



**GANGADHAR MEHER UNIVERSITY  
AMRUTA VIHAR, SAMBALPUR**

A meeting of the NAAC, Steering Committee with the Honourable Vice-Chancellor was held in the Board Room on **13<sup>th</sup> May 2023 at 9:00 am**. The following members were present:

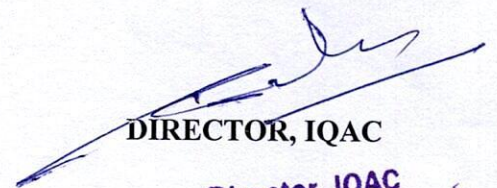
1. Prof. N. Nagaraju, Vice Chancellor
2. Prof. Susanta Kumar Das, PGC Chairman and HoD, Physics
3. Dr. Uma Charan Pati, Deputy Registrar
4. Dr. Alekha Kumar Sutar, Director, IQAC
5. Prof. Gyanaranjan Swain, HoD Political Science
6. Dr. Bibhu Kalyan Mohanty, HoD Anthropology
7. Dr. Chandan Sahu, Research Officer
8. Dr. Hema Kumar Nayak, Special Invitee
9. Dr. Shyama Charan Acharya, Special Invitee

The following resolutions were taken in the meeting:

1. IQAC office to be developed and managed properly. Individual Teacher's assessment records to be maintained by IQAC.
2. PBAS to be kept by IQAC after due process with confidentiality.
3. One clerk to be attached with IQAC.
4. A multipurpose printer (printer + scanner + photo copier) to be immediately procured for IQAC office.
5. Director, IQAC to contact the external members of IQAC Core Committee for finalization of IIQA.
6. A meeting of IQAC Core Committee to be held during the 3<sup>rd</sup> week of May 2023.
7. All documents of Core Committee to be prepared in accordance with the IIQA requirements.
8. Dr. Ajay Ku. Tripathy, School of Computer Science to coordinate with all Schools for Website design and maintenance. He shall be supported for required training to maintain website.
9. A hard copy of all letters issued by the University, to be sent to the IQAC office.
10. All data to be properly verified prior to filling for NAAC requirements.
11. Director, IQAC to visit the website at least once every week to ensure updates.
12. MoU with a foreign University to be finalized.
13. Prof. G.R. Swain, Dean Research, to look into the syllabi of all Schools and ensure completion and uploading on the website.

14. Parent-Teacher meetings to be conducted at the School level prior to NAAC with the help of Prof. G. R. Swain. At least two meetings are to be conducted, one for the UG level and the other for the PG level. IQAC School coordinators to organize parent-teacher meetings on behalf of the Heads and report the minutes to IQAC office. A general circular to be issued in this connection.
15. Student feedback form to be circulated at the end of the last Examination to ensure required number of feedbacks.
16. Individual attendance registers to be distributed to all teachers. A template (including course progress and course outcome) to be finalized and distributed.
17. Conveners of individual Criteria to be assigned the task of filling up the NAAC documents.
18. Timeline for all meetings to be finalized.
19. A requisition for requirements of Guest Faculties to be made.
20. Visiting Faculty for each School to be assigned/ attached.
21. Director, IQAC to report progress to the Honourable Vice Chancellor on every Friday.
22. Two issues of the GMU Newsletter to be finalized by the end of May 2023 by Dr. B. K. Mohanty.
23. Requisition from the Research Officer to be given to Honourable Vice Chancellor regarding attachment to a School for reflection of published research papers.

The meeting ended with a formal Vote of Thanks offered by Dr. Alekha Kumar Sutar, Director, IQAC.

  
**DIRECTOR, IQAC**  
**Director, IQAC**  
**Gangadhar Meher University**  
**Sambalpur**