



**INTERNAL QUALITY ASSURANCE CELL**  
**RAMA DEVI WOMEN'S UNIVERSITY, VIDYA VIHAR,**  
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IQAC/.....<sup>202</sup>...../23

Date.....<sup>15.09.23</sup>.....

To

The Chairman, P.G. Council  
Rama Devi Women's University

Sub: Documentation at CPGC office regarding.

Sir,

Keeping in view the requirements of documents from time to time for administrative purpose as well as quality assurance in the University, the CPGC office is requested to kindly take necessary actions at their level to maintain the files, documents, registers, reports etc. as deemed essential. Some of the activities/points are suggested below.

**Activities**

1. Organogram of P.G. Council
2. Admission Prospectus from 2018 onwards.
3. Proceedings of the P.G. Council meeting with ATRs.
4. Annual reports of the University for last five years (2018 to 2023)
5. Academic Calendars for the last five years (2018 to 2023)
6. List of Departments with Faculty. (Like, Faculty of Biological Science and Departments under the Faculty)
7. Facilities (e-Learning Centre, Centre of Excellence, Smart Classroom etc.)
8. Admission details for the last five years and onwards
9. Enrolment details for the last five years and onwards
10. Committees under P.G. Council, Activity Reports, Meeting Proceedings and ATRs
11. Year wise P.G. Council activity reports
12. Induction and orientation programmes
13. DSW activity reports / CR's meeting report
14. Indexing / documentation of files (section-wise)
15. Record of circulars issued from time to time.
16. Stock Register and Cash Book.

*S. Mahanta*  
15/09/23  
Director, IQAC

Memo No. IQAC/.....<sup>203</sup>...../23

Date:.....<sup>15.09.23</sup>.....

Copy to the Registrar for information & necessary action/ P.S. to V.C. for kind information of the Hon'ble Vice Chancellor.

*S. Mahanta*  
15/09/23  
Director, IQAC