

S.D WOMEN'S COLLEGE, RAJGANGPUR SUNDARGARH, ODISHA

No- IQAC/01/2021

Date: 30/07/2021

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D. WOMEN'S COLLEGE held on 30.07.2021 at 3.p.m in Seminar Room no.5. The meeting was presided over by the Chairperson Mr. Bipin Choudhury and followed by IQAC Coordinator Prof. Sapan Kumar Panda.

AGENDA

- Civil work- An approval for civil work in the institution was given for the ground plus 2-storeyed academic building along with the construction of Chemistry lab. The IDP Committee was given responsibility to comply with the formalities and related work.
- A careful consideration was given on the college website. It was noted that the college website required redesigning, domain registration, privacy and security requirements, library automation updating on the website and other relevant changes. Therefore a decision was taken to approach technical experts to carry on the changes in the college website.
- Ensuring minimum 7 hours work by the faculty members and 75% of minimum attendance of the college students.
- To discuss NAAC criteria and chalk out quality enhancement strategies and initiatives. Introduction of Compulsory Course 'Ethics and Values' for Undergraduate students as AECC. And Compulsory Revised Course ' Environmental Studies and Disaster Management' for 1st semester students.
- Preparation of Academic Calendar.
- Smooth conduct of examinations for +3 6th semester students was discussed.

Action taken Report of previous IQAC MEETING HELD ON: 8.3.2021

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Timely submission and preparation of AQAR	The members of the IQAC discussed the different parameters and rubrics that were asked in AQAR. The departments and other academic and administrative heads were instructed and advised accordingly so that AQAR could be prepared well ahead of time. The data templates were duly filled in according to the given formats.
2.	Organizing offline career Counseling	Topic: Women are better entrepreneurs

	session for the students	<p>The second CCC was held on 14th February 2020. The resource person was Mr. Bijan Mohan Biswal, Director, Pradhan Mantri Kaushal Kendra, and Rourkela. The highlighted theme was one shouldn't be a job seeker rather be a job giver. The women students were motivated to be women entrepreneurs. This innovative platform could yield women entrepreneurs to become independent and goal oriented. He told the students about various career facilities the PRADHANMANTRI KOUSHAL KENDRA is offering freely to the women encouraging them to make the best use of it.</p>
3.	Commencement of Physical Classroom Teaching	<p>Proper cleaning of the classrooms and entire campus was ensured. Arrangements for sanitization of classrooms and office spaces were given prime importance.</p>
4.	Extension Activities	<p>To promote and resume more number of extension activities physically NSS, NCC, YRC Units were asked to organize events and program actively.</p>

The following members attended the meeting:

Sl. NO	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. Bipin Choudhury	<i>Bipin Choudhury</i>
2.	IQAC Coordinator	Prof. Sapan K.Panda	<i>S.K. Panda</i>
3.	FACULTY MEMBER Member, H.O.D. Pol.Sc. Member, H.O.D. Maths Member, H.O.D. Hindi Member, H.O.D. English Member, Dept. of Pol.Sc	Dr. Kaushalya Agrawal Ranjan Ku. Mohatpatra Dr.Smrutirekha Nayak Akanksha Lakra Sarika Bilung	<i>Dr. Agrawal.</i> <i>Ranjan Kumar Mohapatra</i> <i>Dr. Smrutirekha Nayak</i> <i>Akanksha Lakra</i> <i>Sarika Bilung</i>
4.	Management Member	Mr.Niraj Agrawal	<i>N. Agrawal</i>
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	<i>G. Mahanta</i>
6.	Member, Parent Representative	Mr. Rabi Bag	<i>Rabi Bag</i>

Prof. Sapan Kumar Panda, IQAC Coordinator proposed the date for the next meeting. The meeting ended with formal vote of thanks.

Bipin Choudhury
Principal
30/02/21
G.D. Women's College
Raigarh, Sundargarh
Principal

S.D WOMEN'S COLLEGE, RAJGANGPUR SUNDARGARH, ODISHA

No- IQAC/04/2022

Date: 01/03/2022

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D.WOMEN'S COLLEGE held on 1.3.2022 at 3 p.m in Seminar Room No.5. The meeting was presided over by the Chairperson Mr. Bipin Choudhury and followed by IQAC Coordinator.

AGENDA

- Campaign for Jal Shakti Abhiyaan.
- It was decided to procure tables and chairs for Library Reading Room.
- It was decide to encourage faculty members to arrange seminars in their respective departments which will benefit the students.
- Upcoming extension activities were discussed. Celebration of Voters Day, Observing Azadi ka Amrit Mahotsav, International Yoga Day was discussed.
- Uploading all orders/circulars/activity reports and other documents in the college website
- Teaching and non-teaching employees to refrain from taking Private Coaching Classes.

Action taken Report of previous IQAC MEETING HELD ON: 5.1.2022

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Preparation of a policy document on the code of conduct	A document on the Code of Conduct for the Institution and its members was prepared. Members of the Institution were encouraged to follow them and encourage others to abide by the rules.
2.	Hostel Renovation work, beautification of hostel entrance area	Hostel entrance Renovation work was taken up urgently. Principal Sir and Hostel Superintendent discussed the necessary work to be carried in the presence of IQAC members, for beautification of hostel area, garden maintenance was given importance.
3.	Career-counseling session	2 Career counseling sessions were organized. Topics were: 'Career in Public Sector' 'Career in Banking Sector'. The resource person Dr. Sukant Parida, Director Admission and marketing, Centurian university, Bhubaneswar

		highlighted the career scope in Public Sector after completion of graduation. Mr.Satyam Sourav Srivastava, Probationary officer, State Bank of India, Rajgangpur was resource person for 2 nd career counseling programme. He motivated the final year graduation students to pursue a career path in banking sector.
4.	Yoga Sessions	P.E.T faculty, P.L.Sarangi, Yoga Instructor Jigyasini Barik, with the support of Hostel Superintendent and Principal Sir regularly conduct Yoga Sessions on the roof top of the college.
5.	Parents Teachers Meeting	Members of Parents Teachers Association organized bi-annual meetings to take regular feedback from stakeholders. Parents were also asked to give their valuable suggestions for the overall improvement and development of the Institution.

The following members attended the meeting:

Sl. NO	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. Bipin Choudhury	<i>Bipin Choudhury</i>
2.	IQAC Coordinator	Prof. Sapan K.Panda	<i>S.K.Panda</i>
3.	FACULTY MEMBER Member, H.O.D. Pol.Sc. Member, H.O.D. Maths Member, H.O.D. Hindi Member, H.O.D. English Member, Dept. of Pol.Sc	Dr. Kaushalya Agrawal Ranjan Ku. Mohatpatra Dr.Smrutirekha Nayak Akanksha Lakra Sarika Bilung	<i>Dr. Kaushalya Agrawal.</i> <i>Ranjan Ku Mohatpatra</i> <i>Dr. Smrutirekha Nayak</i> <i>Akanksha Lakra</i> <i>Sarika Bilung</i>
4.	Management Member	Mr.Niraj Agrawal	<i>N-Agrawal</i>
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	<i>G. Mahanta</i>
6.	Member, Parent Representative	Mr. Rabi Bag	<i>Rabi Bag</i>

Prof. Sapan Kumar Panda, IQAC Coordinator proposed the date for the next meeting. The meeting ended with formal vote of thanks.

Bipin Choudhury
Principal
S.D. Women's College
01/03/22
Mr. Bipin Choudhury (Chairperson-IQAC)
Principal

S.D WOMEN'S COLLEGE, RAJGANGPUR SUNDARGARH, ODISHA

No- IQAC/02/2021

Date: 06/10/2021

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D.WOMEN'S COLLEGE held on 6.1.2021 at 3p.m in Seminar Room no.5. The meeting was presided over by the Chairperson Mr. Bipin Choudhury and followed by IQAC Coordinator Prof. Sapan Kumar Panda.

AGENDA

- In association with the District Mineral Fund Organization, it was decided to arrange for free Motion Classes to help students prepare for competitive examinations like NEET, JEE, etc.
- To imbibe moral values and high standard of moral conduct, YUVA SANSKAAR program to be arranged for the students.
- Covid Vaccination program for the students to be made inside college campus. It was decided to encourage students and faculty for 100% vaccination drive.
- It was decided to get LPG gas connection in order to meet the needs of the hostel students/boarders.
- In order to promote experiential learning science dept. faculties were encouraged to organize field trips in nearby places. A decision was made to motivate and facilitate faculty members and students to visit manufacturing industries, agro-based industries. This would help them in understanding the actual skills needed or required in the real world while imparting the knowledge through an experience.
- Execution of 'Mentoring System' for the overall development and support of student activity.
- Accessing E-lectures for undergraduate courses as launched by dept. of Higher Education, Govt. of Odisha.

Action taken Report of previous IQAC MEETING HELD ON: 30.7.2021

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Civil work	A five-member team was reconstituted regarding implementation of 'Odisha Higher Education Program for Excellence and Equity'(OHEPEE). Mr.Sukant Kumar Xalxo was assigned the charge of Building Nodal Officer.
2.	NAAC CRITERIA and Introduction of Compulsory courses under AECC from the academic session, 2020-2021.	AQAR new format was discussed. Format for the presentation of the Best

		<p>practice was discussed.</p> <p>'Environmental Studies and Disaster Management' under AECC -1st semester, Arts/Science introduced for students. Ethics and Values as compulsory course under AECC in all semesters for the students were implemented. Study materials to be circulated via online mode. An orientation session was conducted for the students to aware them about the new courses and the credit points they carry.</p>
3.	Website Updating	<p>The matters relating to website updating and upgrading of website domain was discussed. The PO, CO PSO's were to be uploaded in website. Therefore, Faculty members were advised to work on it. The details and photos of Department with respect to faculty members, was decided to be uploaded.</p>
4.	Preparation And Distribution of Academic Calendar	<p>Dr. Smrutirekha Nayak (member of the IQAC) was given the responsibility to prepare the academic Calendar. It was decided to add the tentative exam schedules and dates as provided by the Sambalpur University. It was also uploaded in the college website for the benefit of the students.</p>
5.	Smooth conduct of examinations for +3-6th semester students was discussed.	<p>The guidelines on conduct of examinations by the Sambalpur University was read during the meeting. The examination was conducted through offline mode. Examinations were conducted under CCTV surveillance.</p>

The following members attended the meeting:

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2.	IQAC Coordinator	Prof. Sapan K.Panda	<i>S.K. Panda</i>
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4.	Management Member	Mr.Niraj Agrawal	<i>N. Agrawal</i>
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	<i>G. Mahanta</i>
6.	Member, Parent Representative	Mr. Rabi Bag	<i>28/5/21</i>

Prof. Sapan Kumar Panda, IQAC Coordinator proposed the date for the next meeting. The meeting ended with formal vote of thanks.

Bipin Choudhury
Principal 06/10/21
Mr. Bipin Choudhury (Chairperson-IQAC)
Principal
Rajgarh, Sundargarh

S.D WOMEN'S COLLEGE, RAJGANGPUR SUNDARGARH, ODISHA

No- IQAC/03/2022

Date: 5/01/2022

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D. WOMEN'S COLLEGE held on 5.01.2022 at 3 p.m in Seminar Room no.5. The meeting was presided over by the Chairperson Mr. Bipin Choudhury and followed by IQAC Coordinator Prof. Sapan Kumar Panda.

AGENDA

- A career-counseling session program to be arranged to acquaint students with different opportunities of work and trade.
- Emphasis was given to organize compulsory yoga classes for students on a massive scale. P.E.T in charge was given the responsibility to arrange Yoga Sessions.
- It was decided to arrange Alumni and Parents teachers Association meeting. It was also decided to induct parents about the role of parent representative in IQAC of the college.
- Hostel Renovation work, beautification of hostel entrance area
- A policy document on the code of conduct for the Institution was reviewed and read. It was approved by IQAC.

Action taken Report of previous IQAC MEETING HELD ON: 6.10.2021

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	FREE MOTION CLASSES	The District Mineral Foundation (DFM) works for the benefit of the persons and areas affected by the mining-related operations in a manner prescribed by the State Government. Under this programme students were given free training and coaching classes for competitive exams JEE/NEET. Resource persons named Debaprasad Dash, Badrinath Khadange, Vivekanand Sahu, and Prasup Das were conducting the classes. 42 number of students applied for NEET and 25 students for JEE. 1 student cracked JEE and 1 student for NEET.
2.	YUVA SANSKAAR PROGRAMME	The higher education department of Odisha has taken an initiative to

		introduce "Juba Sanskar" programme for character building of the students. Both moral and ethics are essential foundation stones for healthy and peaceful society. Character building AV films were to be used to bring positive change among the students. To achieve this objective of non-academic program, two faculty members , Bikashlota Soreng, Dept. of Political Science and Sushmita Toppo, Librarian were given the in charge to conduct and arrange JUBA SANSKAAR classes to sensitize the students. They were advised to comply with the letter provided by Dept. of Higher education, dated 23.12.2021.
3.	Covid Vaccination program for the students	With the aid of Rajgangpur CPC, mandatory Covid-vaccination doses were arranged for the students of the institution to ensure safety standards to combat spread of Covid.
4.	Procurement of LPG FOR cooking purpose in the hostel mess	12 LPG gas connections were obtained by District Welfare in order to meet the needs of the hostel students/boarders.
5.	Organizing field trips	To promote experiential learning, faculty members of Science Department were encouraged to take students for field trips in nearby industries. Faculty members were advised to take consent beforehand visiting any particular place.
6.	Mentoring System	Each teacher was assigned a group of maximum 20 students as their Mentor and Counselor. The mentors ensured assigned students are attending regular classes in a disciplined and productive way. Monthly meetings successfully conducted in the presence of Principal Sir and Head Proctor.
7.	E-lectures	Faculty and students were asked to visit https://vtputkal.odisha.gov.in to download E-Lectures contents.

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Prof. Sapan Kumar Panda, IQAC Coordinator proposed the date for the next meeting. The meeting ended with formal vote of thanks.

Bipin Choudhury
Principal
S.D. Wani
Principal
05/01/22
Mr. Bipin Choudhury (Chairperson-IQAC)
Principal