SRINIX COLLEGE OIF ENGINEERING, BALASORE

Minutes of Academic Committee meeting: Date: 06.01.2022

The meeting of the Academic committee for the session 2021-22 held on 06.01.2022 at 3.00PM in the principal's room. The following members were present:

1. Principal – Head of the Academic Committee
2. Sri P K Tripathy - Coordinator IQAC 06.1.22
3. Sri B C Ray – HOD Mech Engg & proctor incharge B. Charyatry 06.01.22
4. Sri S K Giri – HOD CSE
5. Sri H Satapathy – HOD Civil Engg 6.01.22
6. Mrs A S Das – Head Admission Section
7. Sri M R Sahoo – Head Examination Section Manas Ranjan Sahoo
8. Sri A K Sahoo – Librarian 06.1.22
9. S K Sabir Mohammad – placement I/C 06.1.22
10. Sri B Das Mohapatra – Administrative Officer, BTES, Balasore 6.1.22

Minutes of Discussion:

The principal welcomes all the members of the committee and the following points were discussed and resolutions were adopted after a thorough discussion.

1. Course completion status: The IQAC coordinator informed the members that 7th semester courses have already been completed, 5th semester will be completed latest by 13.01.22 but 1st and 3rd semester will be completed in the month the march 22.
   Action taken: It was resolved to continue the Skill development classes' on regular basis and students will be informed to complete their minor project work and seminar presentation within 15-days.
2. Analysis of internal examination mark: The examination in charge presented the result analysis of the internal examinations and it was found that above 70% students scored more than 50%.
   Action taken: It was decided to conduct another online test at the end of January 2022 for students scored less than 30% marks.
3. Attendance position of the student: It was observed from the attendance analysis that most of the students attendance is above 70% and only 15 % students having less than 70% attendance
   Action taken: It was decided to impose extra class fine to those students having less than 50% attendance and warning letter to be issued to the parents whose ward is having attendance in between 51 to 69%.
4. **Skill development training and placement**: As the syllabus for Reasoning, Aptitude and English classes are almost completed it was decided to engage those classes for GD and PI training.

The meeting ended with thanks to the chair.

Signature of the principal 6.1.22