

SRINIX COLLEGE OF ENGINEERING, BALASORE

No:

Date: 03-05-25

Minutes of Internal Quality assurance Cell

A meeting of the IQAC for the odd semester 2025, held on 03-05-25, in the Board room at 11.30 AM and was presided by the principal prof. Yashobanta Kumar Mohanty. The coordinator of IQAC, Mr. Biswaranjan Champatiray, welcomes all the members and put up the agenda of meeting for discussion and resolution.

Following members were present:

1. Dr Y K Mohanty- Principal
2. Mr B C Ray – IQAC Coordinator
3. Dr Arabinda Panda- Dean
4. Mr Subhasish Panda- Administrative Officer
5. Mr M R Sahoo- Senior faculty
6. Mr P K Tripathy- Senior faculty
7. Mr H Satapathy- HOD Civil Engg
8. Mrs A S Das – HOD CSE
9. Mr S Kuila _ NBA Coordinator
10. Mrs S Patra- Senior Faculty
11. Mr SK Sabir Mohammad- Placement I/C,

Minutes

1: Finalization of College Timings: The Administrative officer informed the timing of other group colleges & it was agreed that uniformity in college operating hours should be uniform, specifically for the transportation purpose.

Resolution:

It was resolved to maintain uniform college time, i.e., 10AM to 5.00PM on all 6-working days.

2: Standardization of Class Timings: It was proposed by all the members to keep the class duration for 50-minutes and there will be practical class for three period durations.

Resolution:

It was resolved to maintain the same 50-minutes class time for all theory classes and 3-period duration for practical classes. There will be an intermediate break for 10 minutes after 1st two classes and then the lunch break after 4-periods with duration of 50-minutes.

3: Adoption of a Unified Lesson Plan Format: The Academic Bursar from SCE presented a structured lesson plan format. Members suggested additions of POs, COs for activity tracking.

Resolution:

The proposed lesson plan format, with suggested modifications, was unanimously accepted for implementation from the upcoming odd semester.

4: Adoption of Unified Course File Format The importance of maintaining standardized documentation for quality assurance and audits/inspections was discussed.

Resolution:

A common course file format—comprising syllabus, lesson plan, attendance, assignments, question bank, lecture note and result analysis—was approved for adoption in all departments.

5: Preparation of Departmental Academic Calendar – ODD Semester: All departments will prepare their academic calendars based on the BTES master academic calendar.

Resolution:

Each department will submit its academic calendar by 10-06-2025 for review and consolidation. It was suggested that each department must organize at least one seminar and one industrial tour per semester to enhance student exposure and industry interaction.

6: Others (if any): The Dean Academics proposed a quarterly inter-college academic review meeting for consistent academic monitoring. Suggestion was made to enhance student exposure through co-curricular engagements.

Resolution:

Quarterly academic review meetings will be scheduled beginning next quarter. It was resolved that each department must organize at least one seminar and one industrial tour per semester as part of academic enrichment efforts

The meeting ended with thanks to chair.

Principal,
SCE,Balasore

MemoNo:

Date:

Copy to President, BTES, BLS, for information

Principal,
SCE, Balasore