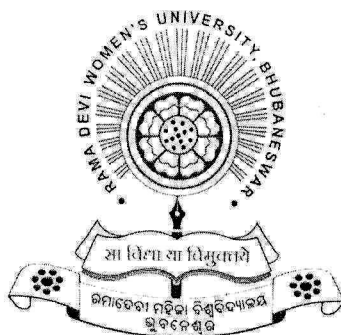# Rama Devi Women's University
Bhubaneswar-751022, Odisha

Internal Quality Assurance Cell

The 17ᵗʰ Meeting of the
Internal Quality Assurance Cell

Date: 22.06.2022

Proceedings of IQAC meeting held on 22.06.2022

A meeting of IQAC was held on 22.06.2022 at 03:00 pm in the University Auditorium under the Chairmanship of Hon'ble Vice Chancellor Prof. Aparajita Chowdhury.

Members Present:

1. Prof. Aparajita Chowdhury, Vice Chancellor
2. Prof. Sasmita Mohanty, CPGC
3. Prof. Chandi Charan Rath, Director, IQAC
4. Dr. Sankar Prasad Mohanty, Coordinator, IQAC
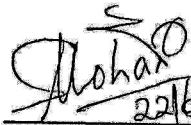5. Faculty Members present (List attached) Annexure-A

Matters discussed and resolutions made:

- At the outset Prof. Chandi Charan Rath, Director, IQAC welcomed the august gathering and appraised purpose of the meeting. Prof. Sasmita Mohanty, CPGC addressed the house and motivated the members to work together for preparation for NAAC in 2023.

- Prof. Aparajita Chowdhury, Hon'ble Vice Chancellor addressed in the meeting about preparation for NAAC in 2023 and appraised about subject wise status of score obtained in the Academic Audit made by OSHEC and advised to start the work on the weak areas. Hon'ble Vice Chancellor madam focused on the following points and advised the Departments to adhere to it.

- Vice Chancellor madam presented the NAAC Revised Manual through projector and described, in detail, how to prepare for NAAC.

- NAAC Revised Manual must be downloaded, printed by each Department/faculty members/members of IQAC/ Members of 7 criteria group and other faculty members. They are required to go through it minutely to get complete knowledge about criteria-wise requirements for NAAC.
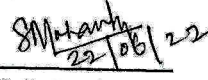
During the deliberations following aspects were discussed and agreed upon.

1. Each Department must have a Coordinator for IQAC to work at Department level. It must be approved in the respective DTC.

2. Each faculty member must publish at least two papers every year in journals indexed in Scopus/WoS/ UGC CARE list.

3. All faculties need to register themselves in Google Scholar, Research Gate, Scopus-ORCHID etc.

4. All faculty members (Professor, Associate Professor and Assistant Professor) must apply for funded research projects.

5. All faculty members must develop e-content for the benefit of students and upload in the University website.

6. Lab Manual and Question Bank are to be prepared and submitted to IQAC with an immediate effect.

7. Department Alumni need to be active and meetings need to be organized regularly. Besides, Parent-Teacher Meeting (PTM) need to be organized at the Department level and records should be maintained. In addition, Mentor-Mentee meetings are to be organized and records must be maintained.

8. Each Department is required to analyze the SWOC and work on the improvement areas by 20th July 2022.

9. Academic Audit formats must be updated with details.

10. AQAR must be ready for the periods required for NAAC by 30th July 2022.

11. Outreach activities must be organized in each Department by 30th July 2022.

12. Students' Seminars at Department level must include minimum 02 nos. of students' presentation in every semester. It must be communicated to the affiliated colleges prior to the even.

13. Documents of all activities are to be uploaded in the University Website and OIC Website would take necessary actions to update.

-   A thorough discussion was made; queries were addressed by the Hon'ble Vice Chancellor madam and other dignitaries. In addition, Dr. Bibudhendu Pati shared his experiences and suggested some important ways how to start preparation for NAAC and maintain documents. Prof. C.C. Rath and Prof. Sasmita Mohanty, CPGC suggested some important aspects how to maintain documents during preparation of NAAC.

-   Dr. Sankar Prasad Mohanty, Coordinator, IQAC suggested how to prepare proceedings and ATR of each meeting.

-   The meeting ended with a vote of thanks to the Chair and the house, by Dr. S.P. Mohanty, Coordinator, IQAC.

Dr. S.P. Mohanty
Coordinator, IQAC

Prof. C.C. Rath
Director, IQAC

Prof. S. Mohanty
CPGC

Prof. Aparajita Chowdhury
Vice Chancellor