

Rama Devi Women's University
Vidya Vihar, Bhubaneswar-751022, Odisha

Internal Quality Assurance Cell



Proceedings of the 27th meeting of the
Internal Quality Assurance Cell

Date: 02.05.2023

Proceedings of the IQAC meeting held on 02.05.2023

The meeting of IQAC was held on 02.05.2023 at 03:00 pm in the VC'S Board Room under the Chairmanship of Prof. Aparajita Chowdhury, Vice Chancellor. Following members were present:

Members Present:

- 1) Prof. Aparajita Chowdhury, Vice Chancellor
- 2) Smt. Shyamali Mohapatra, Registrar
- 3) Prof. Chandi Charan Rath, CPGC
- 4) Prof. Sasmita Mohanty, Director, IQAC
- 5) Prof. J. Acharya, Dy Director, IQAC
- 6) Prof. Ranjan Kumar Bal, Syndicate Member
- 7) Dr. Kalpana Das, Syndicate Member
- 8) Dr. Sikha Singh, Member
- 9) Dr. Aliva Mohanty, Member
- 10) Dr. Debabala Swain, Member
- 11) Dr. Ambika Sankar Mishra, Member
- 12) Dr. Sanjay Kumar Raul, Member
- 13) Dr. Jayashree Jethy, Member
- 14) Dr. Monalisa Mohanty, Member
- 15) Dr. Sarita Mishra, Member
- 16) Dr. Biplab Kumar Guru, Member
- 17) Dr. Sankar Prasad Mohanty Coordinator, IQAC
- 18) Ms. Banismita Tripathy (PG) Student Representative.
- 19) Ms. Sanchita Patra (UG) Student Representative.
- 20) Ms. Bisakha Bhanja, National Alliance for Women (NGO), External Member
- 21) Ms. Rashmi Sahoo, Ruchi Foods (Industry Representative), External Member

Agenda

1. Criteria wise status and preparedness on both QnM and Q_iM and date schedule.
2. Vetting of QLM and QNM data
3. Preparation of Policy documents
4. Publication of News letter
5. Preparation of Alumni data base
6. Assignment of departments to IQAC members
7. IIQA and SSR
8. Any other, if any

Matters discussed and resolutions made

At the outset Prof. Sasmita Mohanty, Director, IQAC welcomed the IQAC Team and apprised the members about purpose of the meeting. Hon'ble Vice Chancellor addressed the meeting, took feedback on the preparation for NAAC in 2023.

Agenda wise items were discussed and following resolution were made.

1. Discussion was made on criteria wise status and preparedness on both QnM and QIM. Assignment was given to the Criteria Team to prepare the draft report along with all documents as per the following schedule.

Criteria	Team Head	Date of meeting on QnM and QIM	Time
I	Dr. Bibudhendu Pati	8 th May 2023	03:00 PM
II	Dr. Aliva Mohanty	9 th May 2023	03:00 PM
III	Dr. Raj Kumar Joshi	12 th May 2023	03:00 PM
IV	Prof. Madhusmita Pati	13 th May 2023	03:00 PM
V	Prof. Chandrashree Lenka	8 th May 2023	03:30 PM
VI	Dr. Debabala Swain	9 th May 2023	03:30 PM
VII	Prof. Jyotirmayee Acharya	8 th May 2023	04:00 PM

2. On receipt of Q_iM and Q_nM data, there will be internal vetting by the CPGC, Director-IQAC and finally by the Vice Chancellor. After that, there will be external vetting by inviting experts in the field.
3. Audit Teams will visit nearby University having NAAC accreditation for reporting style. All Audit Reports are to be submitted by 20th May 2023.
4. Policy documents will be prepared by officers as follows:
 - Dr. Sanjay Kumar Raul: Green Policy
 - Dr. Sarita Mishra: Divyanjan Policy
 - Dr. Biplab Kumar Guru: IT & Surveillance Policy
 - Dr. Dillip Kumar Bishi: HR Policy
 - Dr. Aliva Mohanty will collect all policies by 20th May 2023.
5. All Departments will publish News latter every year from 2018 onwards (One/Two).
6. Alumni Data Base will be prepared by the OIC/Coordinator Alumni of each Department and submit the report to the Criteria- V Team (Prof. C. Lenka) by 20th May 2023.
7. The Members of IQAC will be assigned to visit the Departments and monitor NAAC preparedness between 22nd and 23rd May 2023:

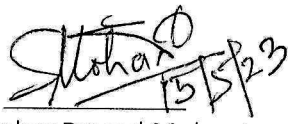
Members and Co-opted Members	Departments assigned	Date of visit
Prof. Jyotirmayee Acharya Dr. Bibudhendu Pati	Economics, Philosophy, Music	22.05.2023 and 23.05.2023
Prof. Sasmita Mohanty Dr. Aparajita Biswal	Education, Gender Studies, MBA	
Dr. Sankar Prasad Mohanty Dr. Suryamani Patro	Life Science & IMB, History	
Prof. Madhusmita Pati Dr. Sikha Singh	Biotechnology, Statistics, NCC	
Dr. Debabala Swain Dr. Sabat Kumar Digal	Home Science, English, Political Science	
Dr. Aliva Mohanty Dr. Raj Kumar Joshi	JMC, Sanskrit, Teacher Education	
Dr. Sakti Kanta Rath Dr. Itishri Sarangi	Botany, Mathematics, Physics	

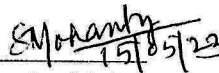
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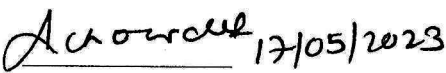
Dr. Manisha Mishra Dr. Santosh Kumar Biswal	Computer Science, Psychology, Odia	
Dr. Sujata Mohanty Dr. Ambika Sankar Mishra	Zoology, Sociology, Chemistry	
Dr. Jyotirmayee Udgata Dr. Manas Behera	English, Commerce, Hindi	

8. The members of the above committee are requested to give a report on respective Department to IQAC on 24.05.2023.
9. IQA will be prepared and submitted by Dr. Debabala Swain and Dr. Sikha Singh by 1st week of August 2023.
10. The Audit Gaps will be monitored by Prof. Sasmita Mohanty & Dr. Sankar Prasad Mohanty and get the things done at the administrative level by last week of June 2023.
11. Draft SSR will be prepared by Prof. Sasmita Mohanty & Dr. Sankar Prasad Mohanty.
12. Language editing of the SSR will be done by Prof. Madhusmita Pati by 2nd week of June.
13. Draft SSR will follow internal vetting (by VC, CPGC) in the last week of June 2023.
14. External Vetting of the SSR by 1st week of July 2023.
15. Specific Department wise instructions to perform between 16th to 25th May 2023 be given by IQAC for needful. HoDs/ Coordinators and all the faculties to be present all through and complete the Departmental IQAC assignments.
16. CPGC/CoE/CoF preparations to be list^{ed} out and given to all sections for needful by June 2023 to complete and intimate the IQAC.
17. Steps will be initiated for CAS of Faculty Members.
18. The next meeting of IQAC will be held on 24.05.2023.

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


Dr. Sankar Prasad Mohanty
Coordinator, IQAC


Prof. Sasmita Mohanty
Director, IQAC


Prof. Aparajita Chowdhury
Vice Chancellor