

Siksha 'O' Anusandhan
Internal Quality Assurance Cell

I-IQAC/01/2020/No.024

Date: 20.01.2020

To,
IQAC Members,
All Deans,
All Internal Members of IQAC.


Sub: Proceedings of the IQAC meetings Dt. 15.01.2020.

Sir/Madam,

I am directed to enclose herewith the copy of the Proceedings of the IQAC meeting held on 15.01.2020 at 3.00 PM in SOADU premises.

Receipt of the above contents may kindly be acknowledged.

Yours faithfully


(P K Panda) 20/1/2020
CAO, SOADU

Encl. As above

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC) of SOA Deemed University held on 15.01.2020 at 3.00 P.M. in the University Board Room under the Chairmanship of Vice-Chancellor, SOA University.

Members present;

As at Annexure – “A”

At the outset, all the members of IQAC welcomed the new Vice Chancellor and Chairman of IQAC to preside over the meeting. Vice Chancellor also greeted all the members of IQAC it being his first meeting of IQAC to preside over and also the first meeting of the New Year-2020. Thereafter agenda wise discussion was taken up.

Item No-1. Compliance to the observations of NAAC during 2015;

Initiating discussion, Chief Administrative Officer placed the observations of NAAC during their assessment for accreditation in the AY 2015 and also the observations of UGC Expert Committee while considering the extension proposal for grant of Deemed to be University status during June, 2018. The Deans of the seven constituent institutions of SOADU have furnished the compliances to the previous observations of both NAAC and UGC except IBCS and some Departments of ITER. Department of Chemistry, Humanities and Electrical Engineering of ITER have given the compliances. The Chairman desired to know the nature and quality of compliances made by each Dean. The Deans gave their individual details particularly in respect of institution-specific weaknesses. **(Action; Dean, IBCS, Dean and concern Heads of ITER).**

Item No-2. Compliance to the minutes of the last meeting of IQAC held on 14.10.2019;

As regards compliance to the proceedings of the last meeting of the IQAC held on 14.10.2019, all the constituent institutions have constituted their internal IQAC following the parameters and have sent the academic and administrative audit reports for the AY 2017-18 and 2018-19. All the

institutions have also furnished the AQARs of 2017-18 and 2018-19 except the Dept. of Electrical Engineering and CS&IT of ITER. But many of them have not submitted the information as per the NAAC revised format. Most of them have overlooked the format for the AY 2017-18 and reported haphazardly for 2018-19. It is here to mention that initially the AQAR for 2017-18 was submitted to NAAC following previous practice. But of let, it was asked to submit the AQAR for 2017-18 online in revised format. There is sea-changes in the format of AY 2017-18 to submit online. But institutions have not given the information for 2017-18 in the revised format presuming that those have already been submitted earlier and need not to resubmit. Those require complete relook and reconciliation. All concerned should submit revised details latest by the 30.01.2020 which would be reviewed by the Vice Chancellor on 03.02.2020 at 3.00 PM. **(Action; All concerned Deans and Heads).**

Item No-3. Preparation for NAAC Accreditation (3rd Cycle), 2020

CAO explained the details of the revised metrics, the weightage given to different sub-key indicators under various criteria and the timeline granted by the Council for various steps from filing IIQA till receipt of final CGPA. Chairman, Advisory Board stated that eventually SOA has received the highest grade in immediate preceding two NAAC inspections during 2009 and 2015 and in case SOA gets the same position in the current 3rd cycle of NAAC assessment, the Council may consider to grant accreditation to SOADU for a period of seven years instead of five years. Besides, it shall be helpful to get the status of Institution of Eminence (IOE). The Vice Chancellor insisted all the Deans of the constituent institutions to be extremely vigilant on the areas where institution's performances are not upto mark as on date and bridge up all the parameters as per the prescriptions.

Discussion also concentrated on the draft calendar of events, the university to follow for NAAC assessment and accreditation in the AY-2020. For this purpose a committee chaired by the Vice Chancellor with all Deans and Registrar will review it every fortnightly i.e. 1st and 15th of each month. In case

there is holiday on that day, the meeting would held on next working day. Each Dean will also constitute similar institute level committee for timely action.

(Action; All concerned Deans and Registrar).

Item No-4. Holding of meetings of Statutory Bodies, Agenda & Proceedings, released to those effects.

All the designated authorities shall furnish copies of the agenda and proceedings of the meetings of Statutory Bodies to the IQAC for compilation to find place in Self Study Report (SSR) to be submitted to the NAAC online for the purpose of assessment and accreditation. **(Action; Registrar).**

Item No-5, 6 & 7. Preparation of Annual Report, Academic and Administrative Audit Reports and Annual Quality Assurance Reports for the AY 2019-20.

All the constituent institutions shall provide feedback to the IQAC for the preparation of Annual Report for the year 2019-2020. They shall conduct academic and administrative audit and prepare AQARs for the AY 2019-20 in the prescribed format in time and furnish the same to the IQAC for compilation.

(Action; All concerned Deans and Registrar).

After detailed discussion and deliberations, following decisions were taken.

1. Since the entire exercise seek a time bound redressal, all the Deans shall nominate three dedicated faculty members who shall attend IQAC at least twice in a week and as and when required for preparation and filing of IIQA, SSR, students database for SSS and other corroborative details with the NAAC.
2. The dateline shall be followed for 2020 assessment and accreditation by NAAC as detailed below

Sl. No	Calendar of Events	Timeline
1	Data collection period	1 st January 2020 to 29 th Feb., 2020

2	Data Validation & Compilation	1 st March 2020 to 15 th March, 2020
3	Preparation of AQAR/IIQA/SSR	16 th March 2020 to 30 th April, 2020
4	IIQA Application submission	1 st week of May, 2020
5	SSR submission	1 st week of June, 2020

3. There are some sub-areas of QIF where the individual institutions are yet to reach to the expectations. The Deans of constituent institutions shall read the revised QIF very carefully and ensure that no lapses remain in any point to fully comply with. All should have commitments to yield the best result in during assessment by NAAC for accreditation.
4. All the Deans shall exhibit their promptness in reporting and filing of returns in the IQAC about the achievements they are accumulating to the credibility of their institutions.
5. IQAC may arrange workshop/lecture to orient the institutions for their readiness for the assessment by NAAC for accreditation. IQAC, if necessities, may convene its meetings frequently to ensure an error-free preparation for NAAC assessment and accreditation.

(Action; All concerned Deans and Registrar).

The meeting ended with thanks to the Chair.



**Dr. Manas Kumar Mallick
Coordinator, IQAC
SOA University**

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


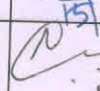



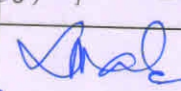

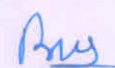
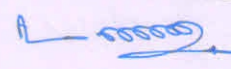
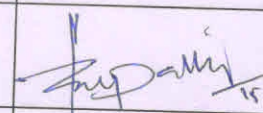
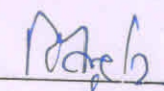
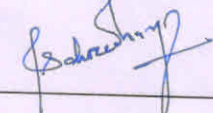
Date. 15.01.2020

Time : 3.00 P.M.

Venue : University Board Room

Sl. No.	Name of the Participant with Designation	Mobile No./ E-mail	Signature
1	Vice Chancellor,	SOADU	—
2	Prof. D. P. RAY	94370 40057	
3	Prof D. Achary	9437499 483	
4	Prof. P. Rattanaik	7381026304	
5	Prof. Sitikanta Singh	8763354338	
6	Prof. Dr. Meeta Mohanty	7381036061	
7	A. K. Samantarray	7381002031	
8	Prof. B. K. Saha Dean, FAS (IAS)	7381070946	
9	Subhojit Dash Asst. Prof. in Agronomy	6370492255	
10	Dr. Ansuman Samal Associate Professor, SHM	9437858200	 15/01/2020
11	Prof. S. A. K. Azad Dean, SNIL		 15/1/20
12	Dr. Boatati Singh Professor, Biochemistry, IMS SUM	9437628677	 15.01.2020
13	Dr. Samita Das Associate Dean	9776645936	 15.01.2020
14	Pravati Tripathy Dean, SMC	9437035927	 15/1/20

Annexure - A

Sl. No.	Name of the Participant with Designation	Mobile No./ E-mail	Signature
15	Dr. P. K. Sahoo Dean, ITER	94371-83060	 15/1/2020
16	Dr S. C. S. Dean SPB	94370-35908	 15/01/2020
17	Dr E. Venkatarao Prof. Comm. Med, IMS BSKH	9668443382 evenkatarao@soa.ac.in	 15/01/2020
18	Dr. Gangadhar Sahoo Dean IMS BSKH	97381177222 9861017510 dngdsahoo@yahoo.co.in Dean, IMS BSKH	 15/1/2020
19	Aneesh Wunnava Asst Prof, ECE, ITER	9668812352 aneeshwunnava@soa.ac.in	 15/1/2020
20	Dr. Laxmidharmalaram Professor, SPB	9437415842 laxmidharmalaram@soa.ac.in	
21	Chinnayaku. Mrapat Tech Prof.	9428172675 chinnayamrpat@soa.ac.in	
22	Dr. Badrinarayan Sahu	8763811913 Badrinarayan Sahu	
23	Prof. N. R. Mallik.	9437035929.	
24	Prof. Anurag Satpathy	9338333999 anuragsatpathy@soa.ac.in	 15.1.2020
25	Pranod K Panda	9437020347 pranodk@soa.ac.in	
26	Saranka Choudhury	904003290 saranka.choudhury@soa.ac.in Saranka Choudhury	
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