



SARBATI DEVI WOMEN'S COLLEGE
RAJGANGPUR, SUNDARGARH, ODISHA

No- IQAC/01/2023

Date: 20/06/2023

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC OF SARBATI DEVI WOMEN'S COLLEGE** held on 20.6.2023 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.


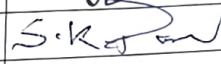

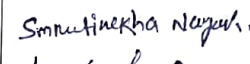




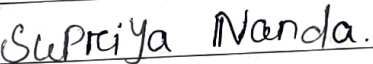
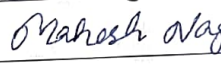
AGENDA

- Academic Calendar to be updated and uploaded on the website
- Each Saturday will be marked as vehicle free day in college campus
- Departments should maintain mentor-mentee ratio. Mentor-mentee meeting should be organized at regular intervals and records to be maintained.

Action taken Report of previous IQAC MEETING HELD ON: 04/03/2023

Sr. No.	Recommendation given by the IQAC	Action Taken Report
1.	Timely preparation and submission of AQAR, Work to be divided amongst the IQAC members	All the departments and faculty members were asked to submit data related to their respective subjects. Different committees prepared and submitted the yearly reports.
2.	Social Media Handle to be operative in order to cover all the college activities and events	2 faculty members were delegated to handle social media handles of the institution. Events observed and celebrated must be uploaded on the given date.
3.	Establishing network with other institutes and Colleges for exchange programmes by signing MOUs between the college and the other party.	The objectives and areas of collaboration was discussed. It was suggested that activities like seminars, academic cooperation, student and faculty exchange, should be organized for benefit of the students.
4.	Library Orientation for freshly admitted students -	It was decided that a Library orientation should be organized in collaboration with Library sub-committee for the newly admitted students to offer them a better understanding of the workings of the library.

The following members attended the meeting:

Sl. No.	Designation	Name	Signature
1.	Chairperson (Principal)	Prof. Bipin Choudhury	
2.	IQAC Coordinator	Prof. Sapan K.Panda	
3.	FACULTY MEMBER		
	Member, H.O.D. Maths	Ranjan Ku. Mohapatra	
	Member, H.O.D. Hindi	Dr.Smrutirekha Nayak	
	Member, H.O.D. English	Ms.Akanksha Lakra	
	Member, Lect in English	Ms.Geeti Rekha	
	Member, Lect in History	Mr Sachim Minz	
	Member, Lect in Home science	Ms.Sasmita Dandasena	
4.	Management Member	Dr(Mrs) K.K. Mishra	
5.	Member, Representative	Student Miss Supriya Nanda	
6.	Member, Representative	Parent Mr. Mahesh Nag	

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

Mr. Bipin Choudhury (Chairperson-IQAC)
Principal
Sarwati Devi Women's College
Raigangpur, -770017



SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR, SUNDARGARH, ODISHA

No- IQAC/02/2023

Date: 16/09/2023

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC OF SARBATI DEVI WOMEN'S COLLEGE** held on 16.09.2023 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.


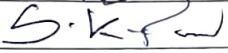

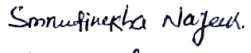

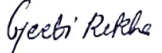


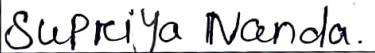
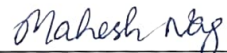
AGENDA

- Renewal of Quality, environment, and energy audits for ISO Certification
- Academic progress of the departments and organizing Departmental seminars
- Functionalizing of New Academic Building constructed under Infrastructural Development of College under World Bank Assisted Program (OHEPEE) Infrastructural renovations going-on in the college
- Organization of Capacity building workshops
- Academic Audit of all Departments

Action taken Report of previous IQAC MEETING HELD ON: 20/06/2023

Sr.No.	Recommendation given by the IQAC	Action Taken Report
1.	Academic Calendar to be updated and uploaded on the website	IQAC members discussed important aspects of academic calendar admission, beginning and end of the academic year or semester, dates for mid-term and final exams, scheduled holidays and vacation periods to execute activities smoothly to improve overall academic performance of the institute.
2.	Each Saturday will be marked as vehicle free day in college campus	No Vehicle Day was taken up as an initiative aimed at reducing the carbon footprint and promoting sustainable transportation choices. Students of NSS/NCC/YRC/ENVIRONMENT committee created awareness about the health risks associated with vehicle emissions. They encouraged all staff and students to walk, cycle, or use public transportation to improve physical health
3.	Departments should maintain mentor-mentee ratio. Mentor-mentee meeting should be organized at regular intervals and records to be maintained.	Emphasis was given that the mentors should meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee were to be recorded and periodically updated.

The following members attended the meeting:

Sl. No.	Designation	Name	Signature
1.	Chairperson (Principal)	Prof. Bipin Choudhury	
2.	IQAC Coordinator	Prof. Sapan K.Panda	
3.	FACULTY MEMBER		
	Member, H.O.D. Maths	Ranjan Ku. Mohapatra	
	Member, H.O.D. Hindi	Dr.Smrutirekha Nayak	
	Member, H.O.D. English	Ms.Akanksha Lakra	
	Member, Lect in English	Ms.Geeti Rekha	
	Member, Lect in History	Mr Sachim Minz	
	Member, Lect in Home science	Ms.Sasmita Dandasena	
4.	Management Member	Dr(Mrs) K.K. Mishra	
5.	Member, Student Representative	Miss Supriya Nanda	
6.	Member, Parent Representative	Mr. Mahesh Nag	

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

Mr. Bipin Choudhury (Chairperson-IQAC)
Principal
Sarwati Devi Women's College
Raigangpur, -770017



SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR, SUNDARGARH, ODISHA

No- IQAC/03/2023

Date: 18/11/2023

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC OF SARBATI DEVI WOMEN'S COLLEGE** held on 18.11.2023 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.

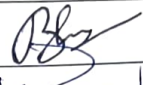
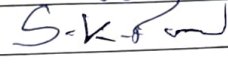

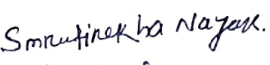




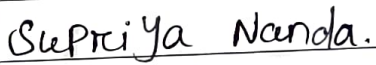

AGENDA

- Review and Action taken with respect to previous IQAC Meeting recommendations/ plans.
- Discussion Regarding AQAR 23-24
- Exploring the collaborations with other Academic Institutions and Industrial establishments.
- Strengthening Alumni Association
- Discussion with various committees for NAAC work
- Preparation and submission of IIQA and SSR for third cycle of Accreditation.

Action taken Report of previous IQAC MEETING HELD ON: 16/09/2023

Sr.No.	Recommendation given by the IQAC	Action Taken Report
1.	Renewal of Quality, environment and energy audits for ISO Certification	Second year surveillance Audit with respect to Quality, Energy and Environment was completed successfully by approved third party agency.
2.	Academic progress of the departments and organizing Departmental seminars	Department heads were asked to provide update on syllabus completion. The departments were encouraged to take initiatives and arrange for seminars or workshops so that students get a platform to learn new aspects of their subject. Hod's were asked to contact resource persons from nearby colleges to interact with the students and share their immense knowledge and ideas among the students.
3.	Functionalizing of New Academic Building constructed under(OHEPEE)	New Academic building I and II was handed over to us by the Work agency executive and Sundargarh (Road & Building) Division, Sundargarh, in the presence of Principal, and IDP members on dated 22.11.2023 and 19.3.2024 respectively and started the process of making it functional
4.	Organization of Capacity building workshops	It was decided to have Hands on Capacity Building Training / Skill Development Workshop for students
5.	Financial Audit and Academic Audit of all Departments	Academic Audit was conducted first at department level by IQAC by adhering to the following things: Curriculum completion, Syllabus and CO-PO PSO mapping, CO-PO-PSO Attainment, remedial classes, maintaining academic records of students, mentoring and counselling of students under mentor-mentee system & use of ICT in teaching learning process. The academic audit was carried out by Prof. Pradipta Kumar Behera, Director IQAC, Sambalpur University. Financial audit for the session was completed by Govt. approved Chattered firm.

The following members attended the meeting:

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

Mr. Bipin Choudhury (Chairperson-IQAC)
Principal
Sarwati Devi Women's College
Raigangpur, -770017



SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR, SUNDARGARH, ODISHA

No- IQAC/04/2023

Date: 04/03/2024

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC OF SARBATI DEVI WOMEN'S COLLEGE** held on 04.03.2024 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


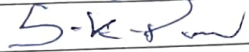





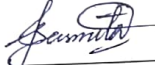
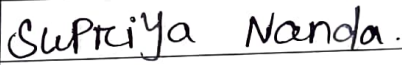

- Encourage faculty members to participate in orientation Programme on NEP
- Renovation of infrastructural facilities
- Discussion on NAAC assessment visit dates, tentative dates for NAAC visit
- Academic Audit by IQAC

Timely preparation and submission of AQAR, Work to be divided amongst the IQAC members

Action taken Report of previous IQAC MEETING HELD ON: 18/11/2023

Sr.No.	Recommendation given by the IQAC	Action Taken Report
1.	Discussion Regarding AQAR 23-24	Updating of all the instructions to fill the AQAR was discussed among members. Data templates were discussed at length criteria wise.
2.	Collaborations with other Academic Institutions and Industrial establishments	IQAC members suggested that industry professionals should be invited to provide students with real world insights.
3.	Strengthening Alumni Association	It was emphasized that the alumni body of the college should be strengthened. Alumni should have a sense of belongingness and should contribute to the institute. Members also emphasized the importance of social media platforms and how these platforms can help in connecting with the alumni. It was further suggested that college should organize regular sessions for students to interact with the alumni along with alumni meet.
4.	NAAC committee work	The scope of work of different NAAC committees was reviewed at length. The work to be done by each committee was discussed.
5.	Preparation and submission of IIQA and SSR for third cycle of Accreditation.	Keeping in view the due date of third cycle accreditation IQAC and its members whole heartedly prepared and submitted of IIQA and SSR for the Institution

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