

Ref. No: COEB/IQAC/23/2023

Date: 22.03.2023

Notice

All IQAC members are requested to attend the Quarterly IQAC Meeting scheduled for 30th March 2023.

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: 10-01-2023.
3. Review of Student mentoring system.
4. Regarding the matter of establishment of centre of excellence.
5. Students outreach programme to be conducted.
6. Review of Cycle-2 NAAC Accreditation process.
7. Feedback collection & Analysis.
8. 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 30-03-2023 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. M. Ramakotaiah	Member
4	Dr.G Ramprabu	Member
5	Dr. Srigangadhar Mande	Member
6	Dr. Prakash Chandra Sahu	Member
7	Dr. G.Arul Dalton	Member
8	Dr.Sasmita Nayak	Member
9	Nalini Bihari Mohapatra	Member
10	Mr. Ashok Kumar Sahoo	Member
11	Ms. Lopa Bhuyan	Member
12	Er. Durg Jyoti Pradhan	Alumni
13	Dr. Biraja Nath	Member
14	Judhistir Dhal	Member
15	Dr. Subhakanta Nayak	Coordinator, IOAC

Agenda of the meeting:

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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: 10-01-2023 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: 10-01-2023.	The minutes of the previous meeting was approved by the committee members.
<u>2</u>	Mentors are advised to follow of the process of suitable mentoring system.	Implemented
<u>3</u>	Proposal Centre of excellence for different departments are undertaken by HoDs under active guidance of IQAC coordinator	IQAC co-ordinator is required to follow of the matter.
<u>4</u>	Department heads are required to perform the activities under which the students will be benefited through outreach programmes.	Implemented
<u>5</u>	IQAC co-ordinator has discussed regarding all IQAC activities including AQAR submission & preparation of SSR for accreditation process.	Steps are already taken.
<u>6</u>	Feedback are collected from students and other stakeholders as per the guidelines.	Both manually & digitally collected the feedback data & analyse accordingly.

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
COEB IQAC, BBSR
 Coordinator(IQAC)
 COEB


PRINCIPAL
 College of Engineering Bhubanes
 Principal
 COEB