

# **C. V. RAMAN GLOBAL UNIVERSITY, BHUBANESWAR**

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

*Date: 09.03.2020*

### **Proceeding of 2<sup>nd</sup> Quarterly Meeting of 2019-20 of Internal Quality Assurance Cell (IQAC) held on 07.03.2020 in the Board Room of Administrative Block, C. V. Raman Global University (CGU,Odisha).**

The 2<sup>nd</sup> quarterly meeting of IQAC was held at 3.30 P.M. (Saturday) on 07.03.2020 in the Board Room of Administrative Block, which was chaired by Prof. Bhabes Bhattacharya, Chairman, IQAC & Vice Chancellor, CGU,Odisha.

The following members were present in the meeting »

<b>Sl. No.</b>	<b>NAME</b>	<b>DESIGNATION</b>
1	<b>Prof. Bhabes Bhattacharya, Vice Chancellor, CGU,Odisha</b>	<b>Chairman, IQAC</b>
2	Mr. Sibasis Maity	Member
3	Mrs. Soumya Mishra, Asst. Prof., ETC Dept.	IQAC Institutional Coordinator
4	Dr. J. K. Pati, Dean Academics, CGU,Odisha	Member
5	Mr. Asutosh Pattnaik, Asst. Prof, AEI Dept.	IQAC Departmental Co-ordinator
6	Mr. Shekhar Mishra, Asst. Prof., MBA Dept.	IQAC Departmental Co-ordinator
7	Ms, Bithika Ghosh, Asst. Prof., Civil Engg. Dept.	IQAC Departmental Co-ordinator
8	Dr. Rahul Barman, Asst. Prof., Physics Dept.	IQAC Departmental Co-ordinator
9	Ms. Priyanka Sen, Asst. Prof., Electrical Engg. Dept.	IQAC Departmental Co-ordinator
10	Mr. Surendra Kumar Nanda, Asst. Prof, CSE Dept.	IQAC Departmental Co-ordinator
11	Dr. Bikash Ranjan Moharana, Asst. Prof., Mech Engg. Dept.	IQAC Departmental Co-ordinator
12	Mr. Jagannath Dayal Pradhan, Asst. Prof., ETC Dept	IQAC Departmental Co-ordinator
13	Dr. Jayashree Mohanty, Asso. Prof., Chemistry Dept.	IQAC Departmental Co-ordinator
14	Dr. Debarpita Ghosal, Asst. Prof., Chemical Dept.	IQAC Departmental Co-ordinator
15	Dr. Debasis Ghosh, Asst. Prof., Math Dept.	IQAC Departmental Co-ordinator
16	Mrs. Rojalina Priyadarshini, Asst Prof., CS & IT Dept.	Co-coordinator/ Convenor

Mr. Sashikanta Kar, Head Q & C, CTTC, Bhubaneswar, Mr. Gyana Ranjan Mohanty, Managing Director, Corrosion Protection Pvt. Ltd., Mr. Amit Mishra, Alumni Representative, Ms. Yavnika Sharma, Student Representative and Mrs. Joyshnamayee Maharana, IQAC Departmental Co-ordinator could not attend the meeting.

At the outset Coordinator, IQAC welcomed Prof. Bhabes Bhattacharya, Hon'ble Chairman IQAC & Vice Chancellor, CGU, Odisha along with esteemed members of the Internal Quality Assurance Cell (IQAC) to the Second Quarterly Meeting of the IQAC for the year 2019-20. Prof. Bhattacharya extended a warm welcome to all the members of IQAC and encouraged them to participate and contribute fully to the meeting.

Thereafter, the agenda items were taken up for discussion with the permission of the Chair.

Following points were discussed and decisions were taken »

**Item No. 1: Confirmation of proceeding of 1<sup>st</sup> Quarterly meeting of IQAC for the year 2019-20.**

A review of 1<sup>st</sup> Quarterly Meeting of IQAC proceeding was made by all members and a final confirmation was ensured fulfilling the action items mentioned in the MoM.

**Item No. 2: Discussion on the Action Taken Report.**

The Action Taken Report based on the resolution of earlier meeting was discussed serially. Increased organization of FDPs, Seminars, Invited talks and subsequent participation by the faculties and students was highlighted and appreciated later followed by a quantitative display of facts & figures on these event like were indicated in the report.

**Item No. 3: Creation of Data Template for collection of data for different statutory body like NBA, NAAC, and NIRF etc.**

The data templates developed by IQAC for continuous data collection adhering to NBA, NAAC, NIRF, AICTE and BPUT formats for various sections and departments of the institute were placed in the forum for approval. The template initially prepared, was showcased in a meeting to the departmental coordinators seeking appropriate suggestions for modification of the same and was later circulated to all departments for continuous update of the template month wise.

**Item No.: 4: Data Template Update.**

Appropriate frequency of data template was felt necessary to be regularized. This is considered based upon the data is available for update. It may be weekly, quarterly, monthly, yearly or one time depends upon the data. Data like infrastructure, systems and PCs, staff and faculty list can be updated semester wise or once in 06 months.

**Item No.: 5: Budget Allocation Estimation.**

For different statutory body requirement and Accreditation audits, appropriate budget allocation with timely prepared balance sheets highlighting vital expenditure heads is crucial to be prepared for individual departments and sections in coherency with the data template. Authorities from Accounts Department are being requested to kindly facilitate the same post discussion with the Chairperson and IQAC Members.

**Item No.: 6: Feedback Collection.**

Feedback forms for categories of stakeholders like Alumni, Employer, Exit Survey, Graduate Survey, Parents and Students has been developed by IQAC and was placed in the forum. Chairman, IQAC suggested the questionnaires should be adhering to the Program Outcomes as defined by UGC. The feedback forms prepared will be circulated to all departmental coordinators to seek their views.

**Item No.: 6: Presentation of Curricular and Co-curricular activities after the last meeting.**

Details on the following activities were presented during the meeting »

Sl. No.	Event Name	Conducting Dept.	Date	No. of Students Participated	No. of Faculty Participated	Remarks
1	Felicitation Ceremony of Mr. Aswatha Narayana- Sri Premananda Nayak (Chief Guest)	ADMIN, CGU,Odisha	28.09.2019	174	61	
2	Celebration of Energy Conservation Week	DSW	14-19-10-19	234	26	
3	Innovation Day-2019 - Prof. R. G. Sastri (Chief Guest)	ADMIN, CGU,Odisha	15.10.2019	97	12	MHRD & AICTE
4	Workshop on IPR	CHEMISTRY	19.10.2019	-	95	
5	Spelling Bee and Vocabulary competition to mark the World's Students Day.	HSS	19.10.2019	8	6	
6	Vigilance Awareness Week	DSW	28-02.11.2019	10	7	
7	Mobile Science & Technology Visit to Raghunath Dev High School, Baghamari	PHYSICS	30.10.2019	300	19	
8	Changing Scenario of worldwide society and probable influence/effect of Indian culture and tradition on it.	ADMIN, CGU,Odisha	30.10.2019	-	206	
9	Mother's on wheel out to heal the world - Indian Culture and tradition as well as human values.	ETC	30.10.2019	-	75	
10	Pehel Ek Suruwat Season -3 - Padma Shri. D. Prakash Rao (Chief Guest)	MECHANICAL	01.11.2019	134	25	
11	Blood Donation Camp collaboration with HDFC Bank, Bhubaneswar	DSW	02.11.2019	238	24	
12	Felicitation Ceremony by Union Bank of India	ADMIN, CGU,Odisha	02.11.2019	324	41	
13	Annual Athletic Meet	DSW	15-16.11.2019	102	28	
14	IIPA, Odisha R B Annual Essay and Debate Competition	DSW	19.11.2019	74	11	
15	2nd International Conference on Recent Advancements in Air conditioning & Refrigeration (RAAR-2019)-Dr. Christian Holter (Chief Guest)	MECHANICAL	28-30.11.19	136	14	
16	Seminar on E-waste collection	ADMIN, CGU,Odisha	29.11.2019	10	4	
17	Mini Marathon "OTV is hosting a Mini Marathon aiming at sensizing the people about HIV (Worlds AIDS Day)"	DSW	01.12.2019	136	18	
18	FDP conducted on "Recent Advance in Materials Science" - Er. S. K. Misra (Chief Guest)	PHYSICS	02-07.12.2019	399 ( 6 Days)	24 (6 Days)	
19	International Conference on Processing and. Characterization of Materials (ICPCM-2019)	MECHANICAL	12-14.12.2019	-	52	
20	Talk on Violence against Women - Mr. Ramesh Chandra Nayak (Chief Guest)	DSW	14.12.2019	46	12	

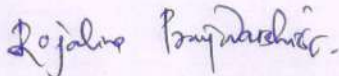
21	STP on "Theory & Application of Machine Learning & Data Analytics Techniques"	ETC	16-21.12.2019	-	12	
22	Technical Talk by Prof. Dr. Sikharesh Majumdar "Seminar on Platforms and techniques for data intensive computing and sensor based smart systems"	CS&IT	21.12.2019	30	50	
23	Xmas Day Celebration	IEC	25.12.2019	48	6	
24	FDP on Multi-disciplinary Approach to Mathematics and Engineering Application-2019.	MATHEMATICS	30.12.2019	18	9	
25	Awareness Workshop for SWAYAM-NPTEL	ADMIN, CGU,Odisha	02.01.2020	-	78	
26	Invited Talk by Sri. Mayank Tiwari "Server-less Computing and Autonomous Database"	CS&IT	08.01.2020	40	10	
27	Intra Basketball Tournament	DSW	9-11.01.2020	28	3	
28	Flower Exhibition	ADMIN, CGU,Odisha	12.01.2020	-	-	
29	Short Term Course (STP) on ICT Tools	ADMIN, CGU,Odisha	13-18.01.2020	175	3	
30	Blood Donation Camp - JIBAN BINDU	DSW	14.01.2020	134	23	
31	Dr. Riad Kamel Abbas (Syria Ambassador) Visit to CGU,Odisha	ADMIN, CGU,Odisha	14.01.2020	59	16	
32	Workshop on Data Science using Python	CS&IT	15-19.01.2020	228	11	
33	Sambad_ Brands of Odisha	ADMIN, CGU,Odisha	18.01.2020	-	-	
34	Python and IOT	MECHANICAL	20.01.2020	75	5	
35	Volley Ball Tournament (Intra-Boys)	DSW	21-23.01.2020	24	4	
36	Schedule for Intra College Basket Ball Tournament (Girls)	DSW	22.01.2020	21	4	
37	Celebration of 71st Republic Day of India in our Institute	ADMIN, CGU,Odisha	26.01.2020	384	43	
38	Observation of Swachhata Pakhwada	NSS	30.01.2020	68	6	
39	Saraswati Puja	ADMIN, CGU,Odisha	30.01.2020	82	12	
40	Cleanliness drive at Beleswar Badhira Uchavidyalaya	NSS	01.02.2020	36	4	
41	Intra College Carrom Tournament for Boys	DSW	03-05.02.2020	113	12	
42	Indian Institute of Welding (IIW) "IIW-India Award for Aspirant Welding Engineer's competition 2019 runner up (Shri. Sourin Das)"	MECHANICAL	06.02.2020	1	3	
43	Basket Ball Tournament at IIT, Bhubaneswar	DSW	08-10.02.2020	12	3	
44	CIP Inspection (Marine Deptt.)	MARINE	12.02.2020	38	18	
45	Invitation for Inauguration session of Photography Club Event	DSW	13.02.2020	11	6	
46	International Conference ICREISG-2020	MECHANICAL, MATHEMATICS, CHEMICAL	14-15.02.2020	-	62	

**Item No. 7: Discussion and necessary action for future plan of activities of IQAC.**

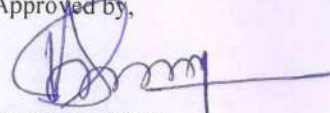
Future plan for the 2019-20 3<sup>rd</sup> quarter:

- (a) It is decided that in the last HOD's council meeting to conduct internal audit for the department semi annually and external audit annually for which a slot is inserted into annual calendar. For this standard audit documents have to be prepared.
- (b) Two types of audit documents have to be prepared.
  - (i) Departmental Audit Document
  - (ii) Institutional Audit Document
- (c) Final format of Audit Document has to be shown and approved in the next IQAC quarterly meeting after reviewing internally.
- (d) As per the NAAC format the compliance documents for Criteria and Key Indicators matrices have to be filled up and procedure has to be created to do the documentation in the organized way. In this regard Chairman, IQAC discussed some examples which has to be followed by the university.
- (e) An indicative SOP of NAAC may be collected from the VC Office and to be circulated to the all the departments.
- (f) A revised monitoring system has to be followed for progress review.
- (g) The process of data updation in the template has to be done regularly and its compliance to be reported.

Prepared by,

  
Co-coordinator, IQAC

Approved by,

  
Chairman, IQAC