

Proceedings of the meeting of the reconstituted Internal Quality Assurance Cell (IQAC) of SOA Deemed to be University held on 14.10.2019 at 3.00 P.M. in the Board Room under the Chairmanship of Vice-Chancellor, Siksha 'O' Anusandhan.

Members present,

As at Annexure – “A”

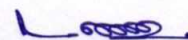
At the outset, Vice Chancellor expressed his gratitude to all outgoing members and welcomed all the members of the reconstituted IQAC and the Deans of the Constituent Institutions of the SOA Deemed to be University present in the meeting.

Preparation for NAAC Accreditation (3rd Cycle)

Initiating discussion, Chairman, Advisory Board, SOA stated that National Assessment and Accreditation Council (NAAC), Bengaluru has implemented the revised guidelines for assessment and accreditation of Higher Educational Institutions in the country from July, 2017. SOA Deemed University availed last NAAC accreditation during November, 2015 for a period of five years on being awarded with 'A' grade then. Our University shall seek next accreditation from November, 2020. There have been substantial changes in the procedure of filing Institutional Information for Quality Assessment (IIQA) and in submission of Annual Quality Assurance Report (AQAR) with the NAAC.

Chief Administrative Officer made a power point presentation on the above revised guideline of NAAC. As revealed, unlike previous practice and procedure, under the revised process, NAAC shall assess the quality of the Institutions and Universities in two stages. In the 1st stage, the applicant-University shall file Self Study Report (SSR) "Online" on which NAAC shall quantitative metrics which constitutes assess nearly 70% of the assessment. This is the pre-qualifier stage. In Data Validation and Verification (DVV) process, if the applicant-Institution secures at least 30% score of the quantitative metrics, then Council shall depute the Peer Team to the applicant-Institution for site visit. NAAC shall conduct Students Satisfaction Survey (SSS) simultaneously with DVV process.

The Peer Team, during their onsite visit, shall assess 30% qualitative metrics.



NAAC has identified seven areas of assessments. These are (i) Curricular Aspects (ii) Teaching–Learning and Evaluation (iii) Research, Innovations and Extension (iv) Infrastructure and Learning Resources (v) Student Support and Progression (vi) Governance, Leadership & Management (vii) Institutional Values and Best Practices.

Under each criterion, NAAC has identified few Key Indicators (KI) those come to 34. Total 99 sub areas shall be assessed under 70% of quantitative metrics. NAAC has categorically instructed to be extremely careful in filling of data and filing of documents 'On line' while submitting Self Study Report. On cross verification, if any wrong reporting is detected, NAAC shall initiate legal action and shall request the Statutory Regulatory Authorities for administrative action against the erring applicant-Institution.

Adding to the above discussion, Vice Chancellor advised all the participants to start the exercise from day one and furnish correct data and documents to the IQAC for timely compilation and onward transmission.

Preparation for Annual Quality Assurance Report (AQAR), Academic and Administrative Audit, and Preparation for Annual Report

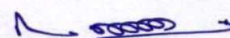
As mandated by NAAC, each HEI should submit the AQAR in the revised online format as per the revised guidelines of NAAC. In the context of this, the Vice Chancellor urged the institutions for timely submission of data and documents to the IQAC for necessary compilation.

He further insisted on Academic and Administrative Audit (AAA) at Departmental level and to ensure deeper and wider research participation which is a significant responsibility of the HEIs.

Moreover, the institutions are requested to extend their support to IQAC for preparation of Annual report.

Discussion on organizing workshops/ seminars on quality assurance mechanisms.

It was discussed that NAAC insists let IQAC develop quality benchmarks and devise parameters for various academic and administrative activities of the



institutions and let IQAC arrange workshops and seminars at regular intervals to enhance the institutional qualities and their sustainability.

Dean, Research spoke about seminars etc. and solicited co-operation of all the constituent Educational Institutions in this vast exercise and all out effort be taken to achieve at least 3.80 CGPA under 'A++' category which shall ultimately uphold the name and fame of the University at the National and International sphere,

Any other point with the permission of the Chair

In course of discourse, Vice-Chancellor sought co-operation from all the Deans and other officers of the University for smooth conduct of the 6th Convocation to be organized on 16th November 2019. Further, the Controller of Examinations has appealed all the Deans to submit the relevant data of passed out students of 2018-19 batch to Director of Admissions for printing of degree certificates.

After detailed discussion and deliberations, following decisions were taken.

1. Institutional level Quality Assurance Cell shall be constituted in which there shall be proper representation of faculties and non-faculty members to assist the Dean of the Institution for consolidation of data and documents to transmit the same to the IQAC in complying the requirements of NAAC revised guidelines. There shall be representation of at least two faculty members in an institutional level QAC from other co-institutions to ensure exchange of ideas, resource sharing, transfer of knowledge and participatory approaches.
2. IQAC shall conduct workshop & inviting all the Institutions to assess and mitigate the lapses if any in all the areas of assessment and ensure the best practices in such Institutions.
3. IQAC shall identify the shortcoming areas of assessment and explore the possibilities for compliance by drawing attention of statutory bodies of SOA, if need be.
4. All the individual institutions shall furnish data, documents including testimonials to IQAC much in time with all seriousness for preparation of

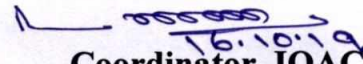


IIQA, AQAR, SSR and other corroborative papers for submissions to the requirements of NAAC.

5. All Institutions shall complete their academic and administrative audit up to 2018-19 within a period of next one month from today.
6. IQAC shall not wait only to compile the data & documents rather it shall devise benchmarks and parameters for quality enhancement and institutionalization of best practices to make SOA 'distinct' and 'One and unique of its kind'
7. All the faculty members and the Deans shall extend co-operations to the Controller of Examinations and other concerned officers of 6th Convocation ceremony to be held on 16th November 2019 and to ensure that their coordinated efforts shall make the said august occasion, a grand success.

The meeting ended with thanks to the chair and participants.

This finds approval of the Chairman, IQAC.


Coordinator, IQAC
Siksha 'O' Anusandhan

Copy to:

1. Secretary to the Hon'ble President, SOA
2. Secretary to the Vice-Chancellor, SOA Deemed to University
3. Registrar, SOA Deemed to University
4. All members concerned
5. Office File

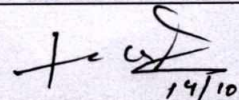
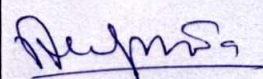
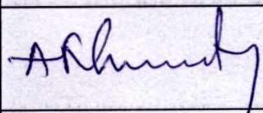
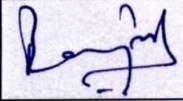
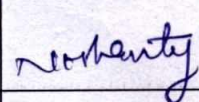
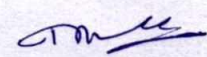
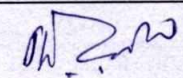
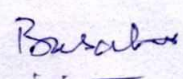
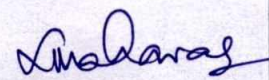

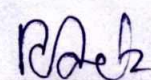
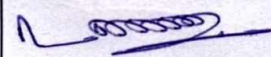

**Attendance sheet for the meeting of
Internal Quality Assurance Cell (IQAC)**

Dt. 14.10.2019

Time : 3.00 P.M.

Venue : University Board Room

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11	Jayanta Ku Dash Forc Dean ITER	9437224117	
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14	pruvati tripathy	dean.snc@soa.ac.in 9437035427	

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26	Prof. Nanda Kumar Mahapatra Associate Prof. IQAC	9437035924	
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