

Ref. No: COEB/IQAC/25/2019

Date: 26.03.2019

## Notice

All IQAC members are requested to attend the Quarterly IQAC Meeting scheduled for 3<sup>rd</sup> April 2019.

Venue: Board Room

Time: 2:30 PM

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:01-1-2019.
- 3) Action taken report on the decisions taken in the last meeting.
- 4) Result Analysis (Even semester)
- 5) Review of Registrations of students.
- 6) Review of Value added /Add on Courses
- 7) Review of Industrial Visit / Study Tour
- 8) Attendance of Students
- 9) Review of MOUs with other organisation.
- 10) Vote of thanks.

Copy to

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

  
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 3-04-2019 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.Niranjana Nayak	Member
6	Dr.Sunita Satapathy	Member
7	Nalini Bihari Mohapatra	Administrative Director
8	Mr. Ajaya Kumar Gamango	Member
9	Ms. Monalisa Bal	Member
10	Er. BhabaniSankar Jena	Alumni
11	Er. Debasish Mohapatra	Member
12	Niral Topno	Member
13	Dr.N.H.S.Ray	Coordinator, IOAC

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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: 01-1-2019 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
<u>1</u>	Review of last meeting's minutes.	The minutes of the previous meeting was approved by the committee members.
<u>2</u>	Result Analysis for Even semester students should be prepared by HODs & Examination cell.	Implemented
<u>3</u>	After admission the Registrations process for the student should be activated by HODs & Admission cell.	Implemented
<u>4</u>	Faculty members are required to submit the Add on course details to their respect HODs.	Implemented
<u>5</u>	The Chairperson suggested that the HODs should arrange the industrial training programmes for the students in order to gain practical knowledge.	Implemented
<u>6</u>	All the Branch HODs were asked to take note of the students who are yet to attend the required number of classes in each semester.	Implemented
	MOUs are signed by different organizational head with Chairman, IQAC	Five Companies signed the MOU for the Institute.

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  
College of Engineering Bhubaneswar