years.

Suggested Members to be included

1. Chairperson: Principal I/C
2. Teachers to represent all levels: All members of IQAC along with all departmental Heads
3. Governing Body Member: Sub-Collector Cum President GB
4. The Senior Administrative Officer: Administrative Bursar, Head Clerk & DEO
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. Coordinator of the IQAC: Present Coordinator

Point 2: Clarification Regarding Name of our Institution

There is a confusion regarding correct name of our institution whether it is "Shishu Ananta Mahavidyalaya" or "Shibu Ananta Mahavidyalaya". To get clarity about this matter a detailed discussion was made over verifying various official records of the institution such as

Affiliation Record, NAAC Accreditation Certificate and Recognition Document. Finally it is confirmed that the correct name of our institution as per official record is "Shishu Ananta Mahavidyalaya". So, in this regard an official communication must be made on our part to the Higher Education Department and University to make necessary modifications in the name of our institution.

Point-3: Discussion for the preparation of AQAR-2024-25

Some important points were discussed for the preparation of AQAR 2024-25 such as preparation of Programme Outcome and Course Outcome, Collection of feedback from different stakeholders, Mentor Mentee database, Alumni Meet, etc.. Few points are deferred to be discussed in the next meeting.

Point-4: Allotment of dedicated room for IQAC with all required facilities

It was decided to allot a fully furnished room with all digital facility with high speed internet connection at the earliest possible time, preferably in the month of march, 2025.

The meeting was concluded with vote of thanks by Mr. Muna Sahoo, Lect. in Commerce to the Chair and all the member present in the meeting.

Members Present:

Dr. Madhumati Rath, Reader in History, Principal I/C

Dewesh
19/03/25

Mr. Binod Kumar Nanda, Reader in Commerce, Administrative Bursar

Binod
19/03/25

Mrs. Mamina Sahoo, Lect. in Logic & Philosophy, IQAC Coordinator

Mam
19/03/25

Miss Sipra Nayak, Lect. in Zoology, IQAC Member

Sipra Nayak
19.03.25

Mr. Muna Sahoo, Lect. in Commerce, IQAC Member

Muna Sahoo
19/03/25

Miss Subhalaxmi Priyadarsini Sahoo, Lect. in Mathematics, IQAC Member

Subhalaxmi P. Sahoo
19/03/25

Mr. Babaram Mohanty, Head Clerk

Bam
19/03/25

Mr. Abhaya Kumar Tripathy, DEO

Abhaya
19.03.25

Dewesh
19/03/25
PRINCIPAL

Meeting No. - 03
Date: 03/04/2025

OFFICE OF THE PRINCIPAL
SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA

NOTICE

Letter No.: MA/8AM

Date: 02.04.2025

A meeting of IQAC members along with Administrative Bursar, Head Clerk and DEO is scheduled to be held tomorrow at 10 a.m. in the Principal's Chamber to discuss the following agenda points. So, all are requested to attend the meeting.

Agenda

1. Confirmation of the proceedings of the previous meeting.
2. Collection of feedback for the academic session:2024-25 from all stakeholders.
3. Preparation of Course Outcome (CO) and Programme Outcome (PO).
4. Allotment of Mentor and Mentee for all the students.

Handwritten signature in green ink
02/04/25

PRINCIPAL

Copy to Office Guard file/Staff Common Room/IQAC

Minutes of the meeting:

OFFICE OF THE PRINCIPAL SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA MINUTES OF THE IQAC MEETING

With reference to the notice no. 149/SAM dated 02/04/2025, a meeting of IQAC members along with Principal, Asst. Administrative Bursar and DEO was held on 03/04/2025 (Thursday) at 10:00 am in the Principal's Chamber to discuss the following agenda points.

Agenda of the Meeting:

- 1. Confirmation of the proceedings of the previous meeting.**
- 2. Collection of feedback for the academic session:2024-25 from all stakeholders.**
- 3. Preparation of Course Outcome (CO) and Programme Outcome (PO).**
- 4. Allotment of Mentor and Mentee for all the students.**

The meeting was started with a welcome note by the IQAC coordinator Mrs. Mamina Sahoo, Lecturer, Department of Logic & Philosophy. Following agenda points were discussed.

Point-1: Confirmation of the proceedings of the previous meeting

Proceedings of the previous meeting was read out by IQAC coordinator, along with the steps taken and it was unanimously accepted by all the members. A thorough discussion was held regarding the inclusion of new members in IQAC. It was also decided that two students from each stream along with their parents as stakeholders would be included during the discussion. The name of several personalities such as Prof. Susmit Prasad Pani, Dr. Hemant Kumar Mishra, Dr. B. N. Dash, Mr. Nimai Charan Jena, Bhagirathi Patra (As industrialist) were suggested as potential members of IQAC. It was agreed that their consent would first be sought for confirming their membership.

Point-2: Collection of feedback for the academic session:2024-25 from all stakeholders

It was decided to circulate the online feedback form to all the students of Admission batch: 2022-23, 2023-24 and 2024-25 including Teachers.

Point-3: Preparation of Course Outcome (CO) and Programme Outcome (PO)

It was agreed that a detailed discussion on the modalities of preparing Programme Outcomes (PO) and Course Outcomes (CO) for each stream will take place in a dedicated meeting with all Departmental Heads.

Point-4: Allotment of Mentor and Mentee for all the students

In this point some previous documents relating to mentor and mentee were reviewed and analysed. It was decided to prepare a Standard Operating Procedure for the allotment of mentees in the upcoming meeting with all HODs.

Point-5: Discussion to conduct alumni and parents teacher meeting

It was discussed that at least two alumni meeting should be held during this Academic year & one parent-teacher meeting should be conducted beginning of the academic session.

The meeting was concluded with a vote of thanks by Miss Subhalaxmi P. Sahoo, Lect. in Mathematics to the Chair and all the members present in the meeting.

Members Present:

Dr. Madhumati Rath, Reader, Dept. of History & Principal I/C

Mr. D.Laxminarayana, Lect., Dept. of Chemistry, Asst. Administrative Bursar

Mrs. Mamina Sahoo, Lect., Dept. of Logic & Philosophy, IQAC Coordinator

Miss Sipra Nayak, Lect., Dept. of Zoology, IQAC Member

Mr. Muna Sahoo, Lect., Dept. of Commerce, IQAC Member

Miss Subhalaxmi Priyadarsini Sahoo, Lect., Dept. of Mathematics, IQAC Member

Mr. Abhaya Kumar Tripathy, DEO

Dr. Rath
04/04/25

D. Laxminarayana
04/04/25

Mamina Sahoo
4.4.25

Sipra Nayak
04.04.25

Muna Sahoo
04/04/25

Subhalaxmi P. Sahoo
04/04/25

Abhaya K. Tripathy
04/04/25

Dr. Rath
04/04/25

PRINCIPAL



OFFICE OF THE PRINCIPAL
SHISHU ANANTA MAHAVIDYALAYA, BALIPATNA
MINUTES OF THE IQAC MEETING

With reference to the notice no. 176/SAM dated 15/04/2025, a meeting of IQAC members along with Principal, all HODs, Administrative Bursar, Librarian, Head Clerk and was held on 15/04/2025 (Tuesday) at 02:00 pm in the Principal's Chamber to discuss the following agenda:

Agenda of the Meeting:

1. Confirmation of the proceedings of the previous meeting.
2. Discussion on Programme Outcome (PO) and Course Outcome (CO) preparation with all HODs.
3. Discussion with all HODs to take necessary actions for slow learner and advance learners, allotment of Mentor and Mentee for all the students.

The meeting was started with a welcome note by the IQAC coordinator Mrs. Mamina Sahoo, Lecturer, Department of Logic & Philosophy. Following agenda were discussed.

Point-1: Confirmation of the proceedings of the previous meeting

Proceedings of the previous meeting was read out by IQAC coordinator, along with the steps taken and it was unanimously accepted by all the members. It was also decided that online feedback link of students is to be circulated among teachers in the official WhatsApp group for verification and providing their valuable suggestions.

Point-2: Discussion on Programme Outcome (PO) and Course Outcome (CO) preparation with all HODs

A detailed discussion was made in the presence of all HODs on Outcome Based Education (OBE). In this context Mr. Muna Sahoo presented and explained the relevance of OBE in which the concepts like Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) was discussed in detail. A sample Co & Po mapping was also presented during the discussion for clear understanding of the members presented and future courses of actions. As discussed in the meeting the sample Co & Po mapping was also distributed in the whatsapp group of all faculty member for reference. They are also requested to prepare the mapping at their end.

Point-3: Discussion with all HODs to take necessary actions for slow learner and advance learners, allotment of Mentor and Mentee for all the students.

It was discussed that a clear modalities to identify slow learners and advance learner are to be devised. A new format of mentor and mentee is to be prepared keeping in reference the old format.

It was also discussed that alumni meeting and parent-teacher meeting should be held during this Academic year by the concerned members assigned with the task according to the office order no. 392/SAM dated 13/06/2024 for duty distribution of co-curricular activities. Moreover, as per the discussion of all the members the online student feedback link to be shared in the whatsapp group to seek suggestion from the faculty members.

The meeting was concluded with a vote of thanks by Mr. Muna Sahoo, Lect. in Commerce to the Chair and all the members present in the meeting.

Members Present:

Dr. Madhumati Rath, Reader, Dept. of History & Principal I/C

Mr. Binod Kumar Nanda, Reader, Dept. of Commerce, Administrative Bursar

Mr. D.Laxminarayana, Lect., Dept. of Chemistry, Asst. Administrative Bursar

Dr. Rasmita Mohapatra, Reader, Dept. of Odia

Dr. Ifat Nawaz, Lect., Dept. of Economics

Mrs. Manasi Sarangi, Lect., Dept. of Botany

Mr. Bijaya Kumar Satapathy, Lect., Dept. of Zoology

Mrs. Sagartanaya Sahoo, Lect., Dept. of Physics

Mrs. Mamina Sahoo, Lect., Dept. of Logic & Philosophy, IQAC Coordinator

Mr. Muna Sahoo, Lect., Dept. of Commerce, IQAC Member

Miss Subhalaxmi Priyadarsini Sahoo, Lect., Dept. of Mathematics, IQAC Member

Mr. Niranjana Panda, Asst. Librarian

PRINCIPAL

