

Minutes of Meeting

Date: 11-03-2025

Time: 04:00 PM

Venue: Ramanujan Hall

Chairperson: Dr. Priyadarshan Patra

Minutes Prepared By: Dr Sudhir Ranjan Pattanaik

Agenda:

1. Introduction of the IQAC and its role.
2. Formation of the IQAC team and assigning responsibilities.
3. Discussion on setting quality parameters for the institution.
4. Development of an action plan for the academic year.
5. Discussion on the upcoming accreditation process.
6. Any other with the permission of the chair.

1. Introduction of the IQAC and its Role:

- The Chairperson welcomed all members and explained the objectives and importance of the IQAC in ensuring the quality of education in the institution.
- The purpose of IQAC was discussed, emphasizing the need for continuous improvement in academic and administrative aspects.

The members were informed about the responsibilities of the IQAC, including regular quality monitoring, promoting best practices, and supporting the accreditation process.

2. Formation of the IQAC Team and Assigning Responsibilities:

Specific roles were assigned to each member. For example:

- **Coordinator:** Responsible for organizing meetings and managing documentation.
- **Faculty Representatives:** Responsible for providing input on academic quality.
- **External Experts:** To give advice on quality assurance practices.

3. Discussion on Setting Quality Parameters for the Institution:

- The meeting discussed setting initial quality parameters for teaching, learning, research, and student support services.
- The need for regular feedback from students, faculty, and alumni was highlighted as a primary source of input for evaluating the quality of education.

Action Plan: The institution will adopt a system to assess academic and administrative services.

4. Development of an Action Plan for the Academic Year:

- The action plan for the academic year was discussed, which includes:

- **Organizing workshops and seminars** to enhance faculty development.
- **Setting up a system for internal reviews** to assess academic performance.
- **Developing a system for regular audits** to ensure compliance with quality standards.
- **Developing a research environment** to get funding projects.

Action Item: The committee members were assigned tasks to follow up the implementation of these initiatives at the department HoD level.

5. Discussion on the Upcoming Accreditation Process:

- The Chairperson highlighted the importance of the upcoming accreditation process.
- It was discussed that all departments need to prepare and submit their quality assurance measures.
- **Decision:** A timeline for document submission and preparation for accreditation was established.
- **Action Item:** The committee members were assigned tasks to submit data of the previous semester by 31-03-2025 and the current semester by 30-04-2025 as per the IQAC proforma.

The IQAC proforma is as in annexure1

6. Any other with the permission of the chair. No

Anexure-1

IQAC Proforma

1. Significant contributions made during the current semester (maximum five bullets)
2. Plan of action chalked out at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the semester

Sno	Plan of Action	Achievements/ Outcomes

3. Programmes for which syllabus revision was carried out

Sno	Name of programme	Programme Code	Dates of revision

4. Programmes/ courses focussed on employability/ entrepreneurship/ skill development

Sno	Programme with Code	Date of Introduction	Course with Code	Date of Introduction

5. New programmes/courses introduced

Sno	Programme/Course	Date of introduction

6. Value-added courses imparting transferable and life skills offered

Sno	Value added courses	Date of introduction	Number of students enrolled

7. Field Projects / Internships under taken

Sno	Place of Internship	No. of students enrolled for Field Projects / Internships
		1.

8. Whether structured feedback received from all the stakeholders

1) Students	2) Teachers	3) Employers	4) Alumni	5)Parents

9. How the feedback obtained is being analyzed and utilized for overall development? (max 100 words)

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10. Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used

11. Students mentoring system available ? Give details

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

12. Honours and recognitions received by teachers (*received awards, recognition, fellowships at State, National, International level from Government , recognised bodies*)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

13. The department provides seed money to its teachers for research,

Name of the teacher getting seed money	The amount of seed money	Year of receiving grant	Duration of the grant

14. Teachers awarded National/International fellowship for advanced studies/ research

	Name of the teacher awarded the fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

15. Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects/Consultancy	
Projects sponsored by the University/ College	
Students Research Projects (other than compulsory by the College)	
International Projects	
Any other(Specify)	
Total	

16. Number of ongoing research projects per teacher funded by government and non-government agencies during the years

17. Conference/Workshops/Seminars Conducted and Industry-Academia Innovative practices

Title of conference/Workshop/Seminar	Name of the Dept.	Date(s)

18. Awards for Innovation won by Institution/Teachers/Research scholars/Students

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

19. No. of Incubation centre created, start-ups incubated on campus

Incubation Centre	Name	Sponsored by
Name of the Start-up	Nature of Start-up	Date of commencement

20. Ph. Ds awarded

Name of the Department	No. of Ph. Ds Awarded

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21. Research Publications in the indexed Journals and Proceedings

	Department	No. of Publication	Average Impact Factor, if any
National			
International			

22. Books and Chapters in edited Volumes / Books published, and papers in National / International Conference Proceedings per Teacher

Department	No. of publication

23. Patents published/awarded

Patent Details	Patent status Published /Filed	Patent Number	Date of Award

24. Bibliometrics of the publications during the last Academic year based on average citation index in **Scopus**/ Web of Science or Pub Med/ Indian Citation Index

25. Faculty participation in Seminars/Conferences and Symposia :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops				
Presented papers				
Resource Persons				

26. Revenue generated from Consultancy (amount in rupees)

Name of the Consultant(s) department	Name of Consultancy project	Consulting/Sponsoring Agency	Revenue generated

27. Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc.

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers co-ordinated such activities	Number of students participated in such activities

28. Number of Collaborative activities for research, faculty exchange, student exchange

Nature of Activity	Participant	Source of financial support	Duration

29. Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc.

Nature of linkage	Title of the linkage	Name of partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
				1.

30. MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc.

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
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31. Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

Miscellaneous expenses*

32. Details of augmentation in infrastructure facilities

[illegible]

33. E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

34. Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing									
Added									
Total									

35. Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

36. Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of Implementation	Number of students enrolled	Agencies involved

37. Students benefited by guidance for competitive examinations and career counselling

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NIL					

38. Student progression to higher education in percentage

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

39. Students qualifying in state/ national/ international level examinations (eg: NET/ SET/SLET /GATE /GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam

40. Quality improvement strategies adopted for each of following (with in 50 words each):

Curriculum Development :
Teaching and Learning :
Examination and Evaluation :
Research and Development : i.
Library, ICT and Physical Infrastructure / Instrumentation :
Human Resource Management :
Industry Interaction / Collaboration:
Admission of Students :
Examination :

41. Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

42. Number of professional development / administrative training programmes organized for teaching and non teaching staff

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

43. No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes

[illegible]

44. Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

45. Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students		
Any other similar facility		

46. Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year							
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff	

47. Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

48. Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants

49. Initiatives taken to make the campus eco-friendly (at least five)

50. Future Plans of action for next semester