

Ref. No: COEB/IQAC/01/2019

Date: 01.01.2019

Notice

All IQAC members are requested to attend the Quarterly IQAC Meeting scheduled for 7th January 2019.

Venue: Board Room

Time: 10:30 AM

Your active participation is essential 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: 05-10-2018.
- 3) Action taken report on the decisions taken in the last meeting.
- 4) Review the Student mentoring system.
- 5) Review of Training & Placement activities.
- 6) Review classes, timetable & course coverage.
- 7) Students outreach programme to be conducted.
- 8) Review of online grievance redressal mechanism.
- 9) Feedback collection & analysis.
- 10) Vote of thanks.

Copy to

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

Principal
PRINCIPAL
College of Engineering Bhubaneswar

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 1-01-2019 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. KoustuvMallick (Trustee)	Management Representative
3	Dr. Krishna	Member
4	Dr. N. Veda Kumar	Member
5	Dr. Namita Mohapatra	Member
6	Dr.Niranjan Nayak	Member
7	Dr.Sunita Satapathy	Member
8	Nalini Bihari Mohapatra	Administrative Director
9	Mr. Ajaya Kumar Gamango	Member
10	Ms. Monalisa Bal	Member
11	Er. BhabaniSankar Jena	Alumni
12	Er. Debasish Mohapatra	Member
13	Niral Topno	Member
14	Dr.N.H.S.Ray	Coordinator, IOAC

Agenda of the meeting:

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10. 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: 05-10-2018 are reviewed and confirmed.
2. The following action taken report was prepared by the IQAC coordinator.

Sl no	Discussion topic in IQAC meeting	Action Taken Report
1	Review of last meeting's minutes.	The minutes of the previous meeting was approved by the committee members.
2	Confirmation of minutes of the meeting of last IQAC meeting dated: 05-10-2018.	After confirmation the academic calendar prescribed by the affiliating university was reviewed.
3	Classes, timetable & course coverage should be maintained in the department level.	Implemented
4	The Student mentoring system should be maintained in the department level.	Implemented
5	Training & Placement activities for the current session should be improved.	Satisfactory
6	Students outreach programme are conducted with support of management & different authorities.	Implemented
7	Online grievance redressal mechanism should be maintained in the institute positively.	Implemented
8	Any other matter with the permission of the Chairperson.	As no other matter propose by the members, the meeting ended with a vote of thanks to the chair.

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
COORDINATOR
COEB IQAC, BBSR

Principal
COEB
PRINCIPAL
College of Engineering Bhubaneswar