



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

No- IQAC/01/2018

Date: 09 /09/2018

Meeting Agenda: Formation of IQAC

Meeting Schedule: 09/09/2018, 2:00 pm-3:30 pm, Principal chamber

Meeting Facilitator: Prof. C.M Patel., Principal, Mr. Sapan Ku Panda

### • Minutes of the Meeting

1. The Meeting started with a welcome note by Prof. C.M. Patel, new Principal cum Chairperson, after superannuation of former Principal Prof. J. Parida and was followed by importance of IQAC formation. IQAC Team members were formed as per the NAAC guidelines. The composition the IQAC is as follows.
  - Chairperson : Prof. C.M. Patel
  - Coordinator : Mr. S.K.Panda
2. It was resolved to give in written to DHE (Director of Higher Education) Govt. Odisha to fill up vacant position of Teaching & Non-teaching staff.
3. It was resolved to Create ICT Room for proper and smooth functioning of teaching-Learning process.

### • Action taken

1. IQAC members and the teaching staff actively resolved to apply NAAC recommendations and to accomplish at least five recommendations in the coming months.
2. Cleanliness drive was successfully carried out in college campus and 250 students and 20 staff members participated in it.
3. Under student support and progression, scholarship and financial help provided by Govt. of Odisha to SC/ST students under the scheme of Post Matric Scholarship (Prerana portal), 321 students were awarded an amount of Rs 36,79,000/- for the session 2018-19.

The structure of IQAC S.D Women's College will be as follows:

Sl. No	DESIGNATION	NAME	SIGNATURE
1	Chairperson	Mr. C.M Patel, Principal	<i>Chandramani Patel</i>
2	IQAC Coordinator	Mr. Sapan Ku Panda, Dept of Eco	<i>S.K. Panda</i>
3	Faculty Members	Prof. Bipin Choudhury, Dept of Edn Dr Kaushalya Agrawal, Dept of PSc Ranjan K Mohapatra, Dept of Maths Smrutirekha Nayak, Dept of Hindi Sarika Bilung, Dept of PSc Akanksha Lakra, Dept of Eng	<i>Bipin Choudhury</i> <i>Dr. Kaushalya Agrawal</i> <i>Ranjan K Mohapatra</i> <i>Smrutirekha Nayak</i> <i>Sarika Bilung</i> <i>Akanksha Lakra</i>
4	Management Member	Mrs. Sabita Mohanty	<i>Sabita Mohanty</i>
5	Local Society Member	Mrs. Shramistha Rout	<i>Shramistha Rout</i>
6	Stake Holder Representative	Mr. Amaresh Panda	<i>Amaresh Panda</i>

The meeting ended with a vote of thanks

*Chandramani Patel*  
Principal  
S.D Women's College  
A/11/1, Bhubaneswar  
Mr. C.M Patel (Chairperson-IQAC)  
Principal



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

No- IQAC/02/2018

Date: 12/12/2018

Meeting Schedule: 12/12/2018, 2.00 pm -3.30 pm, Principal chamber

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

### • Minutes of the Meeting

1. Purchase of equipment and laboratory development:  
It was resolved to purchase new equipments for various science laboratories for academic improvement from the funds worth Rs.10laks given by DHE, Govt. of Odisha.
2. Conducting Departmental seminar :  
HOD's of various departments were requested to conduct minimum of four seminars in a year using ICT facilities in effective way.
3. Up gradation of Library facilities :  
It was decided to update library and ensure E- learning facilities to the students and faculties. Additional Computers for library and reading room will be provided.
4. Upgrading Infrastructural needs of the college :  
It was resolved to meet the increased demands of the furniture for existing class rooms. Local corporate houses to be requested to provide the same from their Corporate Social Responsibility activities.

### • Action taken

1. IQAC members were selected as per the guidelines provided by NAAC
2. A vacancy request was forwarded to DHE Odisha, to fill up the vacant positions of teaching and non-teaching staff.
3. Efforts were immediately taken by the institution to convert a classroom into ICT room.

The following members attended the meeting:

Sl. No	DESIGNATION	NAME	SIGNATURE
1	Chairperson	Mr. C.M Patel, Principal	<i>Chandramani Patel</i>
2	IQAC Coordinator	Mr. Sapan Ku Panda, Dept of Eco	<i>S.K. Panda</i>
3	Faculty Members	Prof. Bipin Choudhury, Dept of Edn	<i>Bipin Choudhury</i>
		Dr Kaushalya Agrawal, Dept of PSc	<i>Dr Kaushalya Agrawal</i>
		Ranjan K Mohapatra, Dept of Maths	<i>Ranjan K Mohapatra</i>
		Smrutirekha Nayak, Dept of Hindi	<i>Smrutirekha Nayak</i>
		Sarika Bilung, Dept of PSc	<i>Sarika Bilung</i>
		Akanksha Lakra, Dept of Eng	<i>Akanksha Lakra</i>
4	Management Member	Mrs. Sabita Mohanty	<i>Sabita Mohanty</i>
5	Local Society Member	Mrs. Shramistha Rout	<i>Shramistha Rout</i>
6	Stake Holder Representative	Mr. Amaresh Panda	<i>Amaresh Panda</i>

The meeting ended with a vote of thanks

*Chandramani Patel*  
Principal  
Sri Devi Women's College  
A/PC - Raigarh  
Dist. Sunargarh-751017  
Mr. C.M Patel (Chairperson-IQAC)  
Principal



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

No- IQAC/03/2019

Date: 09 /02/2019

Meeting Schedule: 09/02/2019, 2.00 pm -3.30 pm, Principal chamber

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

### • Minutes of the Meeting

#### 1. Installation of CCTV in Examination room

As per the instruction of Govt. Of Odisha it was resolved to purchase and install CCTV in the examination room to ensure transparency in examination system.

#### 2. Student Satisfaction Survey(SSS):

It was decided to carry out SSS every year to analyze overall institutional performance. A proper format of the questionnaire to be prepared for the same as per NAAC guidelines.

#### 3. Deciding Best Practices of the Institution :

It was decided to adopt at least two Best Practices of the Institution.

First, Cleanliness Drive of local Cremation Place in Rajgangpur

Secondly, Plastic/polythene free environment in college campus and surroundings.

### • Action taken

1. A budget meeting was held to utilize the amount of 10lakhs in a resourceful way. Head of the departments were involved in the following. List of items to be purchased were collected by each Department

2. 2 no. of computers were installed in the reading room. An awareness session was arranged for the students and faculty members for efficient use of e-learning in library and reading room. Students were taught to use the internet in effective way for academic assistance.

3. It was decided to invite Executive Director OCL India Limited as the Chief Guest for the Annual Day Celebration of the college and to approach him for his assistance in providing for the furniture. He readily offered us to provide 300 pair of desk and bench.

4. H.O.D's trained their students how to use ICT mode, preparation of PPT's for presenting their paper in seminars or talks.

The following members attended the meeting:

Sl. No	DESIGNATION	NAME	SIGNATURE
1	Chairperson	Mr. C.M Patel, Principal	<i>Chandramani Patel</i>
2	IQAC Coordinator	Mr. Sapan Ku Panda, Dept of Ecu	<i>S.K. Panda</i>
3	Faculty Members	Prof. Bipin Choudhury, Dept of Edn	<i>Bipin Choudhury</i>
		Dr Kaushalya Agrawal, Dept of PSc	<i>Dr. Kaushalya Agrawal</i>
		Ranjan K Mohapatra, Dept of Maths	<i>Ranjan K. Mohapatra</i>
		Smrutirekha Nayak, Dept of Hindi	<i>Smrutirekha Nayak</i>
		Sarika Bilung, Dept of PSc	<i>Sarika Bilung</i>
		Akanksha Lakra, Dept of Eng.	<i>Akanksha Lakra</i>
4	Management Member	Mrs. Sabita Mohanty	<i>Sabita Mohanty</i>
5	Local Society Member	Mrs. Shramistha Rout	<i>Shramistha Rout</i>
6	Stake Holder Representative	Mr. Amaresh Panda	<i>Amaresh Panda</i>

The meeting ended with a vote of thanks

*Chandramani Patel*  
Principal  
Bati Devi Women's College  
K/170, Rajendrapur  
Bhubaneswar - 751002

Mr. C.M Patel (Chairperson-IQAC)  
Principal



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

No- IQAC/04/2019

Date: 30 /04/2019

Meeting Schedule: 30/04/2019, 2.00 pm -3.30 pm, Principal chamber.

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

### • Minutes of the Meeting

1. Formation of IDP( Institutional Development Plan) Team Member Based upon NAAC Accreditation, Our College was selected amongst 68 other colleges in the entire state of Odisha to receive WORLD BANK assistance under " Odisha Higher Education Program for Excellence and Equity" (OHEPEE). In order to draft and submit the Institutional Development Plan for the entire five years, we have been asked by Govt. to form IDP Team , Comprising of Five members.
2. It was resolved to involve stakeholders like parents, students, staffs and Governing body members to organize separate meetings to invite suggestions before finalizing the IDP draft.
3. It was resolved to have a functional Career Counseling Cell (CCC) for the students to know their strength and weakness, explore their values and interests in different fields.

### • Action taken

1. A total of 9(Nine) CCTV devices were installed, six in the class rooms, one in the Principal's chamber, one in front of main building and one in the entrance gate of College Hostel
2. A Structural Format for Students satisfaction Survey (SSS) was developed by IQAC Unit both in hard copy and soft copy and filled in data was kept and analyzed for overall institutional development as follows.  
That, the syllabus must have to be completed on time.

That, reference materials relating to new CBCS pattern must be provided by the teachers.

That, Teachers involved in continuous internal assessment and mentored the students regularly.

3. Municipality of Rajgangpur was approached to seek permission for allowing students to carry out cleanliness activities at the cremation place on a specific Day and time.

Secondly a three day cleanliness camp was organized in the campus by involving NSS, NCC, YRC volunteers and about 350 students participated in it along with seven staff members.

The following members attended the meeting:

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1	Chairperson	Mr. C.M Patel, Principal	<i>Chandramani Patel</i>
2	IQAC Coordinator	Mr. Sapan Ku Panda, Dept of Ico	<i>S. K. Panda</i>
3	Faculty Members	Prof. Bipin Choudhury, Dept of Edn	<i>Bipin Choudhury</i>
		Dr Kaushalya Agrawal, Dept of PSc	<i>Dr Kaushalya Agrawal</i>
		Ranjan K Mohapatra, Dept of Maths	<i>Ranjan K. Mohapatra</i>
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5	Local Society Member	Mrs. Shramistha Rout	<i>Shramistha Rout</i>
6	Stake Holder Representative	Mr. Amaresh Panda	<i>Amaresh Panda</i>

The meeting ended with a vote of thanks

*Chandramani Patel*  
Principal  
Dist. Surabhi  
Mr. C.M Patel (Chairperson-IQAC)  
Dist. Surabhi  
Principal