

**INTERNAL QUALITY ASSURANCE CELL, S.S.B COLLEGE, MAHAKALPARA.**

**MOM of IQAC held on 1st qr. -2020-21**

Meeting No. 01/IQAC- 2020-21

Date: 04.08.20

A meeting of IQAC, S.S.B College, Mahakalpara was held on 04.08.20 at 2.30 pm in the Principal's chamber under the chairmanship of the Principal. Following members were present in the meeting.

1. Dr. Sudhansu Sekhar Dwibedy. *Sudhansu*
2. Prof. (Mrs.) Sulochana Dash. *M*
3. Prof. Narendra Nath Patra. *N.Patra*
4. Dr. Sushil Kumar Sahoo. *Sushil*
5. Prof. Umakanta Nayak. *U.Nayak*
6. Prof. Srikanta Kumar Nanda. *S.K.Nanda*
7. Prof. Biswajit Behera. *Biswajit*
8. Dr. Arun Kumar Tripathy. *Arun*
9. Prof. Sangram Behari. *Sangram*
10. Prof. Firoz Kumar Sahoo. *F.K.Sahoo*
11. Prof. Prafulla Kumar Behera. *P.K.Behera*
12. Prof. Jayantee Sahoo. *J.Sahoo*
13. Prof. Rajendra Mahapatra. *Rajendra*

First of all, principal-cum-chairman, IQAC welcomed the members present, discussed COVID situation of the locality and expressed grief for some members of staff suffering from COVID and prayed before God for their early recovery. Then the minutes of the last meeting were read out by the Coordinator, IQAC and confirmed. Discussions were held point to point over the agenda and the followings were the minutes of the meeting.

1. Due to compact work in examination section throughout the year and being associated with accounts section of the college Prof. U.K. Nayak requested the cell for relaxation from the duty of coordinator. Considering the above fact it was unanimously decided that Dr. S. K. Sahoo, Reader in chemistry would shoulder the responsibility of coordinator henceforth till further decision taken.
2. **Composition of IQAC :**

It was unanimously decided that following members would comprise IQAC for the current session 2020 21

A) **Chairman:** Dr. Sudhansu Sekhar Dwibedy , Principal .

B) **Administrative officers:**

Prof. Narendra Nath Patra, HOD, Commerce(Administrative Bursar)

Prof. (Mrs.) Sulochana Dash, HOD, Physics (Academic Bursar)

Prof. Umakanta Nayak, HOD, Pol. Science (Accounts Bursar).

C) **Teacher Representatives:**

1. Prof. Srikanta Kumar Nanda, HOD. History.

2. Prof. Biswajit Behera, HOD, Economics.

3. Dr. Arun Kumar Tripathy, Lecturer in Mathematics

4. Dr. Sangram Behari, Lecturer in political science.

5. Prof. Firoz Kumar Sahoo, Lecturer in Economics.

6. Prof. Prafulla Kumar Behera, Lecturer in Chemistry.

7. Prof. Jayantee Sahoo, Lecturer in Economics.

8. Prof. Rajendra Mahapatra, Lecturer in Commerce.

D) **GB member:** Mr Bhagirathi Malla.

E) **Alumni Representative:** Mr. Sanjay Kumar Rath .

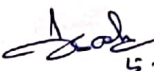
F) **Student representative:** Indrajit Roy. +3 3<sup>rd</sup> Yr.Arts(BA. 18 – 010).

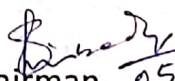
G) **Coordinator:** Dr. Sushil Kumar Sahoo, HOD chemistry.

3. As per COVID guideline issued by DHE, Odisha for educational institutions, the office would run with 50% staff. So roaster arrangement would be done in such a manner that at least one staff per department must attend the college in every working day. The rest staff of the department would work from home.
4. That all classes would be done in online mode as arranged in the previous months.
5. The teachers would take online classes from their respective departmental seminar room.
6. As library and some departmental seminar rooms have been connected to temporary COVID Care Centre by district administration, it was decided that the library would temporarily function in examination section of administrative building and teachers of those departments would take classes from the rooms of science building.

7. That, the students would be allowed to the campus with COVID-appropriate behaviour to access to library transaction.
8. That, steps should be taken to run helpline number through their teachers/ mentors to frequently contact students telephonically to counsel them in that difficult time for sustaining quality and also to meet their queries regarding various matters such as online teaching, examinations, projects, assignments, readmission, form fill up, scholarships etc.
9. That, initiatives would be taken by Heads of the respective departments to ensure the engagement of classes and to keep records for onward transmission to DHE, Odisha.
10. Steps would be taken for internal academic audit. Administrative Bursar, Academic Bursar and DEO, who had been given the task of submitting daily class wise report along with checking of students' online attendance, would also take the task of internal academic audit.
11. The Heads of all Science Departments would take early steps for selection of their respective laboratory items from the price list shown against equipments in the quotation within the funds allocated to them.
12. Sincere steps would be taken by the Departments to conduct National Seminars in online mode.
13. Urgent steps would be taken to complete new administrative building, the work of which got delayed. At least its roof casting must be completed within one month.
14. Steps would be taken to send the names of any two members of Staff of our college to constitute the Standing Committee of Sports Council.
15. Steps would be taken for the auction of the college pond for its maintenance and pisciculture.

The meeting ended with vote of thanks to the Chair by Prof. F.K. Sahoo.

  
5.8.20  
Coordinator,  
IQAC, S.S.B College,  
Mahakalpara  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
Chairman, 05.08.20  
IQAC, S.S.B College,  
Mahakalpara.  
Principal-Cum-Chairman  
IQAC, S.S.B. College  
Mahakalpara

# SRI SRI BAYABABA COLLEGE, MAHAKALPARA


## *Action Taken Report*

Of

1<sup>st</sup> qr. IQAC meeting held on 04.08.20

The followings were the achievements of the resolutions of the meeting held on 04.08.20

1. Roaster arrangement of staff was done by taking 50% staff.
2. Online classes for UG semesters were continued as per the time table given earlier.
3. Issue of library books was done from administrative building.
4. One helpline Number was conveyed to the students through their mentors.
5. Notice for internal academic audit was issued 16.08.20.
6. Letter to HODs of science departments was issued to prepare final list of chemicals and apparatus.
7. Department of Mathematics conducted a seminar on 29.08.20 with resource person Prof. Stephen Baier from Vivekananda University, Belurmath, Kolkatta.
8. Auction Call Notice was given for ponds of the institution.
9. Casting of roof of proposed building was completed on 04.09.20.

  
14.10.20

Coordinator,  
IQAC, S.S.B College,  
Mahakalpara  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
14.10.20

Chairman,  
IQAC, S.S.B College,  
Mahakalpara  
Principal Cum Chairman  
IQAC, S.S.B. College  
Mahakalpara

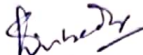
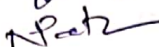


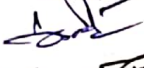
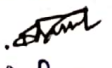
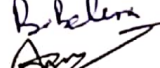
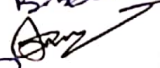

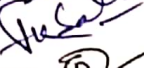

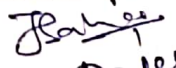
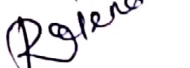
**INTERNAL QUALITY ASSURANCE CELL, S.S.B COLLEGE, MAHAKALPARA.**

**MOM of IQAC held on 2nd qr. -2020-21**

Meeting No. 02/IQAC- 2020-21

Date: 15.10.20

A meeting of IQAC was held on 15.10.20 at 2.00 pm in the Principal's chamber under the chairmanship of the Principal. Following members were present.

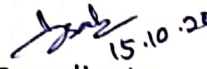
1. Dr. Sudhansu Sekhar Dwibedy. 
2. Prof. Narendra Nath Patra. 
3. Prof. (Mrs.) Sulochana Dash. 
4. Prof. Umakanta Nayak. 
5. Dr. Sushil Kumar Sahoo. 
6. Prof. Srikanta Kumar Nanda. 
7. Prof. Biswajit Behera. 
8. Dr. Arun Kumar Tripathy. 
9. Dr. Sangram Behari. 
10. Prof. Firoz Kumar Sahoo. 
11. Prof. Prafulla Kumar Behera. 
12. Prof. Jayantee Sahoo. 
13. Prof. Rajendra Mahapatra. 

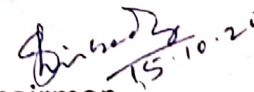
At the outset, principal-cum-chairman welcomed the members and thanked them for maintaining quality culture of the institution even in COVID pandemic. The resolutions of the last meeting were read out by Dr. S.K. Sahoo, the Coordinator, IQAC and confirmed. Discussions among the members were held over each point of agenda and the following proceedings were unanimously accepted.

1. That, steps would be taken to collect feedback from the students soon after starting of offline classes. Feedback of last session would be analysed by the allotted group and submitted to IQAC.
2. That, the faculties would be insisted to attend offline/online Faculty Development Program.
3. That, steps would be taken to purchase Website server and domain and also the renovation of college website be done by reputed organization so that the uploading of data for AQAR be done in time.

4. We need to expand more effort for function and improvement of different quality criteria. Therefore, decentralisation of work for quality culture of the institution was assigned as follows:
- Criterion –I : Prof. P.K.Behera.
  - Criterion –II: Prof. U.K. Nayak & Prof. J. Sahoo .
  - Criterion –III: Dr. A.K. Tripathy.
  - Criterion –IV: Prof. F.K Sahoo.
  - Criterion –V: Prof. B. Behera & Prof. R. Mahapatra.
  - Criterion –VI: Prof. S. Behari.
  - Criterion –VII: Prof. S.K. Nanda.
  - Overall Supervision and coordination: Dr. S. K. Sahoo.
5. That, steps would be taken to improve skill and capacity of administrative staff by pursuing them to various training programmes conducted by district administration like account training, e-updation of service book, online data updating such as no objection certificate for promotion and pension etc.
6. That, steps would be taken to sanitize the classrooms, laboratories and library before the commencement of offline classes.
7. That, steps would be taken to conduct Parent-teacher meeting on virtual or physical mode to discuss day to day academic activities of the students and to make plans and actions regarding how to retain the lustre of their quality lost during COVID lock down.
8. That, the faculties would be requested to take online tests of their students periodically not only to immerse them into systematic study in home but also to drag them from misuse of internet in mobiles.
9. That, steps would be taken to provide fund to all the departments for purchase of books for their seminar libraries.
10. Principal was requested to make correspondence to the Collector, Kendrapara and Tahasildar, Mahakalpara to lift COVID Care Centre from the college premises.

The meeting ended with a vote of thanks to the Chair by Prof. S. K Nanda.

  
15.10.20  
Coordinator,  
IQAC, S.S.B College,  
Mahakalpara,  
S.S.B. College, Mahakalpara

  
15.10.20  
Chairman,  
IQAC, S.S.B College,  
Mahakalpara  
Principal,  
IQAC, S.S.B. College  
Mahakalpara

**SRI SRI BAYABABA COLLEGE, MAHAKALPARA**

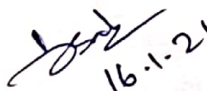
**Action Taken Report**

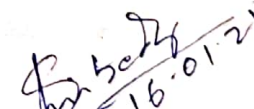
Of

2nd<sup>nd</sup> qr. IQAC meeting held on 15.10.20

The followings actions were the taken for the resolutions of the meeting held on 15.10.20

1. Steps regarding the collection of feedback were initiated after the commencement of offline classes. Those collected for last session were also analysed and the report was submitted to IQAC.
2. Step for website renovation was initiated. Prof. Firoz kumar Sahoo was given the task of dealing the related farms .
3. The work for quality culture as per key indicators of different criteria for AQAR has already been started by the assigned group members.
4. Head clerk, Accountant and DEO of the college attended the training program conducted by HRMS ,Odisha for their skill enhancement on 16 .12 .20 at 3:00 p.m.
5. Every section of the college office, class rooms,halls, even library and laboratories were sanitized properly before the commencement of the physical classroom.
6. Parent teacher meetings were started in different departments from 11.1.21
7. Step was initiated to lift COVID care unit from the institution. Letter correspondence in this regard was made by the principal to the Collector , kendrapara on 4 .12 20. Block administration of Mahakalpara, finally completed that work with proper sanitization.

  
16.1.21  
Coordinator,  
IQAC,S.S.B College,  
Mahakalpara  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
16.01.21  
Chairman,  
IQAC,S.S.B College,  
Mahakalpara  
Principal-Cum-Chairman  
IQAC, S.S.B. College  
Mahakalpara

**INTERNAL QUALITY ASSURANCE CELL, S.S.B COLLEGE, MAHAKALPARA.**

**MOM of IQAC held on 3rd qr. -2020-21**

Meeting No. 03/IQAC- 2020-21

Date: 17.1.21

A meeting of IQAC was held on 17.1.21 at 2.00 pm in the Principal's chamber under the chairmanship of the Principal. Following members were present.

1. Dr. Sudhansu Sekhar Dwibedy. *S. Dwibedy*
2. Prof. (Mrs.) Sulochana Dash. *NS*
3. Prof. Narendra Nath Patra. *N. Patra*
4. Dr. Sushil Kumar Sahoo. *S. Sahoo*
5. Prof. Umakanta Nayak. *U. Nayak*
6. Dr. Arun Kumar Tripathy. *A. Tripathy*
7. Prof. Srikanta Kumar Nanda. *S. Nanda*
8. Prof. Biswajit Behera. *B. Behera*
9. Dr. Sangram Behari. *S. Behari*
10. Prof. Firoz Kumar Sahoo. *F. Sahoo*
11. Prof. Prafulla Kumar Behera. *P. Behera*
12. Prof. Jayantee Sahoo. *J. Sahoo*
13. Prof. Rajendra Mahapatra. *R. Mahapatra*

At the beginning principal- cum-chairman, IQAC welcomed all the members present. The proceedings of the last meeting was read out by Dr. S.K. Sahoo, the Coordinator, IQAC and confirmed. A point wise review was also made about the action taken report. Discussion was held among the members regarding the future plan of action for the running quarter and following resolutions were adopted unanimously

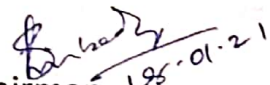
1. That, both teaching and non teaching staff of the college would spare more time in the campus selflessly to offer their active participation in academic as well as administrative work of the college as there was an improvement in COVID situation. The matter would be felt by all, during COVID lockdown and shutdown the quality culture of the institution was getting damaged.
2. That, initiative must be taken by all the staff members to study the attitude of the students coming to the institution amidst the threat of their career and Corona and counsel them accordingly.



3. That, faculties would be requested to make registration for Ph.D work or to apply for research fellowship from UGC/DST/any other funding agencies to carry out their research work and publish papers in National/International journals. They would also be encouraged to write and publish text/reference books.
4. That, Heads of all departments would be requested to adopt innovative idea which would truly be operational in the practical field, be beneficial for the students and also be the best practice of the institution.
5. That, steps must be taken to convince local Tahasildar for demarcation of college Land of North and east side so that, construction of boundary wall could be started.
6. Fire extinguishers of library and laboratory would periodically be checked and refilled.
7. The teachers were requested to submit the report of Course completion for the last semester.
8. That, steps would be taken to conduct Green/ Environmental Audit and the report would be made ready for submission to NAAC portal.
9. As COVID situation doesn't permit external counselling agencies into our college, therefore, steps would be initiated by Career Counselling Cell to conduct online career counselling.
10. Prof. B. Behera and Prof. R. Mahapatra were requested to coordinate a huge Alumni meet in the shape of "Mo College", the term newly defined by our state government. 'Mo college' initiative would bring about a holistic development in the college ecosystem, it would also create a useful collaborative Model between the alumni and their Alma matters. It would be a part of Odisha's transformational journey.
11. Construction work of Auditorium (First floor of new administrative building) would be completed much before NAAC visit. Correspondence must be made to B.D.O, Mahakalpara and Engineers to expedite the casting of roof.

  
15.1.21  
Coordinator,

IQAC, S.S.B College,  
Mahakalpara.  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
15.01.21  
Chairman,

IQAC, S.S.B College  
Principal-Cum-Chairman  
Mahakalpara College  
IQAC, S.S.B. College  
Mahakalpara

# SRI SRI BAYABABA COLLEGE, MAHAKALPARA

## *Action Taken Report*

Of

3<sup>rd</sup> qr. IQAC meeting held on 17.01.21

The following actions were taken on the resolution of the meeting held on 17.01.21.

1. The Principal and IQAC members started motivating young faculties to try for the research work in nearby universities/research organisations.
2. Step was initiated to conduct green/environmental audit .But external agencies could not have given their consent till the preparation of this report.
3. Steps were taken for the construction of Auditorium building. Telephonic correspondence was done regularly with B. D. O, and Junior Engineer, Mahakalpara to expedite the work.
4. Prof. B. Behera, HOD Economics, Prof. R. Mohapatra, Lecturer in Commerce and some other staff of the institution organised a grand alumni meet in the shape of "Mo College Abhijan" on 21.3.21 in Hall No. 28 .They attended the live stream of the address by Hon'ble Chief Minister of the state , S. Naveen Patnaik on "Mo college 'at 4.00p.m. and also discussed about the development of the college.
5. A grand blood donation camp " Jivan Vindu" was successfully organized in the college premises on 20.02.2022. That event was inaugurated by Hon'ble MLA, Mahakalpara, S. Atanu Sabyasachi Nayak.

*[Signature]*  
19.4.21

Coordinator,  
IQAC, S.S.B College,  
Mahakalpara  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

*[Signature]*  
19.04.21

Chairman,  
IQAC, S.S.B College,  
Mahakalpara  
Principal-Cum-Chairman  
IQAC, S.S.B. College  
Mahakalpara

**INTERNAL QUALITY ASSURANCE CELL, S.S.B COLLEGE, MAHAKALPARA.**

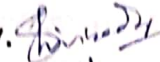
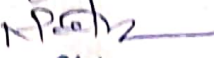
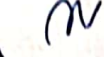


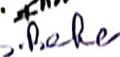


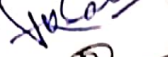
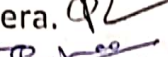
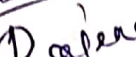


**MINUTES OF MEETING**

**Hold on 4th qr. -2020-21**

Meeting No. 04/IQAC-2020-21

Date: 19.4.21

A meeting of IQAC was held on 19.4.21 at 2.00 pm in the IQAC Hall with the principal, Dr. Dwibedy as the esteemed chair. Following members were present.

Dr. Sudhansu Sekhar Dwibedy.   
Prof. Narendra Nath Patra.   
Prof. (Mrs.) Sulochana Dash.   
Dr. Sushil Kumar Sahoo.   
Prof. Umakanta Nayak.   
Prof. Srikanta Kumar Nanda.   
Prof. Biswajit Behera.   
Dr. Arun Kumar Tripathy.   
Dr. Sangram Behari.   
Prof. Firoz Kumar Sahoo.   
Prof. Prafulla Kumar Behera.   
Prof. Jayantee Sahoo.   
Prof. Rajendra Mahapatra. 

At the outset, Principal-cum-chairman, IQAC welcomed all the members present. The proceedings of the last meeting were read out by Dr. S.K. Sahoo, the Co-ordinator, IQAC and confirmed. A point wise review was also made about the action taken report. A thread bare discussion was held among the members regarding the future plan of action for the running quarter and the following resolutions were adopted unanimously.

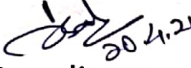
1. Government of Odisha declared to suspend offline classes from 19.4.21 and run offices with 50% staff due to spreading of second wave of COVID-19. Keeping this in view, online classes would again be conducted as an alternative to retain the quality of the students. Hon'ble Chairman also suggested conducting periodical online tests as

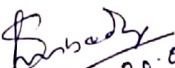
- practicable as possible in order to ensure the sustainability of academic quality of students during this adverse situation.
2. Mentors would be requested to bring to the notice of their mentee regarding frequent variations of examinations and academic related issues due to second wave of COVID situation.
  3. Faculties would also be requested to complete their courses in time and meticulously maintain their plan progress register.
  4. Faculties would be requested to use modern "Apps" related to teaching and learning tools available in Google Play Store such as Virtual writing boards, Flow charts, Video clips, Audio clips during their Screen presentation while delivering a topic in virtual mode. They were also requested to design PowerPoint presentation for lengthy/brain-teasing topics in order to have a better reach into the jiggling mind of students during online classes.
  5. NSS and YRCCoordinators were requested to conduct COVID awareness programs/webinars/ workshops related to health and hygiene.
  6. IQAC members were requested to accelerate the work related to online submission of AQAR of previous years within the scheduled time fixed by NAAC.
  7. Initiatives would be taken for automation of library which had been started for the second cycle of NAAC but could not have been completed till now.
  8. The Cell requested Prof. Firoz Kumar Sahoo & Prof. P.K. Behera, the members of IQAC to complete the renovation work of college website as early as possible since it is very essential to upload the college information and the related link be shared to NAAC while submitting AQAR / SSR/IIQA.
  9. Dr. S.K.Sahoo. HOD, Chemistry –cum- coordinator, IQAC expressed that the existing Laboratories of the science departments were not up to standard for conducting practical classes as per CBCS Laboratory Courses. So those need some improvement in all respect for upgrading the quality of the student. The members present felt the importance of the matter and requested principal to take necessary steps in this

regard. Further it was unanimously declared to start the work in summer vacation.

10. Members of IQAC would be given the task for mobilising the faculties of each and every department to conduct National/International webinars on current issue/National or International affairs.
11. IQAC, itself, would organise at least one seminar/webinar in the next month with a topic that aims to the spiritual/moral/ethical values of human being and that which really be fruitful for generating good souls in this material world.

The meeting came to an end with a vote of thanks to the Chair by Prof. Jayantee Sahoo.

  
Coordinator,  
IQAC, S.S.B. College,  
Mahakalpara,  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
Chairman, 20.04.21  
IQAC, S.S.B. College,  
Mahakalpara.  
Principal-Cum-Chairman  
IQAC, S.S.B. College  
Mahakalpara

# SRI SRI BAYABABA COLLEGE, MAHAKALPARA

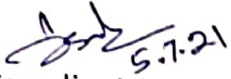
## *Action Taken Report*

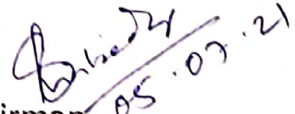
Of

4<sup>th</sup> qr. IQAC meeting held on 19.04.21

The following actions were taken for the resolution adopted in the fourth qr. IQAC meeting held on 19.04.21

1. Courses of all programs of the current semester were completed in time.
2. Mentors were conveying all the information regarding examination, academic scholarship, competition and other required information to their respective group of students through telephonic message or WhatsApp or email during lockdown for second wave COVID-19 transmission.
3. Prof. F. K. Sahoo, coordinator, NSS and Prof. S. Behari, coordinator YRC of the institution conducted a number of awareness programs related to health and hygiene in the nearby villages. NSS also conducted an international webinar on "Vaccination during Second Wave COVID-19" on 30th May 21 at 3.00 p.m.
4. Smart Junction, an organisation of Bhubaneswar was finalised to render the work of purchasing server domain, hoisting for college website and redesigning the same within 1 month.
5. A series of state, National and international webinars were conducted by all the department of Arts, Sc. & Commerce, IQAC and NSS in the month of May and June 2021.

  
Coordinator,  
IQAC, S.S.B College,  
Mahakalpara  
Co-Ordinator, IQAC,  
S.S.B. College, Mahakalpara

  
Chairman,  
IQAC, S.S.B College,  
Mahakalpara  
Principal-Cum-Chairman  
IQAC, S.S.B. College  
Mahakalpara