

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...

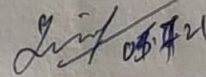
- (a) It was decided to complete the academic calendar within 3 days . Keeping in mind Job was entrusted to Sri S.K. Giri, HOD. CSE, university academic calendar .
- (b) The workload to be collected from all the departments on or before 09/07/2021 .
- (c) The time table incargend will be required to 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.

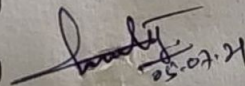
The meeting ended with thanks to chairman and all the members .

Signature Of Members :-

(01)

 05.07.21

(02)

 05.07.21

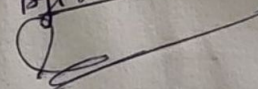
(03)

B. Chandra Prasad.

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