



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

No- IQAC/01/2019

Date: 09/08/2019

Internal Quality Assurance Cell (IQAC)

Minutes of 1st Meeting IQAC

Meeting Schedule: 09/08/2019, 2.00 pm -3.30 pm, Principal chamber

Meeting Facilitator: Mr. C.M Patel, Sapan K.Panda

The meeting started with a welcome note by IQAC Coordinator, Prof. Sapan K.Panda followed by his Presentation on objectives which include basic activities and functions of IQAC. THE IQAC Coordinator proposed to conduct the IQAC MEETING four times in an academic year.

The Chairperson Dr. C.M.Patel requested all the members for open house discussion on academic excellence.

AGENDA 1: FRAMING OF MISSION, VISION AND CORE VALUES OF INSTITUTION AND ALL DEPARTMENTS

Coordinator of the IQAC CELL chalked out the need to frame the mission and vision of the Institute to achieve quality benchmark. Suggestions and ideas were invited to consider the necessary steps to be taken in order to achieve quality excellence.

AGENDA 2: PROCUREMENT PLAN FOR NON-CIVIL FOR 1ST YEAR

AGENDA 3: REGISTRATION AND ORGANIZATION OF ALUMNI ASSOCIATION

AGENDA 4: BIOMETRIC INSTALLATION

AGENDA 5: SMOOTH CONDUCT OF SEMINAR IN VARIOUS DEPT.

AGENDA 6: Targets to achieve under Annual Performance Milestone for 2019-20 as advised to colleges under OHEPEE


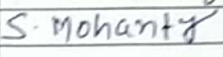
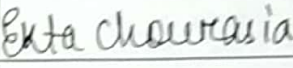
Review of minutes of last IQAC Meeting

It was informed that the last IQAC MEETING was held on 30th April, 2019 at 1:00 pm and the minutes of the second meeting was read and approved by the members.


Action taken report on the decision of the previous meeting 4th IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcome
1.	Formation of IDP Team members under OHEPEE	For an effective growth and functioning of IDP, in the Institution, a five member team was constituted in S.D.Women's College with regard to implementation of OHEPEE with the approval of Higher Education Dept. Odisha. IDP Coordinator, IDP Deputy Coordinator, Accounts Bursar, Building Nodal Officer under the Chairmanship of Principal C.M.Patel were designated as functional heads w.e.f.02.03.2019 as dated letter No.663/HE
2.	Stake Holder's Meeting	Involving Stake Holders in decision-making and in generating new ideas is key to efficient progress. Communicating and keeping the stakeholders (internal and external) informed about the whereabouts of the Institution through scheduled meetings, emails and periodic reports through the college website. Separate meetings were scheduled and held for Stake Holders (Students, Parents and Staff) respectively on 25.04.2019. Meeting proceedings were recorded and stakeholders groups and individuals in attendance were also documented. The participants were informed about the civil and non-civil aspects of the Institution to be covered under IDP.
3	1 st Career Counseling Session	To inform the students and to help them choose the right course and career path for themselves, a Career-Counseling Session was arranged on 2.12.2019 on " Career Opportunities After Graduation ". 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 100 students participated in the session.

The following members attended the meeting:

Sr.No.	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. C.M.Patel	
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. Mohatpatra Smrutirekha nayak Akanksha Lakra Sarika Bilung	 Ranjan Ku Mohatpatra Smrutirekha Nayak Akanksha Lakra Sarika Bilung
4.	Management Member	Mrs. Sanjukta Mohanty	
5.	Member, Student Representative	Ekta Chourasia	
6.	Member, Parent Representative	Sanatan Behera	

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


Mr. C.M Patel (Chairperson-IQAC)

Principal

Principal
S.D. Women's College
Patgarhpur



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

No- IQAC/02/2019

Date: 30 /10/2019

Internal Quality Assurance Cell (IQAC)

Minutes of 2nd IQAC Meeting

Meeting Schedule: 30/10/2019, 2.00 pm -3.30 pm, Principal chamber

Meeting Facilitator: Mr. C.M Patel, Sapan K.Panda

AGENDA

1. Review of the minutes of 1st IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Arranging Proctorial and Tutorial Classes
4. To participate in Entrepreneur Development Training Programme under OHEPEE
5. Preparation of AQAR In NAAC Portal
6. Online Feedback System as per OHEPEE prepared Questionnaire

The Chairperson Prof.C.M.Patel welcomed the members for the 6th meeting of IQAC. The following points were discussed in the meeting:

Agenda 1: Review of minutes of 1st IQAC Meeting

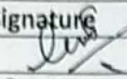
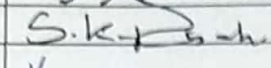
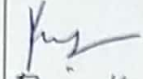
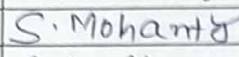
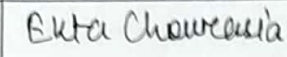
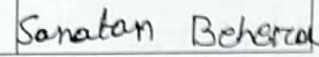
It was informed that the 1st IQAC meeting was held on 9th August 2019 at 2:00 p.m. After going through the minutes of the 1st meeting it was approved by the IQAC members.

Action taken report on the decision of the previous meeting 1st IQAC Meeting

Sr.No.	Recommendation given by the IQAC Committee	Action Taken for Implementation & Outcome
1.	Framing of mission, vision and core values of institution	The Vision, Mission and Core Values statements of Institution was finalized. The statements were read and approved by members of the Institution. Focus was given to nurture the growth of girls from the weaker sections of the society like Scheduled Tribes and Scheduled Caste , the women , the minorities , the Socially and Economically


		Backward Classes. The outline of Mission was also read and approved.
2.	Procurement plan for non-civil for 1 st year	<p>The committee first discussed the procurement process for purchasing goods and services by approving the following things:</p> <ol style="list-style-type: none"> 1. Identification of Requirement 2. Approval of Purchase Request 3. Authorization of Purchase Request 4. Making Inquiries 5. Identification of Suppliers 6. Receipt of the Quotation 7. Purchase Order Acknowledgement 8. Receiving Invoices 9. Payment Process <p>A total of items were given approval for procurement with reference to letter No. 1099 as dated 8.11.2019</p>
3.	BIOMETRIC INSTALLATION	<p>As per the direction given by Dept. of Higher Education, govt. of Odisha employees have been directed to remain present on duty for minimum duration of 7 hours. Henceforth implementation of biometric attendance recording system was approved. Every employee was instructed to record his/her 'Office In' as well as 'Office Out' time in the Biometric Attendance Recording Device. A total of 51 staff registered in the biometric device installed in the institution on 21.10.2019</p>
4.	Smooth conduct of seminar in various dept.	<p>For an improved teaching and learning process faculty members of various departments were directed to engage students in activities like seminar, PowerPoint presentation, Video-lectures etc. It was decided by the IQAC to conduct at least 4 seminars in a year.</p>
5.	Annual Performance Milestone for 2019-20	<p>With reference to letter No. 596 as dated 3.7.2019, colleges under OHEPEE (phase-2) were directed to achieve ANNUAL PERFORMANCE MILESTONE (APM) essential for fund release in subsequent years. The committee discussed the 7 milestones targets to be achieved by March 31,2020 namely, Environmental safeguards(installation of Fire extinguishers, first-aid box), Biometric Attendance, 3 phase power supply, Online MIS, Updating college Website, Career Counseling Cell, Satisfaction Survey</p>

The following members attended the meeting:

Sr.No.	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. C.M.Patel	
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. Mohatpatra Smrutirekha nayak Akanksha Lakra Sarika Bilung	 Ranjan Ku Mohatpatra Smrutirekha Nayak Akanksha Lakra Sarika Bilung
4.	Management Member	Mrs. Sanjukta Mohanty	
5.	Member, Student Representative	Ekta Chourasia	
6.	Member, Parent Representative	Sanatan Behera	

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

Mr. C.M Patel (Chairperson-IQAC)


Principal
Principal
S.D. Women's College
Bargarapur



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

No- IQAC/03/2019

Date: 09 /12/2019

Internal Quality Assurance Cell (IQAC)

Minutes of 3rd IQAC Meeting

Meeting Schedule: 09/12/2019, 2.00 pm -3.30 pm, Principal chamber

Meeting Facilitator: Mr. C.M Patel, Sapan K.Panda

The Chairperson Prof.C.M.Patel welcomed the members for the 3rd meeting of IQAC. The following points were discussed in the meeting:

AGENDA

1. Review of the minutes of 2nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Tender Process for Procurement
4. Organizing 2nd Stake Holders Meeting
5. Timely Submission of AQAR in NAAC Portal
6. Contribution and Publication of at least 3 articles or short journals once in a year, irrespective of each Dept. by each faculty member
7. 2nd Career Counseling Session to be organized

Review of minutes of 2nd IQAC Meeting

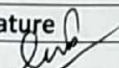
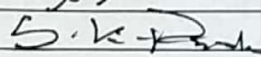

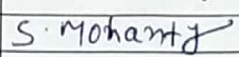
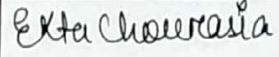
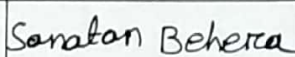
It was informed that the 2nd IQAC meeting was held on 30th October 2019 at 2:00p.m. After going through the minutes of the 2nd meeting it was approved by the IQAC members.

Action taken report on the decision of the previous meeting of 2nd IQAC Meeting

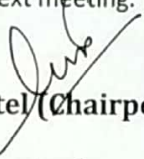
Sr.No.	Recommendation given by the IQAC Committee	Action Taken for Implementation & Outcome
1.	Procurement of Items	Purchase of 5 computers, 6 fire extinguishers, 1 LCD AND a projector, 50 ceiling fan, 4 water cooler, 1 laptop, 6 dustbin, 4 first-aid box and Xerox machine
2.	Arranging Proctorial and Tutorial Classes	Faculty members were briefed about the proctorial and tutorial classes. To oversee the regular progress of the students and to help the students in general

		each faculty member was assigned the role of a proctor each with 25 students. The academic bursar of the college was assigned the responsibility of Chief Proctor of the College. Proctorial and Tutorial Classes were added in the time table.
3.	Participation in Entrepreneur Development Training and SEC(Communicative English) Training Programme under OHEPEE	IDP deputy coordinator was assigned to attend Entrepreneur Development Training Programme under OHEPEE . The Skill Development Meeting was attended by Ms. Smrutirekha Nayak conducted in Hyderabad Infosys. And Communicative English(SEC) Training was attended by Ms.Akanksha Lakra conducted in Hyderabad Infosys Campus.
4.	Preparation of AQAR In NAAC Portal	The Chairperson of the IQAC reminded about the PREPARATION OF AQAR according to the new framework and roadmap of submissions of AQAR. NAAC Coordinator gave a reminder to the Criteria Heads to start preparing for the AQAR
5.	Online Feedback System	As instructed by the OHEPEE, an online feedback system was generated and sent via emails to the students & to the employers so as to generate a proper feedback for the institution. The students & employers were asked to fill up the questionnaire online followed by which a report on Feedback Analysis was successfully prepared by OHEPEE. The report was then reflected in the college website too. A brief summary of the report was also discussed in the IQAC meeting.

The following members attended the meeting:

Sr.No.	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. C.M.Patel	
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 Smrutirekha nayak Akanksha Lakra Sarika Bilung	 Ranjan Ku. Mohapatra Smrutirekha Nayak Akanksha Lakra Sarika Bilung
4.	Management Member	Mrs.Sanjukta Mohanty	
5.	Member, Student Representative	Ekta Chourasia	
6.	Member, Parent Representative	Sanatan Behera	

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


Mr. C.M Patel (Chairperson-IQAC)

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



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

No- IQAC/04/2019

Date: 20 /03/2020

Internal Quality Assurance Cell (IQAC)

Minutes of 4th IQAC Meeting

Meeting Schedule: 09/12/2019, 2.00 pm -3.30 pm, Principal chamber

Meeting Facilitator: Mr. C.M Patel, Sapan K.Panda

The Chairperson Prof.C.M.Patel welcomed the members for the 4th meeting of IQAC. The following points were discussed in the meeting:

AGENDA

1. Review of the minutes of 3rd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Preparation and Distribution of Academic Calendar
4. Annual Performance Milestone to be achieved in the year 2020-21

Review of minutes of 3rd IQAC Meeting

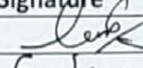

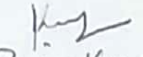
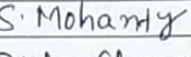
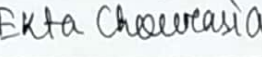

It was informed that the 3rd IQAC meeting was held on 30th October 2019 at 2:00p.m. After going through the minutes of the 3rd meeting it was approved by the IQAC members.

Action taken report on the decision of the previous meeting 3rd IQAC Meeting

Sr.No.	Recommendation given by the IQAC Committee	Action Taken for Implementation & Outcome
1.	Tender Process for Procurement	The tender process for procurement was successfully completed & number of items was purchased for the college.
2.	2 nd Stake Holders Meeting	The 2 nd stake holders meeting was arranged in the college seminar hall. A briefing was given about the things accomplished by the college in the ongoing session. It was also informed how college is being benefited by the IDP, suggestions were welcomed.
3.	Submission of AQAR	AQAR was uploaded online. The IQAC team members contributed towards successful completion of all data being asked &

		compiled the required data as duly asked in the AQAR portal.
4.	2 nd Career Counseling Session	To inform the students and to help them choose the right course and career path for themselves, a Career-Counseling Session was arranged on 14.02.2020 on “Women are better Entrepreneurs” . Mr. Bijan Mohan Biswal, Director, Pradhan Mantri Kaushal Kendra, Rourkela, conducted the career counseling session where the students were guided in terms of various career options available in different fields. A total of 100 students participated in the program.

The following members attended the meeting:

Sr.No.	Designation	Name	Signature
1.	Chairperson(Principal)	Prof. C.M.Patel	
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. Mohatpatra Smrutirekha nayak Akanksha Lakra Sarika Bilung	 Ranjan Ku. Mohatpatra Smrutirekha Nayak Akanksha Lakra Sarika Bilung
4.	Management Member	Mrs. Sanjukta k.Mohanty	
5.	Member, Student Representative	Ekta Chourasia	
6.	Member, Parent Representative	Sanatan Behera	

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


Mr. C.M Patel (Chairperson-IQAC)

Principal
Principal
S.D. Women's College
Raigarh