

26.09.2019

A meeting of the IQAC, all the HODs, Ols of RUUSA, NCC, NSS, YRC, Self Defence programme, Career Counselling cell was held at the principal's chamber on 26.9.2019 at 2:30 pm.

The following were the agendas of meeting:

- ① to prepare about the action plan for the session 2019-20 with regard to conduct of seminar, departmental activities.
- ② Action plan of the ^{student} support organizations
- ③ Activation of Alumni Association
- ④ promotion of research & publication activities
- ⑤ opening up new courses
- ⑥ Action plan for achieving autonomy
- ⑦ conduct of inter-disciplinary state level seminar
- ⑧ Expansion of college infrastructure, renovation of Auditorium
- ⑨ Documentation of students activities.
- ⑩ Initiation of Internal Academic Audit, Grievance Redressal & Financial Audit
The above mentioned items


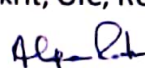
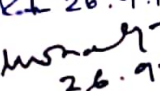
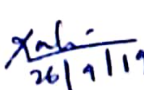
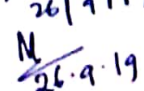
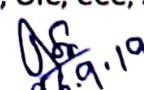

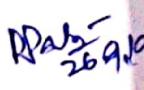
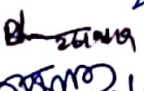
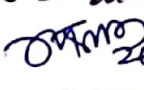
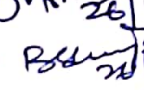
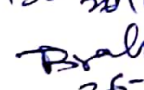
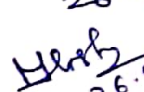
were thoroughly discussed & the members expressed their views. At the end the following resolutions were adopted unanimously.

A copy of the resolution of the meeting was attached in the next page....

RESOLUTION

A meeting of the IQAC, all the HODs, OICs of RUSA, NCC, YRC, NSS, CCC, Alumni Association, Self Defence programme was held in the Principal's Chamber on 26.09.2019 at 2.30 pm to discuss about Academic and Internal Quality Assurance related matters. The meeting was presided over by the Principal, Rajdhani College. All the agendas of the meeting were thoroughly discussed and the following resolutions were adopted unanimously.

1. All the activities relating to students including seminars, workshop, conferences to be documented and uploaded in the College website.
 2. OIC, Alumni Association to activate and expediate the activities of the Alumni Association of the College.
 3. All the HODs to prepare action plan for the session 2019-20 with regard to conduct of Departmental Seminars and submit the same by 14th Oct' 2019.
 4. Sub-committees to be formed to initiate action plans for opening up new courses, expansion of College building and achieving autonomous status, opening up N.C.C (Army) Girls wing
 5. Faculty members to be encouraged to augment research & publication activities.
 6. Inter-disciplinary state level seminars to be organized by the various departments.
 7. Students to be encouraged to undertake field based empirical research projects.
 8. Initiation of Internal Academic Audit, Green Audit and Internal Financial Audit
- The following faculty members were present in the meeting.

1. Dr. S.B Behera, HOD, Sanskrit, OIC, RUSA  26.9.19
2. Dr. A. Patra, HOD, Odia  26.9.19
3. Dr. N. Mohanty, HOD, Education  26.9.19
4. Dr. S. Mohapatra, OIC, SDP
5. Dr. S. Patra, HOD, Chemistry  26/9/19
6. Dr. M. Bhuyan, HOD, Math  26.9.19
7. Dr. B. Rath, HOD, Zoology
8. Smt. S. Jena, HOD, Sociology, OIC, CCC, A.A.
9. Dr. A. Kar, HOD, Commerce  26.9.19
10. J. Parida, HOD, Pol.Sc, Co-ordinator, IQAC  26.9.19
11. Dr. H. Nayak, HOD, Botany
12. Smt. R. Pati, HOD, Economics  26.9.19
13. ^{U.} ^{B.} Dr. B. Mohapatra, OIC, NCC  26.9.19
14. Dr. D. Patra, OIC, YRC  26/9/19
15. Dr. B. Panigrahi, OIC, NSS -  26/09/19
16. Smt. T. Brahma, HOD, Eng  26-9-19
17. Dr. K.C Das, HOD, Philosophy
18. M. Mishra (Phy) -  26.9.19

Principal
Rajdhani College, Bhubaneswar

14-11-19 (Thurs Day)

A Joint meeting of the IOAC and Heads of Departments was held at 12.15 pm on 14-11-2019 at the principals chamber to discuss about Examination related matter. The meeting was presided over by the Principal, Rajdhani College. The following were the agenda for discussion:

- (i) Conduct of mid term examination
- (ii) Storage of answer scripts
- (iii) Keeping record of mid term marks of the students (CBCS)
- (iv) Conducting internal examination of the absentee students
- (v) Uploading of internal marks in the University portal.

The above mentioned items were thoroughly discussed and the HODs expressed their views regarding smooth conduct of mid term examination and maintaining records of internal marks of 13 Hon & LGE students. After the discussion the following resolutions were adopted unanimously.

A copy of the resolution of the meeting was attached in the next page.

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6/7/2020

A joint meeting of IOAC and all the HOD were held in the G.3, at 12.15 pm on 6.7.2020. The meeting was presided over by the principal. All the HOD and members of IOAC were present. The following agenda were prepared to discuss at the meeting:-

i) commencement of online classes

ii) preparation of self-study report for 3rd cycle Accreditation of the college.

The above mentioned agendas were thoroughly discussed by the members and the following resolutions were adopted unanimously:-

i) preparation of new time table for commencement of on-line classes

ii) For the preparation of SSR, seven committees were constituted. Each committee was assigned a specific role to collect data & information to prepare SSR on a specific aspect.

A core committee was also formed to coordinate the activities of the other committees

The following HODs & members of the IOAC were present in the meeting:

1. Principal - *[Signature]* 6/7/2020
2. A/C Bursar - *[Signature]* 6/7/2020
3. Adm. Bursar - *[Signature]* 6.7.20
4. Coordinator IOAC - *[Signature]* 6/7/2020

15/9/2020

A review meeting was held in the Principal's chamber to discuss about preparation of SSA. Seven separate committees were formed and each committee has been assigned specific assignment. on 15.9.2020 Curricular aspect committee members meeting was held to discuss on the following Curricular matters: -

- ① Curricular Planning & Implementation
- ② Academic Flexibility
- ③ Curriculum Enrichment
- ④ Student Feedback System
- ⑤ Any other matters relating to curriculum & academic matters.

All the above mentioned agendas were discussed among the members of the Curricular, Planning & Implementation committee members. It was decided to collect all the relevant data and information from respective sections. Ultimately all the members agreed to meet regularly to review the progress of the NAAC Indicator - 1.

The following members were present in the meeting:

- ① Principal - *Saran Singh*
- ② Coordinator / OAC, - *Jeevika*
- ③ Dr. Nibedita Mohanty - *Mohanty*
- ④ Sujata Prasad Mishra - *sp*
- ⑤ Subhansu Behera - *Subhansu*
- ⑥ Sanjay Kr. Pradhan -

A meeting of the newly constituted members of the IOAC was held at 11.01.2019 at 1.30 PM in the Principal's Chamber.

The followings were the agenda for discussion:-

- (I) Preparation of AQAR for the session 2018-20
 - (II) Preparation and collection of students feedback / SSS
 - (III) Review the progress of SSS
- various aspects of the agenda were discussed among the members in detail. Unanimously members agreed to distribute various questionnaires of NAAC for collection of data and information for the preparation of AQAR - 2018-20.

1. Academic Audit - Dr. S. Patra -
2. Green Audit - Dr. H.K. Nayak
3. Students Satisfaction Survey - S.K. Choudhary
4. Examination, Adm., Lib, Account - Dr. B. Nath
5. Procedures & policies for maintaining & upholding academic support - Dr. Sujata Prasadhamini
6. Decentralization & participation
management, e-governance - J. J. J.
7. Financial management,
Financial Audit, Best
Practices - Dr. A. Mohanty
8. Alumni - Dr. S. Jena.

All the members agreed to collect relevant information for the preparation of AQAR

Proceedings of the Academic Audit Committee held on
12.01.2021 at 1.00 PM.

A meeting of the Academic Audit Committee was held on 12.01.2021 at 1.00 PM in the Principal's chamber under the chairmanship of Principal Dr. S. Sarangi with the following members present.

1. Dr. Santosini Patra,
2. Dr. A. K. Samal
3. Dr. J. K. Parida, IQAC Co-ordinator.
4. Dr. A. Mohanty.

After deliberations ~~discussion~~ it was resolved that-

- (i) A common format for collecting baseline information will be supplied to the departments.
- (ii) HODs will be requested to complete the format along with other faculty by 15.01.2021.
- (iii) Members of Academic Audit Committee will visit the departments on 15.01.2021 (for Sc. & Com. departments) and on 16.01.2021 (for Arts Dept) from 11.30 - 2.30 P.M.
- (iv) The dept. must be ready with the filled in format signed by all the faculty and a brief analysis of the dept. for the session 2019-20 which will be collected by the team during visit.

Jainson
12.01.21

Member
12/1/21

Member
12/1/21

Jainson
12.1.21
IQAC
Co-ordinator.

Patra
12/01/2021
Dy. Co-ordinator.
A.A.

Sarangi
12.1.21.
Principal
Co-ordinator
of Academic Audit

13. 01. 2021 (Wed. Day)

A Joint meeting of the Green Audit committee was held at 1 pm on 13. 01. 2021 to discuss about Environmental related issues of the campus. The meeting was presided over by Hoble Principal.

Following agendas were prepared for discussion:

- ① Mapping the Environmental resources of the college
- ② waste disposal system
- ③ Plastic free Environment
- ④ Improving Environmental conditions.

All the issues were discussed among the members. Unanimously it was agreed on the following items:

- (i) Formation of Green club
- (ii) Preparation of Action plan for Green campus & to be sent to DHE, Odisha
- (iii) construction of waste management pit
- (iv) Mapping Environmental Resources
- (v) Installation of dustbin inside the campus.

Following members were present at the meeting:

- (i) Principal Khanna 13/1/21
 - (ii) Dr. H.K. Nayak (Bot)
 - (iii) Dr. J. Nath (Chem)
 - (iv) Dr. P. Routledge (Zool)
 - (v) Dr. J. Panda (Coordinator, I&E) - Jundu
- 13/1/21

14. 01. 2021

A Joint meeting of the Internal Audit Committee and Coordinator IAC was held at Principal's Chamber on 14.01.2021 at 1 PM.

The following agenda were prepared for discussion:

- 1) Preparation of modalities for the Internal Financial Audit of the college during 2019-20 ~~academic session~~ financial year.

All the issues relating to internal financial audit were discussed among the members. Unanimously all the members agreed to prepare a common format in this regard. Members also agreed to meet regularly to discuss about the expedition of the process.

Following members were present at the meeting

1. Principal - Sharanasi

2. Dr. S.K. Chaudhary -

3. Dr. S. Pande -

4. Dr. S. K. Samal

5. Dr. J. Parida -
(Coordinator, IAC)

14.1.21
S.K. Samal 14/1/2021
14.1.21
14/1/21
14.1.21
14/1/2021

9.02.2024

(Tuesday)

A meeting of the members of the IOAC was held on 9.02.2024 at 1 PM in principal's chamber to discuss about:

- i) Result of students satisfaction survey
- ii) Parents feedback
- iii) progress of the preparation of A&AR - 2019-20.

After a thorough discussion among the members of IOAC, the following resolutions were taken unanimously:

- ① opening up a new cold ^{Drinking} water point near Staff common Room
- ② ~~set~~ opening up a new ^{Browsing} point for the benefits of the students
- ③ maintenance of drinking water having Aqua Guard facility by the B.Ed. Dept.
- ④ permission may be sought from the B.Ed. Dept by the principal/IOAC for maintenance of Aqua Guard machine
- ⑤ Technical support will be provided to IOAC for speedy completion of typing work of A&AR - 2019-20.

The following members were present in the meeting:

- ① principal - chairperson - ^{Baranbari} 9.2.24
- ② Dr. J. Parida - coordinator of IOAC - ^{Juni} 9.2.24
- ③ Dr. S. Patra - member of " - ^{Juni} 9/2/24
- ④ Dr. S.K. Choudhury - " " " - ^{Juni} 9.2.24
- ⑤ Dr. Anurag Mohanty - member of IOAC -
- ⑥ Dr. S. Pringadarshini - " " " - ^{SP} 9.2.24
- ⑦ Dr. Saubhmitra Jena - member of IOAC - ^{Stark}
- ⑧ Dr. Hemnikesh Nayak - " " - ^{AP}
- ⑨ Dr. Bandita Patt - member of IOAC - ^{Beik} 9/2/24