

Ref. No: COEB/IQAC/18/2021

Date: 18.03.2021

## Notice

All IQAC members are requested to attend the Quarterly IQAC Meeting scheduled for 25<sup>th</sup> March 2021.

Venue: BoardRoom

Time: 2:30 PM

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: 28-12-2020.
- 3) Review of Classes, Time table & Course Coverage.
- 4) Review of Student Mentoring System.
- 5) Discussion on budget.
- 6) Discussion on Academic Audit.
- 7) Discussion on Research Proposal.
- 8) 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 25-03-2021 at 2:30 PM in the Board Room 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.J Hussain	Member
4	Dr.Thirumalai Raja	Member
5	Dr. R. Sivakumar	Member
6	Dr. TC Manjunath	Member
7	Dr.DebasmitaSamal	Member
8	Dr.Sadasiv Dash	Member
9	Nalini Bihari Mohapatra	Member
10	Mr. Chandan Malik	Member
11	Ms. Pravasini Mishra	Member
12	Er. SudhirRanjan Swain	Alumni
13	Mr. J KMohanty	Member
14	RabindraNathBehera	Member
15	Dr.Sujit Kumar Khuntia	Coordinator, IOAC

#### Agenda of the meeting:

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8. 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: 28-12-2020 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>	Confirmation of minutes of the meeting of last IQAC meeting dated: 28-12-2020.	The minutes of the previous meeting was approved by the committee members.
<u>2</u>	Time table prepared by Time table in charge for the academic session 2020-21. Which is reviewed & accepted for implementation.	Implemented
<u>3</u>	Each mentors to contact their students regarding their improvement in study & other related student affairs.	Mentors are contacted their students regarding academic affairs of the individual students.
<u>4</u>	Chairman discuss with board regarding departmental budget utilization.	Accounts officer & Chartered Accountant are advice for utilisation of the proposed budget.
<u>5</u>	Internal academic audit was conducted across all the departments with internal audit team.	Concerned department auditors are to be submitted the audit reports to the Chairman.
<u>6</u>	IQAC coordinator suggested Dean, R& D to take necessary actions for improving research grants from various funding agencies.	Concerned department heads has submitted some proposals regarding research grant from some funding agencies.

1. 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

*[Signature]*  
COORDINATOR  
COEB IQAC, BBSR

Principal  
COEB

*[Signature]*  
PRINCIPAL  
College of Engineering Bhubaneswar