

Siksha 'O' Anusandhan
Internal Quality Assurance Cell

212

I-IQAC/01/2020/No.055

Date: 20.05.2020

From,
Pramod Kumar Panda
Chief Administrative Officer
SOADU, Bhubaneswar

To,
All the Participants.

Sub: Minutes of the meeting held on dtd.18.05.2020.

Sir,

I send herewith the copy of the proceedings duly approved by the Vice-Chancellor for information and necessary action.

Yours faithfully

Encl.: As above

P.K.Panda
20/2/2020

Pramod Kumar Panda
IQAC, SOADU

Copy to:

1. Secretary to the Hon'ble President, SOADU
2. Secretary to the Vice-Chancellor, SOADU

o/c

(211)

Minutes of the meeting with to discuss '*important issues related to the administrative problems of the University*' held on dtd.18.05.2020 at 3.30PM under the chairmanship of the Vice Chancellor SOADU, Bhubaneswar in his University Office chamber.

Members present;

As at **Annexure –“A”**

To begin with, Vice-Chancellor, SOADU wanted to know if all the Deans of the constituent institutions have given required information, data, documents etc. to the IQAC for assessment and accreditation purpose by the Council by 20th May, 2020 as per their commitment. In reply, Chief Administrative Officer stated that all the Deans have given the information, data and documents to the IQAC in the meantime and they have assured to provide additional information, data, documents etc. as shall be required by IQAC from time to time while preparing IIQA, SSR and Database for SSS. They have further assured that they shall meet all the quarries in time if raised by the IQAC pertaining for filing of IIQA and SSR with NAAC.

In course of discourse, Vice Chancellor further suggested that all the files, related to administration and establishment matter of the university and its constituent institutions those require approval of Vice Chancellor shall route through the Chief Administrative Officer and Registrar. However, the Finance Officer and Controller of Examination shall seek approval/order of the Vice Chancellor from their end. Their staffs shall be properly trained how to process the files and seek the orders/approval of the appropriate authority.

Registrar of the university shall prepare a draft modality and flow chart on processing of files and shall seek approval of the Vice Chancellor within a fortnight.

All the Administrative Officers of the University and its constituent institutions shall have an interactive session at least once in each month with the Chief Administrative Officer of the University to ensure flawless processing of files and preservation of the documents.

Vice Chancellor proposed to hold next meeting with the Deans on dtd.23.05.2020 at 3.30PM in the Board Room of the University with the following agenda for discussion.

- (i) Submission of AQAR for the AY 2019-20 (01.07.2019 to 30.06.2020).
- (ii) Conduct of Academic and Administrative Audit for the AY 2019-20 (01.07.2019 to 30.06.2020) and submission of report.
- (iii) Providing information, data, document, photograph etc. for preparation of Annual Report of the University for the Year 2019-20 (01.07.2019 to 30.06.2020).
- (iv) Maintenance of files and management of official records.
- (v) Backlog classes, Online classes and Online examinations.
- (vi) Preparation of Telephone Directory of the SOADU.
- (vii) Any other point with the permission of Chair.

Meeting ended with thanks to the chair and participants.

This finds approval of the Vice Chancellor, SOADU.


20/05/20

Prof. (Dr.) M K Mallick
Coordinator, IQAC
SOADU, Bhubaneswar

Minutes of the meeting held on 18th May, 2020 at 3.30 p.m. in the office of the Vice Chancellor to discuss various issues related to University Administrations

Members Present:

1. Prof. A.K.Mahapatra, Vice Chancellor.....in chair

A.K.M.
18/5/2020
3.30pm

2. Prof. M.K.Mallick, Director, ITER

M.K.M.

3. Prof. B.B.Pradhan, Registrar

B.B.P.

4. Sri. P.K.Panda, CAO

P.K.P.

5. Sri. J.K.Das, CVO

6. Sri. S.B.Dash, HR Officer

S.B.D.

7. Sri. S.S.Mishra, Joint Registrar

S.S.M.