

# Astha School of Management

Bhubaneswar

## Internal Quality Assurance Cell (IQAC)

(Minutes of Meeting)

**Date:** 28 July 2024

**Venue:** Incubation Cell

**Time :** 11.00 AM

### **AGENDA**

1. Discussion on academic planning for the session 2024-25.
2. Preparation of academic calendar and departmental activity schedules.
3. Student mentoring and counselling initiatives.
4. Planning for workshops, seminars and Faculty Development Programmes (FDPs).
5. Formation of committees for quality enhancement activities.
6. Any other item with the permission of the Chair.

### **MINUTES OF PROCEEDINGS**

#### **Item 1: Discussion on academic planning for the session 2024-25**

The IQAC Coordinator, Asst. Prof. Manoranjan Nayak, welcomed all the members and initiated discussions on the academic roadmap for 2024-25. Dr. Bankim Mohanty, ED cum Secretary, emphasized the need for outcome-based education and alignment with NAAC criteria.

#### **Item 2: Preparation of academic calendar and departmental activity schedules**

The committee approved the academic calendar for 2024-25 and instructed all departments to conduct academic and co-curricular activities as per schedule.

#### **Item 3: Review of curriculum and introduction of new courses**

Dr. Anindita Das presented a curriculum review report highlighting gaps in employability skills. The committee recommended introducing two new vocational courses – (a) Digital Marketing and (b) Data Analytics – from Semester III onwards.

#### **Item 4: Student mentoring and counselling initiatives**

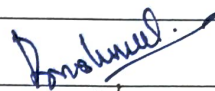
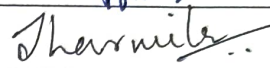
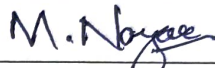

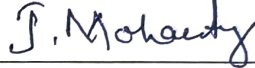

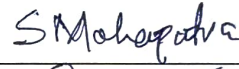
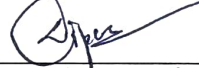
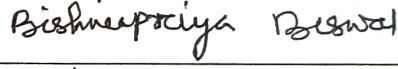
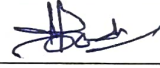
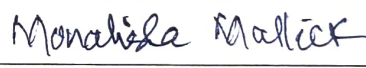
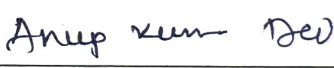
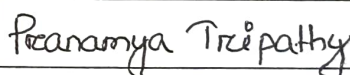
It was resolved to strengthen the mentoring system for slow and advanced learners. Asst. Prof. Satyanath Mohapatra proposed a structured mentoring model with monthly reviews, peer tutoring, and parent-teacher meetings.

#### **Item 5: Any other item**

Mr. Hrudananda Pradhan proposed introducing a faculty recognition award for excellence in teaching and research. The suggestion was welcomed and will be discussed in the next meeting.

**Closing:** The meeting concluded with a vote of thanks by the IQAC Coordinator.

## Signatures of Members

Sl. No.	Name of Member	Designation	Signature
1	Dr. Bankim Mohanty	ED cum Secretary	
2	Prof. (Dr.) Sharmila Subramanian	Chairperson	
3	Asst. Prof. Manoranjan Nayak	Coordinator	
4	Er. Kamala Kanta Pradhan	Member	
5	Asst. Prof. Jinasis Mohanty	Member	
6	Dr. Anindita Das	Member	
7	Asst. Prof. Satyanath Mohapatra	Member	
8	Asst. Prof. Dipan Kumar Jena	Member	
9	Mrs. Bishnupriya Biswal	Member	
10	Mr. Hrudananda Pradhan	Member	
11	Ms. Monalisha Mallick	Member	
12	Mr. Anup Kumar Deo	Student	
13	Ms. Pranamya Tripathy	Student	

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Bhubaneswar

## Internal Quality Assurance Cell (IQAC)

(Minutes of Meeting)

**Date:** 28 January 2025

**Venue:** Incubation Cell

**Time :** 11.00 AM

### AGENDA

1. Review of annual academic and administrative activities (2024-25).
2. Analysis of student performance and examination results.
3. Planning for placement and industry interaction activities.
4. Preparation and submission of Annual Quality Assurance Report (AQAR).
5. Discussion on student grievance and support system.
6. Recommendations for the next academic year (2025-26).
7. Any other item with the permission of the Chair.

### MINUTES OF PROCEEDINGS

#### **Item 1: Review of annual academic and administrative activities (2024-25)**

The committee reviewed the overall academic performance and appreciated the efforts of faculty members and students. Prof. (Dr.) Sharmila Subramanian, Chairperson, highlighted the successful completion of bridge courses, mentorship programs, workshops, and FDPs planned during the year.

#### **Item 2: Planning for placement and industry interaction activities**

It was decided to organize career guidance programmes and industry interaction sessions for final year students. Asst. Prof. Jinasis Mohanty proposed inviting industry experts for mock interviews, resume writing workshops, and campus recruitment drives.

#### **Item 3: Preparation and submission of AQAR**

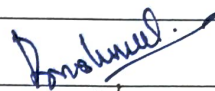
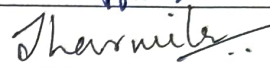
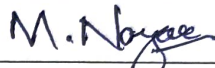

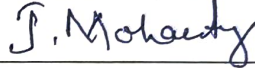

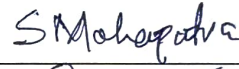
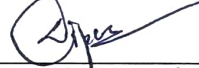
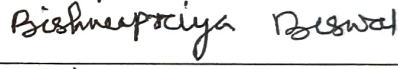
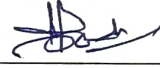
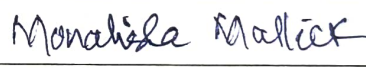
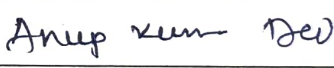
The members unanimously approved the draft annual quality assurance report (AQAR) for submission to NAAC. Asst. Prof. Manoranjan Nayak, Coordinator, presented the compiled data on student results, faculty achievements, research publications, infrastructure upgrades, and outreach programs.

#### **Item 4: Any other item**

Asst. Prof. Jinasis Mohanty proposed a faculty exchange programme with reputed institutions. Dr. Bankim Mohanty appreciated the suggestion and asked for a detailed proposal by April 2025.

**Closing:** The meeting ended with formal thanks from the IQAC Coordinator.

## Signatures of Members

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