

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

No- IQAC/01/2020

Date: 06/07/2020

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC CELL OF S.D.WOMEN'S COLLEGE** held on 06.07.2020 at 11.00 AM via Google Meet. The meeting was presided over by the Chairperson **Mr. Bipin Choudhury** and followed by IQAC Coordinator. On account of the unfavorable state of affairs caused by the spread of Corona virus (COVID-19), for the interest of all the members of Internal Quality Assurance Cell (IQAC), an online meeting was conducted.

IQAC Coordinator welcomed and briefed the committee members about the agenda. The list of members present in the meeting is enclosed. The Agenda of the meeting was discussed as follows:

AGENDA

- Chalking out steps to carry out online classes for degree students
- Discussion on Functioning of the college following the guidelines given by Govt. Of Odisha via letter no.21803/HE dated 1.7.2020
- Discussion on preparing learning modules for blended learning, guidelines stated by the DHE Odisha to be read out in the meeting.
- Online Yoga Sessions for the students as an optional APM selected for the college in the session 2020
- One day faculty training to conduct online classes using ICT MODE ,learning to use various digital mode applications like Google Meet, Zoom Meeting for smooth conduct of academic work.

Action taken Report of previous IQAC MEETING HELD ON 20.3.2020:

Sl. No.	Recommendation given by the IQAC	Action Taken for Implementation & Outcome
1.	Preparation And Distribution of Academic Calendar	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.
2.	APM(Annual Performance Milestone) for 2020-21	3 targets were finalized for APM, i.e. Blended Learning, INSTALLATION of Suggestion box & CAPA. Suggestion boxes were installed in the College and hostel; students were informed about the application and benefits of suggestion box. A committee of Six members was given incharge of Suggestion box and to take action for the complaints raised.

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. Mohapatra Dr.Smrutirekha Nayak Akanksha Lakra Sarika Bilung	<i>Dr. Kaushalya Agrawal</i> <i>Ranjan Ku 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, Representative	Student Gayatri Mahanta(BA19-053)	<i>Gayatri Mahanta</i>
6.	Member, Representative	Parent Mr. Rabi Bag	<i>21/9/19</i>

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

Mr. Bipin Choudhury (Chairperson-IQAC)

Bipin Choudhury
Principal
S.D. Women's College
Rajgangpur, Sundargarh.

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

No- IQAC/02/2020

Date: 09/09/2020

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC CELL OF S.D.WOMEN'S COLLEGE** held on 09.09.2020 at 11.00 AM via Google Meet. The meeting was presided over by the Chairperson **Mr. Bipin Choudhury** and followed by IQAC Coordinator. On account of the unfavorable state of affairs caused by the spread of Corona virus (COVID-19), for the interest of all the members of Internal Quality Assurance Cell (IQAC), an online meeting was conducted.

IQAC Coordinator welcomed and briefed the committee members about the agenda. The list of members present in the meeting is enclosed. The Agenda of the meeting was discussed as follows:

AGENDA

- To review minutes of the earlier meeting dated 20.3. 2020. Minutes of the meeting were read and approved.
- To discuss about the conduct of online classes post lockdown and pandemic situation. Online classes to be held for 2nd, 3rd, 4th, 5th and 6th semester students.
- Progress of e-modules for blended Learning, arranging for doubt classes for each semester department wise
- Arranging for proper sanitization of college campus and following Covid protocols.
- Guidelines for Preventive Measures for containment of COVID-19
- Conduct of Webinars department wise
- Smooth Conduct of internal assessments for final semester students and planning for online semester examinations
- Online Career Counselling Session
- Faculty Development Training on SEC (Quantitative & Logical Thinking)

Action taken Report of previous IQAC MEETING HELD ON 6.7.2020:

Sl. No.	Recommendation given by the IQAC	Action Taken for Implementation & Outcome
1.	Chalking out steps to carry out online classes for degree students	Time table preparation and creation of different WhatsApp group department wise
2.	Discussion on preparing learning modules for blended learning, guidelines stated by the DHE Odisha to be read out in the meeting	25 % of the syllabus at undergraduate level from the academic session 2020-21 was to be selected as Guided –Self Study. Mentors prepared various e-content and provided links for the related topic to be read. The complete guidelines were discussed with the faculty members with reference to DHE Odisha letter dated 19.6.2020
3.	Online Yoga Sessions	P.E.T was given the in charge to conduct online Yoga Sessions for the students via zoom or Google Meet.

4.	One -day faculty training to conduct online classes using ICT MODE	Practical sessions on how to use various digital mode applications like Google Meet, Zoom Meeting for smooth conduct of academic work. Using Google sheet for attendance record and online assignments.
5.	Functioning of college	Roster arrangement of teachers ,teaching & non-teaching employees with 50% employees from 1.7.2020 to 30.8.2020 to carry out official work(except teaching in physical mode and running of hostels)

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. Mohapatra Dr.Smrutirekha Nayak Akanksha Lakra Sarika Bilung	<i>Dr. Kaushalya Agrawal</i> <i>Ranjan Ku. 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>Gayatri Mahanta</i>
6.	Member, Parent Representative	Mr. Rabi Bag	<i>୧୨/୧୨</i>

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

Mr. Bipin Choudhury (Chairperson IQAC)
Principal
S.D. Women's College
Rajgangpur, Sundargarh.

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

No- IQAC/03/2020

Date: 07/12/2020

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC CELL OF S.D.WOMEN'S COLLEGE** held on 07.12.2020 at 10.30 AM via Google Meet. The meeting was presided over by the Chairperson **Mr. Bipin Choudhury** and followed by IQAC Coordinator. On account of the unfavorable state of affairs caused by the spread of Corona virus (COVID-19), for the interest of all the members of Internal Quality Assurance Cell (IQAC), an online meeting was conducted.

IQAC Coordinator welcomed and briefed the committee members about the agenda. The list of members present in the meeting is enclosed. The Agenda of the meeting was discussed as follows:


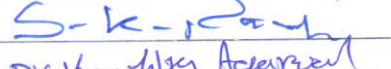

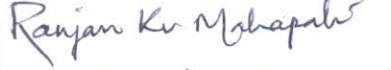
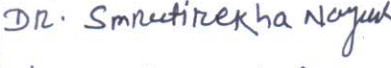



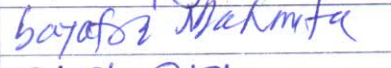

AGENDA

- To review minutes of the earlier meeting dated 09.09.2020. Minutes of the meeting were read and approved.
- + 3 Online Admission Duties
- To discuss about in-house training programme for staff
- Discussion on mentor-mentee meeting
- To discuss the new AQAR FORMAT 2020-21
- Participation in MO COLLEGE ABHIJAAN, guidelines to create Alumni under Mo College as directed by State Govt.


Action taken Report of previous IQAC MEETING HELD ON 09.09.2020:

Sl. No.	Recommendation given by the IQAC	Action Taken for Implementation & Outcome
1.	Conduct of online classes post lockdown and pandemic situation.	Online classes to be held for 2 nd , 3 rd , 4 th , 5 th and 6 th semester students
2.	Blended- Learning	Progress of e-modules for blended Learning, arranging for doubt classes for each semester department wise
3.	Covid-19 Preventive Measures	SOP to be followed. Arranging for proper sanitization of college campus and following Covid protocols. Arrangement for Isolation ward in the hostel .
4.	Conduct of Webinars department wise	Departments were asked to conduct webinars inviting guest speakers via online platform. Webinars Topics were finalized.
5.	Smooth Conduct of internal assessments for final semester students and planning for online semester examinations	Creating Online database of final semester students, question papers to be communicated via email id or WhatsApp. Mentor distribution list was also prepared for smooth conduct of exam

6.	Online Career Counselling	To inform the students and to help them choose the right course and career path for themselves, an online Career-Counseling Session was arranged on 6.10.2020 on "Post Pandemic Career Opportunities". Dr.P.K.Mohanty, Dean Academic Centurion University, Bhubaneswar conducted the career counseling session where the students were guided in terms of various career options available in different fields. A total of 19 students participated in the session
7.	Faculty Development Training on SEC(Skill Enhancement Course)	Mr. Ranjan.Ku. Mohapatra attended a virtual training programme from 27.10.2020 to 30.10.2020 on SEC paper named as QUANTITATIVE APTITUDE AND LOGICAL THINKING

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. 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. Mohapatra Dr. Smrutirekha Nayak Akanksha Lakra Sarika Bilung	    
4.	Management Member	Mr.Niraj Agrawal	
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	
6.	Member, Parent Representative	Mr. Rabi Bag	

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


Mr. Bipin Choudhury (Chairperson-IQAC)
Principal
S.D. Principal's College
Rajgangpur, Sundargarh.

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

No- IQAC/04/2020

Date: 08/03/2021

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the **IQAC CELL OF S.D.WOMEN'S COLLEGE** held on 08.03.2021 at 10.00 AM via Google Meet. The meeting was presided over by the Chairperson **Mr. Bipin Choudhury** and followed by IQAC Coordinator. On account of the unfavorable state of affairs caused by the spread of Corona virus (COVID-19), for the interest of all the members of Internal Quality Assurance Cell (IQAC), an online meeting was conducted.

IQAC Coordinator welcomed and briefed the committee members about the agenda. The list of members present in the meeting is enclosed. The Agenda of the meeting was discussed as follows:

AGENDA

- To review minutes of the earlier meeting dated 7.12. 2020. Minutes of the meeting were read and approved.
- To discuss the new AQAR FORMAT
- Timely submission and preparation of AQAR
- Organizing offline career Counselling session for the students
- Commencement of Physical Classroom Teaching in Universities and colleges for 2020-21. Guidelines for physical classes to be followed as per letter no.4961/HE DATED 2.2.2021
- Extension Activities


Action taken Report of previous IQAC MEETING HELD ON 7.12.2020:

Sl. No.	Recommendation given by the IQAC	Action Taken for Implementation & Outcome
1.	+ 3 Admission Duties	DEO and admission in charge were briefed about admission dates and to smoothly carry out admission process in college. Help-desk was also arranged for any admission related queries
2.	In-house training programme for staff	Training programme for staff was conducted on the following: Teaching & Non- teaching: Admission process/Verification of original documents.
3	Discussion on mentor-mentee distribution and Instructions	A review meeting was conducted by Principal to sort out issues and problems related to student's academic performances and financial issues if any.

4.	Participation in MO COLLEGE ABHIJAAN, guidelines to create Alumni under Mo College as directed by State Govt.	A College Level Committee of the society MCAPS was formed as instructed for the Alumni. The faculty members along with the Alumni also attended a Webinar on "Mo College Abhijaan" which was inaugurated by Hon'ble C.M Dept. of Higher Education, Govt. of Odisha for the launch of 'Mo College Portal'.
5.	To discuss the new AQAR FORMAT	Revised AQAR format effective from the academic year 2020-21 was discussed, changes were discussed in detail. And it was decided to act on it accordingly.

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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.


 Principal
 S.D. Women's College
 Raipur, Sundargarh
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 Principal