

SRINIX COLLEGE OF ENGINEERING, BALASORE

NO: 394/SCE/2026

Date: 15.04.2026

Minutes of the Internal Quality Assurance Cell

The meeting of IQAC held on 15.04.2026, in the Board room at 11.00AM 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. Dr Arabinda Panda- Dean
3. Mr B C Ray – Coordinator IQAC
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
10. Mrs A S Das – HOD MCA
11. Mr S K Das – HOD BSH
12. SK Sabir Mohammad – Placement cell

Minutes:

1. **Completion of Course status:** Principal informed the members about course completion status of each subject as per review done by him. It was observed that except three subjects all other courses progressed as per lesson plan.

Resolution: it was decided to inform the faculty members to take extra class in the free slots as there are free slots in the time table and courses must be completed as per BPUT, academic calendar.

2. **Project work:** The progress of project works of 8th semester students was presented by all the HODs of the respective departments. Except 4-groups (2-CSE, 2-Mech) all other groups have almost completed their work. Students doing projects through internship mode also explained about their project to the guide through VC.

Resolution: It was resolved to inform the students about the schedule of project presentation date as per BPUT, Calendar (25.04.26 to 14.05.26). Students have to submit hard copy of thesis and have to present his/her project work in front of external examiner for final evaluation. All guides must verify and correct thesis before final printing and presenting.

3. **Attendance of students:** Attendance of students is a concern and discussion was made to improve the attendance position of students.

Resolution: As the parents of absentee students have been informed by the proctors 2-3 times,-it was resolved to conduct extra class for those students with payment of fines for extra class.

4. **Conduct of Seminar/Conference/ FDP:** All departments presented the completion status of seminars, guest lecture, skill development courses and it was analyzed and compared with the previous schedule.

Resolution: It was resolved to continue the same in every semester. Further it was resolved to motivate faculty and students to join NPTEL courses.

- 5. **Uniform Lab Records:** All the departments expressed their happiness about one record system in each subject and departments.

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

- 6. **Conduct of Skill development class:** It was decided to conduct skill development classes only through offline mode. One guest faculty was invited and the classes were very much helpful to the students. Everybody expressed their satisfaction and students attendance in the class.

Resolution: It was resolved to continue the skill development classes (course era) only through online mode.

- 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. **Submission of workload and requirement of staff by departments:** All HODs expressed their need for appoint of staff for smooth functioning of the departments.

Resolution: It was resolved to submit the workload for both even and odd semester as per new syllabus and requirement of Faculty, Demonstrators & attendant within 10- days for submission to the management for further processing.

- 9. **FDP & NPTEL Courses:** It was proposed by everyone to allow staff members to join FDPs, as there is no class work in the month of May & June-2026.

Resolution: Faculty members will be granted leave for one FDP and all are required to do at least one NPTEL courses on recent technology. All HODs and principal will inform the department staff members, if any advertisement comes to them through mail.

The meeting ended with thanks to the chair.

[Signature]
Principal, 15-4-26
SCE, Balasore

Memo No: 395/SCE/21

Date: 15/04/26

Copy to: President, BTES, BLS, for information

[Signature]
Principal, 15-4-26
SCE, Balasore