



NABAPRAVAT ACADEMY FOR MANAGEMENT EDUCATION

Recognised by Govt. of Odisha, Affiliated to Utkal University

At/Po- Sunakhandi (Close to Kashipur Primary School), Salepur, Cuttack-754202

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Ref.No.: 3952(B)/NABMEd/25

Date : 02/07/25

Office Order (IQAC)

To guide and suggest for quality improvement in the education institute a committee in the name of Internal Quality Assurance Cell (IQAC) is formed in Nabapravat Academy for Management Education, Sunakhandi, Salepur with following members with immediate effect

| Sl.No | Name and designation | Position in the committee |
|-------|--|---------------------------|
| 1 | Dr. Monalisha Nayak Principal, Nabapravat Academy for Management Education | Chairman |
| 2 | Er. Arunjit Maharana Director, Nabapravat Academy for Management Education | Coordinator |
| 3 | Chittaranjan Behuruk Asst. Nabapravat Academy for Management Education | Member |
| 4 | Alakananda Mishra, Management representative Nabapravat Academy for Management Education | Member |
| 5 | Gayatri Behera Asst.Prof. Nabapravat Academy for Management Education | Member |
| 6 | Himansu Mohan Barik Asst.Prof. Nabapravat Academy for Management Education | Member |
| 7 | Mr. Pratyus Kar Lecturer. Nabapravat Academy for Management Education | Member |
| 8 | Mrs.Brahmi Kar Asst.Prof. Nabapravat Academy for Management Education | Member |
| 9 | Mr. Sashanka Sekhar Pal, MD, Rashmi Motors, Industry representative | Member |
| 10 | Mr. Shisira Kumar Panda, MD, Vinayak Hotel Ltd, Local representative | Member |
| 11 | Mr. Subas Chandra Sahoo. Administrative Staff Nabapravat Academy for Management Education | Member |
| 12 | Saroj Bisoi (2 nd year BCA) Student representative, Nabapravat Academy for Management Education | Member |
| 13 | Dharitri Rout (1 st Year Student,BCA) Student representative, . Nabapravat Academy for Management Education | Member |
| 14 | Mr.Rajanikanta Jena Alumni representative | Member |
| 15 | Mr. Subham Sahoo Alumni representative | Member |
| 16 | Dr.Omm Peakash Bhuyan, Principal, Ganapati Engg School, Educationist | Member |

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

some of the functions expected of the IQAC are:

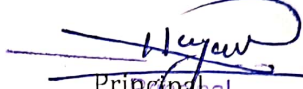
- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.


Principal
Nabpravat Academy for Management Education
Management Education
Salipur, Cuttack

Copy to :

1. Person concerned
2. Registrar, Utkal University, Bhubaneswar