



INTERNAL QUALITY ASSURANCE CELL
RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR,
Bhubaneswar, Odisha-751022, Ph. No. 0674-2542644,
E-mail: iqac@rdwu.ac.in Website: <https://rdwu.ac.in>

IQAC/.....186...../23

Date.....12-08-2023.....

NOTICE

As required for documentation in NAAC and quality assurance, the faculty members of the University are assigned responsibilities to submit reports along with documents to **IQAC**, collecting from the offices listed below. The Conveners/ Coordinators/ OICs of the concerned offices are requested to kindly provide the report along with related documents to the members assigned to collect the report.

Report Collection and Submission Schedule:

- Reports for 2 years (2021-22 and 2022-23) by **21.08.2023**.
- Reports for 3 years (2018-19, 2019-20, and 2020-21) by **10.09.2023**.

Template is attached for reporting (Appendix-A).

Sl. No.	Name of the council, cell committee, office etc.	Convener/ Coordinator/ OIC/Contact Persons	Members assigned to collect reports
1.	P.G. Council	Dr. Manisha Mishra Dr. Snehalata Das	Dr. Aparajita Biswal
2.	College Development Council	Prof. Sasmita Mohanty	
3.	Examination Cell	Dr. Mamata Mohanty	
4.	Students' Welfare Cell	Dr. Shikha Singh	Dr. Sujata Mohanty
5.	1 st Appellate Authority & Public Information Cell	Dr. Ambika Sankar Mishra	
6.	Sports Council	Dr. Itishri Sarangi	Dr. Santosh Kumar Biswal
7.	Purchase Committee	Mrs. Monalisa Jena	
8.	Finance Committee	Dr. Sabat Kumar Diga	
9.	Library Committee	Prof. Chandrashree Lenka	Dr. Suryamani Patro
10.	University Examination Committee	Mr. Suprit Panigrahi	
11.	Regulation Committee	Dr. Sankar Prasad Mohanty Dr. Navneet Kaur (DR, Admin.)	
12.	Research & Development Committee	Dr. Bibudhendu Pati	Mr. Pankaj Kumar Naik
13.	Institutional Ethics Committee	Dr. Alok Pr. Das	
14.	Institutional Academic Integrity Council	Dr. Sujata Mohanty	
15.	IQAC	Dr. Monalisa Mohanty and Dr. Jayashree Jethy	Dr. Biplab Kumar Guru
16.	NAAC Mentoring Committee to the affiliated Colleges	Dr. Bibudhendu Pati	
17.	ICT Cell	Dr. Dillip Kumar Bishi Dr. Purna Chandra Sethi	
18.	University Database Unit (NIRF/ AISHE / AIU/ other bodies)	Dr. Raj Kumar Joshi	

19.	IDP Committee	Prof. Chandrashree Lenka Dr. Santosh Kumar Biswal	Dr. Sasmita Kar
20.	RUSA Project Monitoring Unit	Dr. Sakti Kanta Rath	
21.	NSS University Level Committee	Dr. Susanta Kumar Pattanaik	
22.	Building Committee	Dr. Ashok Kumar Digal	Dr. Purna Ch. Sethi
23.	Furniture Committee	Dy Registrar, Admin. Dr. Ashok Kumar Digal	
24.	Community Connect Cell	Dr. Suryamani Patro Ms. Sonali M. Mohapatra	
25.	Modernisation of Classroom Committee	Dr. Debabala Swain	Mrs. Monalisa Jena
26.	Campus Supervision Committee	Dr. Rebati Kanta Maharana	
27.	Internal Complaint Committee	Dr. Kalyani Sarangi	
28.	Institutional Bio-safety Committee	Dr. Shikha Singh Dr. Dillip Ku. Bishi	Dr. Chhabi Rani Panigrahi
29.	Obsolete Disposal & Auction Committee	Dy Registrar, Admin. Mr. Jajnyadatta Mishra (Jr. Asst.)	
30.	Legal Cell	Dy Registrar, Estt. Mr. Sidharth Ku. Sahoo (Jr. Asst.)	
31.	Mo College Abhijan Committee	Dr. Snehalata Das	Ms. Geetanjali Naik
32.	International Affairs Committee	Dr. Dillip Kumar Bishi	
33.	Unnat Bharat Abhijan Committee	Dr. Bimla Patra	
34.	Social Media Committee	Dr. Manisha Mishra Ms. Jamuna Tudu	Ms. Ahaana Mansai
35.	Sarala Devi Centre for Gender Research	Dr. Aparajita Biswal	
36.	MoU Committee	Dr. Debabala Swain Ms. B.R. Abha Ayushree	
37.	Skill Development Centre	Dr. Raj Kumar Joshi	Ms. Nity
38.	Placement & Career Counselling Cell	Dr. Debabala Swain Mr. Narsingh Majhi	
39.	Health Centre	Prof. Pranati Kumari Sahoo	
40.	Counselling & Wellness Centre	Dr. Sasmita Kar Dr. Sayantini Behura	Dr. Anima Bag
41.	E-learning Centre	Dr. Purna Ch. Sethi	
42.	Board of Residence	Prof. Madhusmita Pati	
43.	Centre of Excellence	Prof. Madhusmita Pati	Ms. Heleena Jati
44.	UGC Cell	Dr. Debabala Swain	
45.	Anti-Ragging Cell	Dr. Aparajita Biswal	
46.	Students' Discipline and Grievance Redressal Committee	Dr. Atashi Rath	Dr. Ashok Ku. Digal
47.	ST/SC & Equal Opportunity Cell	Dr. Aparajita Biswal	
48.	Literary and Cultural Committee	Dr. Sanghmitra Bhanja	
49.	Science Society	Dr. Sujata Mohanty	
50.	Scholarship Committee	Dr. Aparajita Biswal	
51.	Canteen Committee	Dr. Suryamani Patro	Mr. Sudam Sahoo
52.	NSS	Ms. Geetanjali Naik Ms. B.R. Abha Ayushree	
53.	NCC	Dr. Navneet Kaur	

54.	YRC	Dr. Bimala Patra	Dr. Atashi Rath
55.	Ranger	Dr. Atashi Rath	
56.	SSG	Dr. Sakti Kanta Rath	
57.	Entrepreneurship-cum- Start Up Club	Dr. Raj Kumar Joshi	
58.	Annual Report Committee	Dr. Itishri Sarangi	
59.	All Clubs	CPGC Office/AOs	

Memo No. IQAC/...../23

187

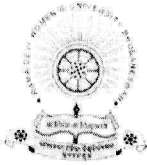
Date:.....

12.08.2023

S. Mohanty
12/08/23
Director, IQAC

Copy to the Chairman, P.G. Council/ Registrar/ Persons Concerned/ Members of the above committees for information & necessary action/ P.S. to V.C. for kind information of the Hon'ble Vice Chancellor.

S. Mohanty
12/08/23
Director, IQAC



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Template for Reporting of Committee Functionality

(Separate sheets may be used for complete report)

Sl.No.	Baseline Particulars	Information
1.	Name of Council/ Committee/Cell/Office:	
2.	Session:	
3.	Issuing Authority (Registrar/CPGC) with Office Order No. & Date:	
4.	Name of Convener/ Coordinator/ OIC:	
5.	Members of the Committee (Names):	a) b) c) d) e)
6.	Activities undertaken during the period:	
7.	Resultant to the activities:	
8.	Whether meetings of the Committee convened (Yes/No):	
	a) If yes, mention dates of meetings:	
	b) Copy of meeting proceedings/related documents to be attached:	
	c) If no, mention reasons for not having any meeting:	
9.	Action Taken Report:	
10.	Road Map for Subsequent Year:	
11.	Suggestions for sustainable development:	
12.	Selected Photographs, if any:	

Signature of Members

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Convener/ Coordinator/ OIC