

Siksha 'O' Anusandhan  
Internal Quality Assurance Cell

I-IQAC/01/2020/No.059

Date: 26.05.2020

From,  
Pramod Kumar Panda  
CAO, SOADU, Bhubaneswar

To  
All Deans of constituent institutions  
Dean, Research & Development/Students Welfare.  
Registrar,  
Controller of Examinations,  
Director, ITER.


Sub: Minutes of the meeting held on dtd.23.05.2020.

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**

  
Pramod Kumar Panda 26/5/2020  
IQAC, SOADU

Copy to:

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

**Proceedings of the meeting on “Streamlining academic and administrative proficiency of the University” held on dtd.23.05.2020 at 3.30PM in the Board Room of the SOADU under the chairmanship of the Vice Chancellor**

**Members present;**

As at Annexure –“A”

Agenda wise discussion and deliberations were made and decisions, taken as detailed below.

1. Since closure of the current academic year is fast approaching and filing of Annual Quality Assurance Report (AQAR) for the AY 2019-20 is now due, all the Deans shall send the report in respect of their individual institution to the IQAC of the University for compilation and submission with the NAAC which is a mandatory requirement for accreditation purpose.
2. All the Deans shall send the academic and administrative audit report for the AY 2019-20 to the IQAC soon after closure of the session which the Peer Team of NAAC shall seek during onsite visit.
3. IQAC shall send a draft format to the constituent institutions of the University to provide information, data, document, photographs etc. for preparation of Annual Report for the AY 2019-20 of the University which shall be a compilation of all the annual acts and activities of the University. It shall be placed before the Peer Team during NAAC inspection.
4. All the Deans were given a full description on maintenance of files and management of official records through a PPT. They were advised to adapt the flawless procedure in dealing with the file and let it be qualitative and worth noting forthwith.
5. As regards conduct of Online examination and evaluation, the Deans of IMS, IDS, SNC expressed their inability to do so since these are not practically possible because of very nature of syllabus they do follow. Dean of IAS and SHM stated that it is possible. But they shall give conclusive opinion on the proposal after interaction with the students. Deans of ITER,

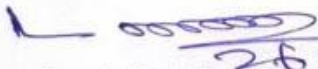


SNIL, IBCS & SPS shall communicate their considered views on the proposal of Online examination and evaluation within next five days to the Controller of Examination for further needful action.

- 5.2 The result of the examination last held in the month of December, 2019 shall be published within a fortnight. Controller of examination shall ensure the same.
  - 5.3 The MD/MS examination shall be conducted following the instruction of Medical Council of India (MCI) by arranging the External Examiners locally available.
  - 5.4 Dean, Research and Development shall start exercise for selection and finalization of list of Research Scholars for the AY 2020-21.
  - 5.5 Process of evaluation of Ph.D. thesis shall be done by the Controller of Examination and Dean, Research and Development jointly.
6. All the Deans of the constituent institutions and Registrar of the University shall provide the personal data (Name, Designation, Mobile No., e-mail ID) of the faculty members and other employees holding administrative and supervisory positions to the Chief Administrative Officer within a week for preparation of a Telephone Directory to facilitate digital communications among them.

The meeting ended with vote of thanks to the chair and participants.

This finds approval of the Vice Chancellor, SOADU.

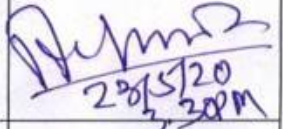
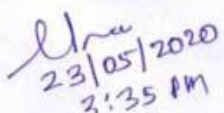
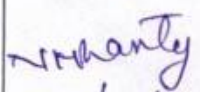
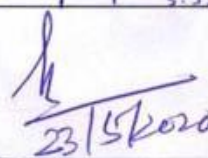
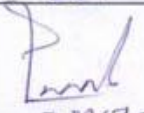
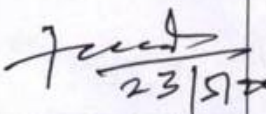
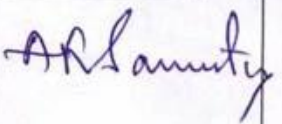
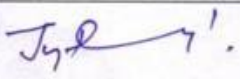
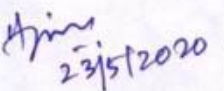
  
26.05.2020  
Prof. (Dr.) M K Mallick  
Coordinator, IQAC  
SOADU, Bhubaneswar

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


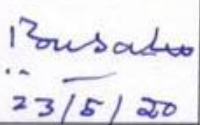
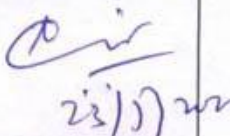
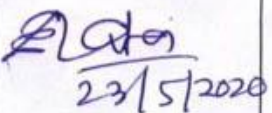
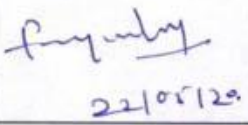
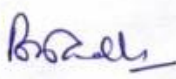


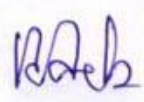
Date 23.05.2020

Time: 3.30 P.M.

Venue: University Board Room

Sl. No.	Name of the Participant with Designation	Mobile No./ E-mail	Signature
1	Dr. A.K. Mahapatra Vice Chancellor.		 23/5/20 3:30 PM
2	Prof. Manjula Das Controller		 23/05/2020 3:35 PM
3	Dr. Neeta Mohanty Dean IDS.		 23/5/20 3:35 PM
4	Prof. Siharanta Mishra		 23/5/2020
5	Prof P.K.Nanda Dean (R&D)		 23/5/2020
6	Prof S.A.K. Azad Dean, SNIL		 23/5/20
7	A.K. Samantarray Dean IQAC		
8	J.R Das Dean (SW)		
9	Dr. Ajay Kumar Sena Addl Dean IMS & SH		 23/5/2020



	Name of the Participant with Designation	Mobile No./ E-mail	Signature
10	Dr E. Venkata Rao Prof. Comm. Med. NAAC-IMS - Representative	9668443382 evenkatarao@ soa.ac.in	 23 MAY 2020
11	Dr. B. K. Sahoo Dean, IAS, SOA DU	7381070946 dean.ias@soa. ac.in	 23/5/20
12	D. S. C. S.	94390-35908	 23/5/20
13	Dr. D. N. Thakur GTER, representative		 23/5/2020
14	Prof Pravatiraj Singh	9437035927	 22/05/20
15	B. B. Pradha		
16	M. K. Mallik	9437035924	
17	Sasanka Sekhar Mishra Joint Registrar		
18	Pranod K Panda CAO	9439020347	
19			
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