

Minutes Of Meeting (12/06/2019)

The first meeting of the academic session 2019-20 held on 12/06/2019 at 3.00pm in the principal room with the following members .

(a) Chairman Of The IQAC – Principal

(b) Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg

(c) Member Of IQAC

- I. Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg
- II. Sri B.K. Giri – Dept Of Mechanical Engg
- III. Sri Biswajit Panda – Asst Prof, Dept Of CSE
- IV. Sri Sumanta Das – Asst Prof, Dept Of BSH
- V. Sri B. Champatiray – (Special Invitee) – HOD, Dept Of Mech Engg

(d) Management Representatives

Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

- (1) The induction programme for freshers.
- (2) In each practical group there should not be more than 30 students.
- (3) Special classes for weak students.
- (4) NSS units to be established.
- (5) Verification of adequate class room/Lab furniture for students as per policy of the university.
- (6) Drinking water (filtered water with cooler) and toilets for students at various sites to be cleaned regularly .
- (7) CC TV arrangements at various sites .

The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

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B. Champatiray.

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Minutes Of Meeting (10/09/2019)

The second meeting of the academic session 2019-20 held on 10/09/2019 at 3.00pm in the principal room with the following members .

- (1) Chairman Of The IQAC – Principal
- (2) Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg
- (3) Member Of IQAC
 - (a) Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg
 - (b) Sri B.K. Giri – Dept Of Mechanical Engg
 - (c) Sri Biswajit Panda – Asst Prof, Dept Of CSE
 - (d) Sri Sumanta Das – Asst Prof, Dept Of BSH
 - (e) Sri B. Champatiray – (Special Invitee) – HOD, Dept Of Mech Engg
- (4) Management Representatives
Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

- (1) Arrangement for conducting soft skills and personally development programmes for final/pre-final year students.
- (2) Provision for monitoring of students under training in outside agencies/farms.
- (3) The Teacher-advisers of different teaching department should work in coordination with Training & Placement cell of the Institution.
- (4) Extension Lectures should be conducted in regular interval from corporate & industry.
- (5) It was proposed to orient the newly inducted faculty members on the Technology oriented teaching learning methods.
- (6) Students must be encouraged to excel in co-curricular activities.
- (7) Student Quality cell meetings to be organised in each semester

The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

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10.9.21

B. Champatiray

B. Giri

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B. Pradhan

Minutes Of Meeting (03/02/2020)

The first meeting of the academic session 2020-21 held on 03/02/2020 at 3.00pm in the principal room with the following members .

- (1) Chairman Of The IQAC – Principal
- (2) Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg
- (3) Member Of IQAC
 - (a) Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg
 - (b) Sri B.K. Giri – Dept Of Mechanical Engg
 - (c) Sri Biswajit Panda – Asst Prof, Dept Of CSE
 - (d) Sri Sumanta Das – Asst Prof, Dept Of BSH
 - (e) Sri B. Champatiray – (Special Invitee) – HOD, Dept Of Mech Engg
- (4) Management Representatives
Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

- (1) Review meeting of department activities with Secretary & Principal to be organised to evaluate the performance of the departments.
- (2) Review meeting with Secretary & Principal regarding NAAC criteria to be organised.
- (3) Steps to be taken to improve the internship performance of the students so as to achieve 100% placement.
- (4) Students must encouraged to take more online certification course. Preference to be given for SWAYAM courses.
- (5) Student satisfaction survey to be carried out.
- (6) Seminar to be organised by outside research person and Industry person for student and faculty in the month of May.
- (7) Transit is needed from traditional to digital library, Resource & Space planning to be done effectively. E-Library subscription may be done.
- (8) Question bank software, Smart Card, wifi usages of faculty are doing well.

The meeting ended with thanks to chairman and all the members.

Signature Of Members :-

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03.02.21

B. Champatiray,

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B. Panda

Minutes Of Meeting (29/06/2021)

The first meeting of the academic session 2021-22 held on 29/06/2021 at 3.00pm in the principal room with the following members .

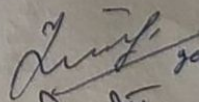
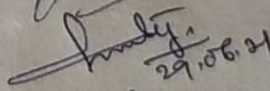
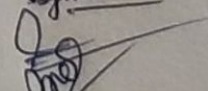
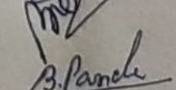
- (1) Chairman Of The IQAC - Principal
- (2) Co-Ordinator Of The IQAC - Sri P.K. Tripathy, HOD, Electrical Engg
- (3) Member Of IQAC
 - (a) Sri M.K. Pradhan - Asst Prof, Dept Of Electrical Engg
 - (b) Sri B.K. Giri - Dept Of Mechanical Engg
 - (c) Sri Biswajit Panda - Asst Prof, Dept Of CSE
 - (d) Sri Sumanta Das - Asst Prof, Dept Of BSH
 - (e) Sri B. Champatiray - (Special Invitee) - HOD, Dept Of Mech Engg
- (4) Management Representatives
Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

- (a) The co-ordinator welcomes all the members and the chairman of the committee of the IQAC cell and explained the importance of IQAC for an organisation.
- (b) The chairman of committee informed the members and co-ordinators of the committee that IQAC is one of the most vital organ of the academics which in term bring all success to the institution.
- (c) It was decided to think different innovation and suggestion must be given in the next meeting which was decided to be held at 05/07/2021 .

The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

- (01)  29-6-21
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- (03) B. Champatiray.
- (04) B.K. Giri
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- (07) B. Pradhan

Minutes Of Meeting (05/07/2021)

The second meeting of the academic session 2021-22 held on 05/07/2021 at 3.00pm in the principal room with the following members .

- (1) Chairman Of The IQAC – Principal
- (2) Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg
- (3) Member Of IQAC
 - (f) Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg
 - (g) Sri B.K. Giri – Dept Of Mechanical Engg
 - (h) Sri Biswajit Panda – Asst Prof, Dept Of CSE
 - (i) Sri Sumanta Das – Asst Prof, Dept Of BSH
 - (j) Sri B. Champatiray – (Special Invitee) – HOD, Dept Of Mech Engg
- (4) Management Representatives
 - Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

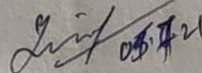
- (a) It was decided to complete the academic calendar within 3 days . Keeping in mind Job was entrusted to Sri S.K. Giri, HOD. CSE, university academic calendar .
- (b) The workload to be collected from all the departments on or before 09/07/2021 .
- (c) The time table incargend will be required to prepare the time table on or before 12/07/2021 .
- (d) It is decided that the following members will submit their lesson plan (both theory & practical) to the principal on or before 16/07/2021 and it was advised to complete the syllabus of all subjects with a maximum of 40 - 45 classes .
- (e) It was suggested by members and resolved that staff members will be required not to take leaves during class hours rather they are advised to take leaves when there is no class work .
- (f) It was decided that faculty members must give assignment questions after completion of each module and it must be corrected and return to the students within 5 days from date of submission.
- (g) It was decided to collect feed back from the students twice in a semester and the specific date will be intimated to the feedback in-charge in the next meeting .

- (h) It was decided to implement the proctorial system very effectively to enhance the attendance of the students & will be monitored by the HOD rigorously .
- (i) As development of skill of the students is one of the vital area to be improved . It was decided to request the authorities to hire outside trainer for Aptitudes, Reasoning & English to the final year & pre final year students . It was further decided to give soft skill training to the branches of CSE, EE, EEE & interested students from other branches .
- (j) It was decided that all reports related to above discussion must reach the office on or before 5th day of every month to which next IQAC meeting will be hold on the 2nd weak of same month.

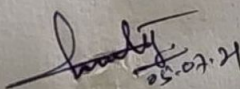
The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

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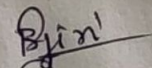
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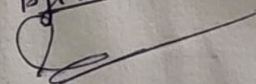
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B. Champakiray.

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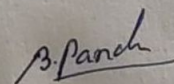


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Minutes Of Meeting (09/08/2021)

The third meeting of the academic session 2021-22 held on 09/08/2021 at 3.00pm in the principal room with the following members .

(1) Chairman Of The IQAC – Principal

(2) Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg

(3) Member Of IQAC

(a) Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg

(b) Sri B.K. Giri – Dept Of Mechanical Engg

(c) Sri Biswajit Panda – Asst Prof, Dept Of CSE

(d) Sri Sumanta Das – Asst Prof, Dept Of BSH

(e) Sri B. Champatiray – (Special Invitee) – HOD, Dept Of Mech Engg

(4) Management Representatives

Sri B.D. Mohapatra (Administrative Officer, BTES, Balasore)

The following points were discussed and resolved...

- (a) It was informed by the IQAC coordinators to all the members that lesson plan submitted by faculty members are as per norms and in the first reviews by the principal the course coverage was as per lesson plan.
- (b) It has been verified by the establishment section that no faculty members have applied unnecessary leaves during this period.
- (c) It has been verified that all faculty members have given one assignment after completion of 1st module of their course.
- (d) Today it is resolved that on-line feedback will be collected directly from the students on 22/11/2021 & accordingly feedback incharge will be informed.
- (e) It is found that some students are not coming to college regularly. So all the proctors are advised to take necessary step by despatching letter to all the absentees.
- (f) It is decided to conduct 1st internal examination before Durgapuja vacation & accordingly examination I/C will be intimated to proceed as per the procedure.
- (g) It was unanimously appreciated by all the members present in the meeting that the following departments have conducted/taken steps for the conduction of workshop/seminar.

(1) Dept of Mechanical Engg :

Invited talk on “Robotics in Education Through Project Based Learning” on 18.08.2021.

Dr. Kalicharan Rath, Associate Professor, GIET

E-Mail : krath@giet.edu

(2) Dept of Electrical Engg :

Invitation for an invited talk on a "Evolutionary Algorithm and its Application to Training Deep Neural Network" on 24.07.2021

Dr. Sibarama Panigrahi, Asst. Prof. Sambalpur University

E-Mail : panigrahi.sibarama@gmail.com

(3) Dept of CSE/Civil/Mech/EE/EEE :

- One day webinar on "Skill Building and Career Reading" on 26.07.2021

Manjunath Kempar, Senior Digital Marketing Executive, Tech Mahindra

Ph No - 7259339361

E - Mail : manju.kempar@gmail.com

- Online national workshop on "Teaching & Learning with ICT Tools" on 03.07.2020.

Shikhanmehani, Asst. Prof. PGDAV College

University of Delhi.

E - Mail : Shikha.mehani@pgdav.du.ac.in

Ph no - 9911108733

- One day webinar on "Introduction to IT Infrastructure & Cloud Computing" on 10.07.2021.

Abhisek Das, Automation Engineer

Mind Free Ltd.

E - Mail : adash92mechanic@gmail.com

Ph No - 0887070231

The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

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9.8.21

9.8.21

B. Champatiray

B. Jini

B. Pandey