

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

No- IQAC/01/2022

Date: 25/06/2022

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D.WOMEN'S COLLEGE held on 25.6.2022 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

- Academic audit to be carried out at the end of every year. It was also decided that the IQAC initiatives should be assessed in AAA (Academic and Administrative Audit) and IQAC members should conduct meetings for the same and verify the progress of work.
- Emphasis on Capacity Building Program for skill development should be encouraged which includes soft skills, life skills and professional skills too
- Conduct of classes, Preparation of Academic Calendar and Departmental Time table
- Kick off meeting between HEI authority, with executive and contractors engineer for new Academic Building
- Research Policy to be formulated to promote research culture in the institution.

## Action taken Report of previous IQAC MEETING HELD ON: 1.3.2022

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Campaign for Jal Shakti Abhiyaan	On 17th May 2022, a programme had been organized by NSS UNITS on the topic "Jal Shakti Abhiyan" which focused on Water conservation for the betterment of the future generations. This programme included a seminar, a painting competition and a rally to the adopted village. The programme began with the awareness rally from Sarbati Devi women's college to the adopted village Banthupada.
2.	Procurement of reading tables and chairs for Library Reading Room.	65 chairs and 4 number of reading tables sized 8 ft X 4 were procured to upgrade reading room facilities.

3.	Departmental Seminars	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 and also learn about the recent studies going on in their respective fields. Hod's were asked to contact resource persons from neighboring colleges to interact with the students and share their immense knowledge and ideas among the students.
4.	Upcoming extension activities	The college encourages and promotes participation of students and faculty members in socio-friendly extension activities through various units like NCC, NSS and YRC. The action planner to carry out various activities was submitted by different Units.
5.	Uploading all orders/circulars/activity reports and other documents in the college website	IQAC members were instructed to upload all the important notices and circulars and various reports of the activities in the college website. Also necessary information also to be displayed on the Institution's Notice Board. The updated tabs of the college website and other features were discussed with the Teaching staff in the meeting.

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.	<b>FACULTY MEMBER</b> Member, H.O.D. Pol.Sc. Member, H.O.D. Maths Member, H.O.D. Hindi Member, H.O.D. English	Dr. Kaushalya Agrawal Ranjan Ku. Mohatpatra Dr.Smrutirekha Nayak Akanksha Lakra	<i>Kaushalya Agrawal</i> <i>Ranjan Ku. Mohatpatra</i> <i>Smrutirekha Nayak</i> <i>Akanksha Lakra</i>
4.	Management Member	Dr. (Mrs) K.K. Mishra	<i>Kemal Kumari Mishra</i>
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	<i>Gayatri 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.

*Mr. Bipin Choudhury*  
29/06/22.  
Mr. Bipin Choudhury (Chairperson IQAC)

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

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

No- IQAC/02/2022

Date: 15/09/2022

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D.WOMEN'S COLLEGE held on 15.9.2022 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

- Functioning and Execution of Mentoring System for the overall development and support of student activity. It was also decided to list out all the mentees, do the grouping and assign them to different mentors.
- Hockey World Cup Activities
- Field trip Activities
- Discussion on various committees and Sub-committees: Work of different committees need to be monitored by IQAC
- Organizing Career counseling Programs
- E-Admission Process under SAMS(Student Academic Management System)

Action taken Report of previous IQAC MEETING HELD ON: 25.6.2022

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Academic audit	The process of Academic & Administrative Audit was explained by NAAC Coordinator. The purpose of audit was to monitor and enhance the quality of education through proper guidelines for both teaching faculty and students. The academic audit was carried out by Prof. Pradipta Kumar Behera, Director IQAC, Sambalpur University. The following points in teaching learning process were verified: Adherence to Academic Activity Planner, Syllabus booklet, Course file, CO-PO-PSO mapping, CO-PO-PSO Attainment, Remedial classes for slow learners, Course

		<p>monitoring, Assessment of assignments, class tests, subjective tests etc. Use of ICT in teaching learning and Online Courses completed by faculty and students and Counselling and mentoring of students.</p>
2.	Capacity Building Programme	<p>A seven days Employability skill training program was inaugurated at Sarbati Devi Women's College by our Principal Mr Bipin Choudhury in presence of IQAC Coordinator Mr Sapan Kumar panda and other IQAC members . This training program was conducted by Mahindra Pride Classroom and Naandi foundation trainer Mr. Sanjay Mishra. Mr Anshuman Mishra conducted the session for the final year students of all the streams. In this program skills like communication skills, digital skills, interview skills etc. were covered and a long run job fests was also be organised by Naandi foundation for supporting the cause of employment. A reward and recognition session followed by presentations by the team of students was organized on the last day of training that is 7th of November 2022.</p> <p>A Three-day Training cum Awareness programme was organized by IQAC in collaboration with Mahindra Pride Classroom, Naandi Foundation at Sarbati Devi Women's College to create a Digital Literacy Awareness and build communication skills and to prepare students to face real-life challenges</p>
3.	Conduct of classes	<p>Faculties were directed to conduct classes. Academic calendar for the Odd and Even semesters during the reporting period were prepared according to the affiliated University and were displayed on the college notice board and were uploaded on the college website too. Departments were instructed to prepare departmental time table allocating classes to different members of the dept.</p>
4.	Construction of New Academic Building	<p>A Kick off meeting between HEI authority, with executive and contractors engineers and</p>

		Sundargarh (Road & Building) Division, Sundargarh, Principal, Mr. Bipin Choudhury, Civil Nodal Officer, Administrative Bursar, IDP Coordinator, Accounts Bursar were present for the meeting. The contract document was handed over to HEI by Engineers.
5.	Research Policy	The research policy Document prepared by IQAC was read out to all the staff members. The faculty members were encouraged to pursue research.

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.	<b>FACULTY MEMBER</b> Member, H.O.D. Pol.Sc. Member, H.O.D. Maths Member, H.O.D. Hindi Member, H.O.D. English	Dr. Kaushalya Agrawal Ranjan Ku. Mohatpatra Dr.Smrutirekha Nayak Akanksha Lakra	<i>Kaushalya Agrawal</i> <i>Ranjan Ku Mahapatra</i> <i>Smrutirekha Nayak</i> <i>Akanksha Lakra</i>
4.	Management Member	Dr. (Mrs) K.K. Mishra	<i>Kamal Kumari Mishra</i>
5.	Member, Student Representative	Gayatri Mahanta(BA19-053)	<i>Gayatri 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*  
15/09/22  
Mr. Bipin Choudhury (Chairperson-IQAC)

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

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

No- IQAC/03/2022

Date: 18/11/2022

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D. WOMEN'S COLLEGE held on 18.11.2022 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

- Feedback Collection, SSG questionnaire
- Basic first aid training for non-teaching staff
- Orientation Program for freshly admitted students
- QUALITY AUDITS ON ENVIRONMENT AND ENERGY FOR THE ACADEMIC YEAR 2022-23

## Action taken Report of previous IQAC MEETING HELD ON: 15.09.2022

Sl.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Functioning and Execution of Mentoring System	Grouping of Mentees to Mentor: It was decided to list out all the mentees and group them to assign to the mentors. The important areas of concern were discussed. Mentors were asked to encourage their mentees to be regular with classes ensuring 75% attendance. Leave Applications to be submitted to Principal through the Mentor by students. Also mentors to enquire each mentee's family background and identify if any sort of financial assistance or help is needed. Timely mentor-mentee meeting to be conducted to provide assistance to the students in terms of academic performance and any other issues.
2.	Hockey World Cup Activities	NSS, NCC, YRC & Sports Dept. took the lead to create awareness about FIH Hockey World Cup organized in Odisha. A number of activities were

		spearheaded by the college to infuse the spirit of Hockey among student community as instructed in Letter no.53366 by Govt. Of Odisha, Higher Education Department. Various competitions were organized to motivate students to participate in the activities and sports related activities.
3.	Organizing Field trip Activities	In order to help students learn through experience apart from the traditional form of learning environment, Departments were encouraged to provide experiential learning opportunities to the students by organizing field trip or other peer activities.
4.	Functioning of various committees and Sub-committees	The functioning of the different committees was monitored through regular submission of reports or minutes of the meetings to the IQAC and was also reflected in respective registers.
5.	Career counseling sessions	<p>A career counseling session was organized on 13<sup>th</sup> October, 2022 on the topic "PG Guidance and Psychometrics Test". Resource person Dr. Chanakya Kumar Jha, Managing Director Western Business School, Pune interacted with the students.</p> <p>A 2 day workshop programme was organized by IQAC, Sarbati Devi Women's College, Rajgangpur in collaboration with CISCO NIIT FOUNDATION, New Delhi from 10thJan-11th Jan, 2023. The purpose of this programme was to create Cyber Security Awareness among the growing number of internet users. Mr.Chandiprasad Maharana from NIIT Foundation was the certified trainer for the event. His workshop training included talks on various issues like the need for cyber security awareness in the current scenario, understanding Phishing and ways to prevent it, understanding cyber</p>

		crime and educating oneself with the knowledge and information about cyber security. A total number of 250 students participated in the workshop.
6.	Admission Process On-Line admission:	To ensure smooth functioning of e-Admission process under Student Academic Management System (SAMS) admission guidelines were read and discussed. The members of Admission Committee attended the meeting. It was discussed to assist newly admitted students with the help desk for any kind of inquiry. Help Desk to be located outside Principal's office and manned throughout working hours by student volunteers, or by NSS volunteers.

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 formal vote of thanks.

*Bipin Choudhury*  
18/11/22  
Mr. Bipin Choudhury (Chairperson-IQAC)

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

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

No- IQAC/04/2023

Date: 04/03/2023

## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of the IQAC OF S.D. WOMEN'S COLLEGE held on 04.03.2023 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 Prof. Sapan Kumar Panda.

## AGENDA

- Timely preparation and submission of AQAR, work to be divided amongst the IQAC members
- Social Media Handle to be operative in order to cover all the college activities and events
- Establishing network with other institutes and Colleges for exchange programmes by signing MOUs between the college and the other party.
- 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.

## Action taken Report of previous IQAC MEETING HELD ON: 18.11.2022

SI.NO.	Recommendation given by the IQAC	Action Taken Report
1.	Feedback Collection of Student's, Teacher's, Employer's and Alumni	A revised student's feedback form was prepared by the IQAC and was reviewed and accepted in the meeting. It was resolved that each teaching faculty will ensure that the students under their respective departments and mentorship must fill up the feedback form online via college website. Student's, Teacher's, Employer's and Alumni feedback was collected online and thereafter a consolidated report was submitted to the Principal.
2.	Orientation Program for 1 <sup>st</sup> Year Students	Faculties arranged and organized an Orientation program to welcome the newly admitted students in the institution. PPT presentation was given on functioning of CBCS, semester

		exams, internal and external tests, practical exams to aware students about academic activities. Brief was also given on various co-curricular activities.
3.	Basic first aid training for non-teaching staff	First aid training was organized by YRC Unit of the institution for non-teaching staff as how to properly use first aid kits, how to give immediate care, how to apply bandage, what treatments to be applied for bruises and cuts, how to maintain hygiene while giving first aid, and to stay calm during an emergency.
4.	Quality audits on environment and energy for the academic year 2022-23	The following units were formed i.e. Quality Management System (QMS), Environment Management System (EMS) Energy Management System (EMS) Committees to coordinate and start the work beginning with a preparatory meeting and divide work as a team and to formulate policies regarding the same. Auditing Agency were contacted to recognize, diagnose and resolve the environmental problems and to seek the best protocols suggestions and improvements for adding to sustainable development.

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 formal vote of thanks.

Mr. Bipin Choudhury (Chairperson-IQAC)

Principal

S.D. Women's College  
Rajgangpur, Sundargarh