

Ref. No: COEB/IQAC/93/2018

Date: 10.07.2018

Notice

All IQAC members are requested to attend the Quarterly IQAC Meeting scheduled for 17th July 2018.

Venue: Boardroom

Time: 10:30 AM

Your active participation is crucial for the effective functioning of IQAC. Please make necessary arrangements to attend the meeting

AGENDA:

- 1) Welcome address by Chairman, IQAC.
- 2) Confirmation of minutes of the meeting of last IQAC meeting dated: 14-4-2018.
- 3) Discussion on regular IQAC quarterly meetings to be held.
- 4) Road map for the Academic session 2018-19& finalization of the academic calendar for the session 2018-19.
- 5) Review of Research and Development activities.
- 6) Completion of course file and Requisition of Laboratory equipment
- 7) Review of Value-added courses to be imparted beyond the syllabus.
- 8) Financial Assistance to poor and meritorious students.
- 9) Review of faculty achievement.
- 10) Encouragement to faculties for research publications.
- 11) Review of Training and placement cell activities
- 12) Review of Academic and Administrative Audit by IQAC.
- 13) Follow up of interaction of Institute with the industry
- 14) Vote of thanks.

Copy to

- 1 All Deans/HODS/Establishment Section
- 2 IQAC cell
- 3 Administrative officer


PRINCIPAL
College of Engineering Bhubaneswar
Principal

Minutes of the meeting of Internal Quality Assurance Cell (IQAC)

The meeting of the IQAC of College of Engineering Bhubaneswar (*hereafter referred as COEB*) was held on 17-07-2018 at 10.30 AM in the Boardroom to discuss the issues as per agenda under the chairmanship of Principal, COEB. The following members were present.

Members Present:

<u>Sl.No.</u>	<u>Name and Designation</u>	<u>Position in the IQAC</u>
1	Prof.(Dr) Subrat Kumar Mohanty	Chairman
2	Mr. Koustuv Mallick (Trustee)	Management Representative
3	Dr. Krishna	Member
4	Dr.Edara Krishna Reddy	Member
5	Dr. M Selvam	Member
6	Dr. N. Veda Kumar	Member
7	Dr.JVN Ramesh	Member
8	Dr.Namita Mohapatra	Member
9	Dr.Niranjan Nayak	Member
10	Dr.Sunita Satapathy	Member
11	Nalini Bihari Mohapatra	Administrative Director
12	Mr. Ajaya Kumar Gamango	Member
13	Ms. Monalisa Bal	Member
14	Er. Bhabani Sankar Jena	Alumni
15	Er. Debasish Mohapatra	Member
16	Niral Topno	Member
17	Dr.N.H.S.Ray	Coordinator, IQAC

Agenda of the meeting:

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14. Vote of thanks.

The meeting started with the welcome address of the chairman of the occasion. Discussion had been carried out as per the above agenda and after discussion the following decisions taken for implementations.

1. The minutes of meeting of last IQAC meeting dated: 14-04-2018 are reviewed and confirmed.
2. The following action taken report was prepared by the IQAC coordinator.

SI no	Discussion topic in IQAC meeting	Action Taken Report
<u>1</u>	Review of last meeting's minutes.	The minutes of the previous meeting was approved by the committee members.
<u>2</u>	Academic calendar for the academic year 2018-2019 odd semester.	The college Academic calendar for 2018-19 odd semester was received by the chairperson as per the suggestion given.
<u>3</u>	Completion of course file and Requisition of Laboratory equipment.	The Committee instructed the HODs to confirm that the teaching staff must have completed their Course file and to ensure that the Laboratory equipment are sufficient.
<u>4</u>	It was decided to encourage in active participation in FDPs, Workshops, STTPs, and Publications. PhD etc.	Implemented
<u>5</u>	More emphasis was given on T & P cell to conduct recruitment drive	Recruitment committee of the institute has taken the initiative for recruitment drive through T&P cell.
<u>6</u>	The IQAC Committee decided to conduct an IQAC. Academic audit for the ensuing session.	Implemented
<u>7</u>	The expert from industry extended his support towards the interaction of institute with the industry.	Implemented

3. The meeting ended with a vote of thanks to the chair and members present.

The outcome of meeting will be discussed in next IQAC meeting for necessary corrective actions and remedial steps. IQAC coordinator concluded thanking all the members for their active participation in the discussion.

Coordinator (IQAC)
COEB
COEB IQAC, BBSR

Principal
COEB
PRINCIPAL
College of Engineering Chubaneswa