



INTERNAL QUALITY ASSURANCE CELL
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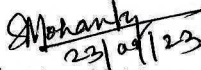
IQAC/.....203...../23

Date...23-09-2023

The IQAC members are assigned the following responsibilities as part of NAAC preparation. They are requested to make themselves available at the IQAC office on the date and time as mentioned below for further discussion in this regard.

Sl No	Name of the IQAC members	Assigned Responsibility	Dateline	Reporting Time at IQAC office
1	Dr Biplab Guru	<ul style="list-style-type: none">All Policy documents (22 nos)VerificationApproval of Coverage design.Spiral binding of the policy document (after approval)Finalization of number of copies to be printedUploading the document in the website after approval from authority	27.09.23	Monday 11.30 am
2	Dr Sanjay Kumar Raul	<ul style="list-style-type: none">Finalization of all Audit reportsCoordination with all audit team headsCollection of all Audit reports and ATRs of 9 numbers of Audits for last five yearsGet it signed from external experts after due consultationScan the documents and keep it ready for uploading in website	27.09.23	Monday 2.00 pm
3	Dr Ambika Sankar Mishra	<ul style="list-style-type: none">Finalization of numbers of journal and book publications as per NAAC manual template.Submit the soft copy as well as hard copy.Keep the files ready with all hard copy proof of the publications.Scan the documents and keep it ready for uploading in websiteList and links of the papers published in journals listed in UGC-CARE list	27.09.23	Monday 12.30 pm
4	Dr Jayashree Jethi Dr Sarita Mishra Dr Shikha Singh	<ul style="list-style-type: none">Document collection from different departmentsGetting ready with final approvalCoordination with Website team and uploading documents in the website	27.09.23	Monday 11.30 am
5	Dr Monalisha Mohanty Dr Biplab Guru	<ul style="list-style-type: none">Document collection of Statutory committees and different cells	27.09.23	Monday 12.30 pm
6	Dr Monalisha Mohanty Dr Sarita Mishra	<ul style="list-style-type: none">QnM document finalization of 7 criteria	28.09.23	Monday 11.30 am
7	Dr Debabala Swain Dr Shikha Singh	<ul style="list-style-type: none">IIQA data preparationCollection of supporting documents for IIQA		

- All the HoDs are requested to adjust the classes of the above faculty members and cooperate with them in preparation of documents for NAAC accreditation process.
- All the HoDs are also requested to submit the pending documents to IQAC office latest by 27.09.23.
- The respective Officers-in charges are requested to provide the documents as and when required by IQAC office and IQAC members.


23/09/23
Director, IQAC

Memo No. IQAC/.....²⁰⁴...../23

Date:.....^{23.09.23}.....

Copy to Chairman, P.G. Council/ Registrar/CoE/CoF/Dy. Registrar, Admin & Establishment/ All HoDs and Coordinators/PIC Library/Warden/ All faculty members of the different committees and Cells for information and necessary action/ P.S. to V.C. for kind information of the Hon'ble Vice Chancellor.


23/09/23
Director, IQAC