



Astha School of Management

(Managed by : Shree Panchamukhi Educational & Charitable Trust)

Approved by : AICTE, Under Ministry of HRD, Govt. of India & Affiliated to Biju Patnaik University of Technology, Odisha

Ref. No. : ASM/6974/22

OFFICE ORDER

Internal Quality Assurance Cell (IQAC)

Date. : 22/07/2022

By the order of the management the "Internal Quality Assurance Cell (IQAC)" of ASTHA School of Management, Bhubaneswar has been reconstituted as per the revised NAAC guidelines for the Academic year 2022-23 with members nominated from various stakeholders as per the details mentioned below.

| Sl. No. | Category | Name of the Members |
|---------|--------------------------------------|---|
| 1 | Chairperson: Head of the Institution | Prof.(Dr.) Sharmila Subramanian, Principal |
| 2 | Representation of Teachers | Asst. Prof. Jinasis Mohanty, Associate Dean (Training & Placement) |
| 3 | | Asst. Prof. Sthitipragyan Biswal |
| 4 | | Asst. Prof. Abhipsa Mishra |
| 5 | | Asst. Prof. Dipan Kumar Jena |
| 6 | Members of the Management | Mrs. Bishnupriya Biswal, Trustee, SPEC Trust |
| 7 | Senior Administrative Officer | Mr. Hrudananda Pradhan, JAO |
| 8 | Nominees from Students and Alumni | Student: Navrang Agrawal, 3 rd Sem. MBA |
| 9 | | Alumni: Kunja Bihari Satapathy, Central , Bhubaneswar |
| 10 | Nominee from Industry | Er. Kamala Kanta Pradhan, Retd. Vice President & I/C Hot rolling mills, BRG Group |
| 11 | The Coordinator of the IQAC | Asst. Prof. Manoranjan Nayak, Associate Dean (Academic Affairs) |

N.B- An invitee member from the Trust: Chairman / ED cum Secretary

For Astha School of Management
(Managed by Shree Panchamukhi Educational & Charitable Trust)

Executive Director cum Secretary

**EXECUTIVE DIRECTOR
CUM**

SECRETARY

ASTHA SCHOOL OF MANAGEMENT

Copy to:

1. Person Concern
2. Institute Website

Campus : # 261, Panchamukhi Vihar, Atala, Balianata, Bhubaneswar-752101
Telephone : (0674) 2474138 / 2474148, **Fax** : (0674) 2474128
E-mail : asthaschoolmgm@gmail.com, Visit us at : www.asthaeducation.in

ASTHA SCHOOL OF MANAGEMENT

BHUBANESWAR

Date- 26/07/2022

Internal Quality Assurance Cell Meeting 2022-23

Date- 26/07/2022

Venue- Chanakya

Time-3.00 PM

Agenda:

1. Welcoming All Members by the Chairperson of IQAC

2. Address by Hon'ble ED-Cum Secretary

3. Academic & Administrative Discussion :

a. Curriculum design, planning & implementation

b. Seminar, FDP etc.

c. Selection & recruitment process

d. Events & activities

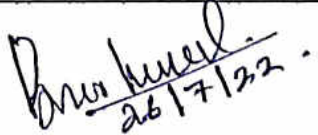
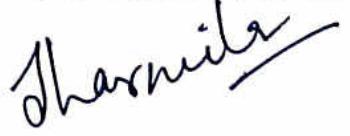

e. Discussion on Placement, Admission, Research & innovation




f. Feedback & grievance redressal system

g. Staff & Student Welfare

4. Any other matter deemed fit

Members Present:

| | | |
|--------------------------------------|--|---|
| Invitee Member of the Trust | Dr. Bankim Mohanty, ED cum Secretary- |  |
| Chairperson: Head of the Institution | Prof.(Dr.)Sharmila Subramanian, Principal |  |
| Representation of Faculties: | Asst. Prof. Jinasis Mohanty, Associate Dean (Training and Placement) - |  |

| | | |
|-------------------------------|---|---|
| Representation of Faculties: | Asst Prof. Sthitipragyan Biswal- | Sthitipragyan Biswal |
| Representation of Faculties: | Asst Prof. Abhipsa Mishra- | Abhipsa Mishra |
| Representation of Faculties: | Asst Prof. Dipan kumar Jena | Dipan Kumar Jena |
| Members of the Management: | Mrs. Bishnupriya Biswal, Trustee, SPEC Trust- | Bishnupriya Biswal |
| Senior Administrative Officer | Mr. Hrudananda Pradhan, JAO- |  |
| Student Nominee | Navrang Agrawal | Navrang Agrawal |
| Alumni Nominee | Kunja Bihari Satpathy | Kunja Satpathy |
| Industry Nominee | Er. Kamala Kanta Pradhan, Retd. Vice President & I/C Hot rolling mills, BRG Group - |  |
| IQAC Coordinator | Asst. Prof. Manoranjan Nayak, Associate Dean (Academic Affairs)- |  |



Chairperson IQAC
Prof. (Dr.) Sharmila Subramanian

Principal

Astha School of Management

Principal
Astha School Of Management



**ASTHA SCHOOL OF MANAGEMENT
BHUBANESWAR**

Date- 26/07/2022

IQAC Meeting held on 26/07/2022

Minutes of Meeting of Internal Quality Assurance Cell 2022-23

Date- 26/07/2022

Venue- Chanakya

Time-3 PM

Subject- IQAC meeting for discussion on various qualitative aspects.

Members Present:

1. **Chairperson: Head of the Institution:** Prof. (Dr.) Sharmila Subramanian, Principal
2. **Representation of Faculties:** Asst. Prof. Jinasis Mohanty, Associate Dean (Training and Placement)
Asst Prof. Sthitipragyan Biswal
Asst Prof. Abhipsa Mishra
Asst Prof. Dipan kumar Jena
3. **Members of the Management:** Mrs.Bishnupriya Biswal, Trustee, SPEC Trust
4. **Senior Administrative Officer:** Mr. Hrudananda Pradhan, JAO
5. **Student Nominee:** Navrang Agarwal, 3rd Semester, MBA
6. **Alumni Nominee:** Kunja Bihari Satapathy, Central, Bhubaneswar
7. **Industry Nominee:** Er.Kamala Kanta Pradhan, Retd.Vice President & I/C Hot rolling mills, BRG Group
8. **IQAC Coordinator:** Asst. Prof. Manoranjan Nayak, Associate Dean (Academic Affairs)
9. **Invitee Member of the Trust:** Dr. Bankim Mohanty, ED cum Secretary

As per the requirements of the quorum, the meeting commenced only after the arrival of at least two-third of the members. After the welcome address by Asst. Prof. Manoranjan Nayak, the

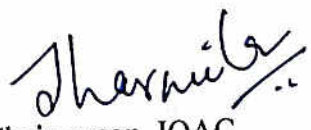
meeting started as per the agenda, presided by the Chairperson of IQAC Prof. (Dr.) Sharmila Subramanian.

Points of Discussion:

1. Prof. Manoranjan Nayak, IQAC Coordinator, explained the roles and responsibilities of the members of IQAC for the qualitative development of the different aspects of the institute. He initiated the discussion by a comprehensive presentation of the teaching learning process and the detailed result analysis of the students. It was a general observation that apart from a few subjects like FAA and DS, the students had performed remarkably well in almost all the subjects. The concerned faculties were advised to improve on their pedagogy, aligned with the Bloom's Taxonomy and connect better with the slow learners.
2. Prof. Dr. Sharmila Subramanian advised Prof. Manoranjan Nayak to update the SOP of the existing Examination with respect to new guidelines of AICTE, ensuring that the question pattern of the Internal examination lies parallel to the alignments of Bloom's Taxonomy. It was further discussed that the faculties would be developing Course Objectives, Program Objectives and Program-Specific Objectives.
3. Asst. Prof. Jinasis Mohanty suggested to have a better interface with the industries by means of MOUs. This step would be highly beneficial for the institute, as the industry can provide first hand training and valuable inputs to faculties and students. Various facets of the business environment can be explored. A deep insight on summer internship programme can also be gained. Additionally, he suggested that the development of the curriculum should suit to the industry requirements. Skill based trainings can be provided as well. He also emphasized on strengthening the alumni interaction for vital inputs on latest trends in the industry, which will be a step forward in bridging the gap between academics and the industry.
4. Asst. Prof. Sthitipragyan Biswal narrated and emphasized on the importance of research and publications for the growth of the faculties and the institute, as a whole. A detailed discussion was carried out on how to bring about a research bent of mind and improve researchable skills.

5. Asst. Prof. Abhipsa Mishra stressed upon a paradigm shift from traditional teaching methodology to case based teaching and participative learning. She suggested certain management games of different categories to be holistically included in the teaching pedagogy.
6. Asst. Prof. Dipan Kumar Jena stressed upon the need for industrial visits for the students for getting more exposure to industrial policies and practices. In addition, he also emphasized on undertaking more Extension & Outreach Programmes. This take was heavily supported by Er.Kamala Kanta Pradhan, who further added that professional trainings should be imparted to inculcate professionalism amongst the faculties and the students.
7. Mrs. Bishnupriya Biswal, trustee, suggested to have more events and activities in order to connect better to the locality and society. This was aided by remarks from Dr. Bankim Mohanty, ED cum Secretary, who discussed his plans for building better bridges with the society, at large.
8. Mr. Hrudanand Pradhan suggested bringing in, better management into the system by ensuring discipline of the students. He pointed out to the lacunae and suggested certain ways to fill the same.
9. Kunja Bihari Satapathy and Navrang Agarwal shared similar views on students' activities and interactions with the different entities. They, univocally, suggested ways to increase the same for getting wider exposure.
11. The meeting concluded with a vote of thanks by Asst. Prof. Manoranjan Nayak and it was unanimously decided that all the points discussed should be sincerely considered and simultaneously executed.

Approved by


Chairperson, IQAC

Prof. (Dr.) Sharmila Subramanian

Principal,

ASTHA School of Management

Principal

Astha School Of Management



ASTHA SCHOOL OF MANAGEMENT
BHUBANESWAR
INTERNAL CIRCULAR

Date - 22/07/2022

Sub: IQAC Meeting

The IQAC meeting will be held on 26/07/2022 at 3 PM in Chanakya. All the members of IQAC are hereby requested to attend the meeting.

Prof. (Dr.) Sharmila Subramanian

Principal

~~Principal~~

~~Astha School Of Management~~

Copy to all Members



ASTHA SCHOOL OF MANAGEMENT

BHUBANESWAR

INTERNAL CIRCULAR

Date - 15/12/2022

Sub: IQAC Meeting

The IQAC meeting will be held on 20/12/2022 at 3 PM in Chanakya wherein all the members of IQAC are hereby requested to attend the meeting.

Sharmila
15.12.22

Prof. (Dr.) Sharmila Subramanian

Principal

Principal
Astha School Of Management

Copy to all Members



**ASTHA SCHOOL OF MANAGEMENT
BHUBANESWAR**

Date- 20/12/2022

Sub: IQAC Meeting held on 20/12/2022

Minutes of Meeting of Internal Quality Assurance Cell 2022-23

Date- 20/12/2022

Venue- Chanakya

Time-3 PM

Subject- IQAC meeting for discussion on various qualitative aspects.

Members Present:

- 1. Chairperson: Head of the Institution:** Prof. (Dr.) Sharmila Subramanian, Principal
- 2. Representation of Faculties:** Asst. Prof. Jinasis Mohanty, Associate Dean (Training and Placement)
Asst Prof. Sthitipragyan Biswal
Asst Prof. Abhipsa Mishra
Asst Prof. Dipan kumar Jena
- 3. Members of the Management:** Mrs.Bishnupriya Biswal, Trustee, SPEC Trust
- 4. Senior Administrative Officer:** Mr. Hrudananda Pradhan, JAO
- 5. Student Nominee:** Navrang Agarwal, 3rd Semester, MBA
- 6. Alumni Nominee:** Kunja Bihari Satapathy, Central, Bhubaneswar
- 7. Industry Nominee:** Er.Kamala Kanta Pradhan, Retd.Vice President & I/C Hot rolling mills, BRG Group
- 8. IQAC Coordinator:** Asst. Prof. Manoranjan Nayak, Associate Dean (Academic Affairs)
- 9. Invitee Member of the Trust:** Dr. Bankim Mohanty, ED cum Secretary

The meeting started after reaching out to the attendance of two-third members which is a pre-requisite for quorum. Prof. Manoranjan Nayak greeted the members of IQAC and started the

meeting as per the agenda. The meeting was presided by the Chairperson of IQAC Prof. (Dr.) Sharmila Subramanian .

AGENDA

- To discuss the progress on Quality decisions taken in the previous IQAC Meeting held on 26/07/2022.

ACTION TAKEN

- Asst. Prof. Manoranjan Nayak discussed the updated SOP of the existing Examination with respect to new guidelines of AICTE. He also conducted a workshop with all the faculty members on the changed pattern of questions for internal exams. He explained about the six levels of questions and advised the faculties to give questions from the first four levels in the Internal Examination. The questions for the internal exams have been prepared majorly keeping in view the Levels mentioned in the Bloom's Taxonomy, from Level 1 (Remember), Level 2 (Understand) and Level 3 (Apply) and Level 4 (Analyse). In addition, he also presented the Course Outcomes, Programme Outcomes and Programme Specific Outcomes as developed and applicable for each subject.
- Asst. Prof. Jinasis Mohanty informed the committee regarding MOU's signed with various corporate houses for providing internships to the students and training to students and staffs.
- Asst. Prof. Sthitipragyan Biswal read out the research achievements of the faculty members and publications in different journals. She also presented the details of FDPs conducted.
- Asst. Prof. Dipan Kumar Jena presented the details in respect to Industrial visits conducted for the students to various Industries. Moreover, he also explained about the other programmes conducted with respect to creating awareness on social issues among common man as part of the social outreach initiative.

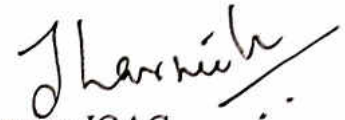
KEY POINTS OF DISCUSSION:

- Mr. Hrudananda Pradhan stressed upon the need for better strategy to ensure consistency and persistency among the students in attending classes. Moreover, he also

emphasized on the need for inter departmental information flow to complete the assignments within the prescribed time.

- Er.Kamala Kanta Pradhan brought his views to give more importance to employers' feedback and incorporating the same in designing future course of action for the students for their skill enhancement. The Committee decided to act accordingly for planning GD-PI Classes.
- The Meeting concluded with a vote of thanks by Prof. Manoranjan Nayak and it was unanimously decided that all the points discussed should be sincerely considered and simultaneously executed.

Approved by



Chairperson IQAC
Prof. (Dr.) Sharmila Subramanian

Principal

Astha School of Management

~~Principal~~
~~Astha School Of Management~~

ASTHA SCHOOL OF MANAGEMENT

BHUBANESWAR

Date- 20/12/2022

Internal Quality Assurance Cell Meeting 2022-23

Date- 20/12/2022

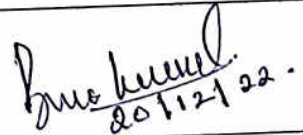
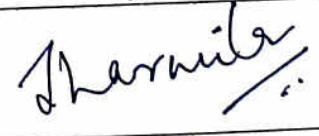
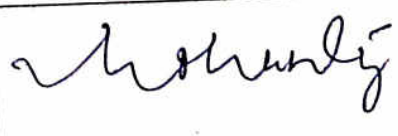
Venue- Chanakya



Time-3.00 PM

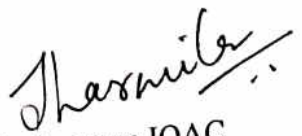
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Members Present:

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| Chairperson: Head of the Institution | Prof.(Dr.)Sharmila Subramanian, Principal |  |
| Representation of Faculty: | Asst. Prof. Jinasis Mohanty, Associate Dean (Training and Placement) - |  |

| | | |
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| Representation of Faculties: | Asst Prof. Sthitipragyan Biswal- | Sthitipragyan Biswal |
| Representation of Faculties: | Asst Prof. Abhipsa Mishra- | Abhipsa Mishra |
| Representation of Faculties: | Asst Prof. Dipan kumar Jena | Dipan Kumar Jena |
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| IQAC Coordinator | Asst. Prof. Manoranjan Nayak, Associate Dean (Academic Affairs)- | M. Nayak |


 Chairperson IQAC
 Prof. (Dr.) Sharmila Subramanian

Principal

Astha School of Management

Principal
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