

SRINIX COLLEGE OF ENGINEERING, BALASORE

NO: 1207/CE/2025

Date: 10.12.2025

Minutes of the Internal Quality Assurance Cell

The meeting of IQAC held on 10.12.2025, in the Board room at 11.30AM 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:

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| 1. Dr Y K Mohanty- Principal ✓ | 10. Mrs A S Das – HOD MCA |
| 2. Dr Arabinda Panda- Dean | 11. Mr S K Das – HOD BSH |
| 3. Mr B C Ray – Coordinator IQAC | 12. SK Sabir Mohammad – Placement cell |
| 4. Mr Subhasis Panda- AO | |
| 5. Mr M R Sahoo- Senior Faculty | |
| 6. Mr P K Tripathy- HOD Electrical Engg | |
| 7. Mr H Satapathy- HOD Civil Engg | |
| 8. Mr S Kuila- NBA Coordinator | |
| 9. Mrs S Patra- Senior faculty | |

Minutes:

- Preparation of time table:** There was a thorough discussion about the timing and other activities to be included in the time table.

Resolution: it was decided to start classes for 6th semester and major project work for 8th semester students from 02.01.2026 and reasoning, aptitude classes will not be included in this semester. Faculty members will remain present at least for 2-periods in the laboratory class.
- Project work:** In order to improve the quality of projects for final year students all members suggested different parameters.

Resolution: Students interested for outside project have to submit application to the respective HODs latest by 05.01.2026. A minimum of 90-days or more duration of project will be allowed for the student to carry on the project outside the college and they have to submit certificate, payment detail and a hard copy of project report. All HODs will submit list of project titles, name of guide and students list report latest by 10.01.2026 to the principal.
- Attendance of students:** Attendance of students is a concern and discussion was made to improve the attendance position of students.

Resolution: it was decided to inform parents instead of students regarding absence of students in the class after 5- days of commencement of class. Proctors will be entrusted the responsibility of informing the parents and will record in the proctor register. Report will be submitted to the principal through the HOD of respective departments.
- Conduct of Seminar/Conference/ FDP:** Discussion was made to conduct conference/seminar/FDP etc in each department.

Resolution: It was decided to conduct seminar/conference/FDP for different departments and a schedule is prepared in this regard (**separate sheet attached**).
- Uniform Lab Records:** All the departments expressed their view and suggested to make uniform model of lab records.

Resolution: It was resolved to make uniform Laboratory record for all labs and AO was entrusted the responsibility to take necessary steps for printing.

- 6. **Conduct of Skill development class:** It was suggested by all the members to do online/offline short term courses for all the departments but not the reasoning, aptitude classes in this semester as time availability may be a constraint.

Resolution: It was resolved to conduct online/offline skill development classes and simultaneous tests for the 3rd year students. Self-prepared and downloaded questions of different companies will be given to the students for practice. One representative from each department will assist the coordinator of skill development in this matter.

- 7. **Monthly review meetings of departments:** It was proposed by the members to conduct regular meetings in the department and all records must be submitted for verification.

Resolution: It was resolved that in the last week of every month departmental review meeting will be done and all the documents will be verified there. Principal, Dean, AO and IQAC coordinator will remain present in the meeting apart from the department staff & one department meeting will be conducted in a day.

- 8. **Preparation of time table and submission of workload by departments:**

Resolution: The time table coordinator will be intimated to complete the routine latest by 18.12.2025 and all departments must submit the workload by 15.12.2025. Lesson plan and preparation of attendance register to be completed by 24.12.2025.

- 9. **Commencement of classes for 2nd and 4th semester:**

Resolution: It was resolved to start classes for 2nd & 4th semester. B Tech, MBA & MCA students immediately after the BPUT examinations (only one day holiday will be given).

- 10. **FDP & NPTEL Courses:**

Resolution: Faculty members will be granted leave for one FDP and all are required to do at least one NPTEL courses on recent technology.

The meeting ended with thanks to the chair.

[Signature]
Principal,
SCE, Balasore
10.12.25

Memo No: 1208/SCE/25

Copy to: President, BTES, BLS, for information

Date: 10/12/25
[Signature]
Principal,
SCE, Balasore
10.12.25