

# DRIEMS

TANGI, CUTTACK

## MINUTES

OF

## MEETING OF THE IQAC



**MEETING NO.** : 2018-19/01  
**DATE** : 08.08.2018 [Wednesday]  
**TIME** : 10.30 AM  
**VENUE** : CONFERENCE HALL



**DRIEMS**  
**2018-19/01 MEETING**  
**OF**  
**THE INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**

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**MINUTES**

**Members Present:**

Sl. No.	Name	Designation
1	Prof. (Dr. ) Rajendra Kumar Das	- Principal & Chairman, IQAC
2	Sj. Balaram Kar	- Director (Admn)
3	Prof. (Dr. ) K.K. Mishra	- Advisor
4	Mr. Girish Chandra Das	- Dy. Registrar
5	Dr. Parsuram Biswal	- Controller of Examination
6	Dr. J. Mehena	- Dean (Academic)
7	Dr. Pratap Ch Pradhan	- Professor, EE
8	Dr. Jui Patnaik	- Dean (R&D)
9	Prof. Rajeev Agarwal	- HoD, CSE
10	Prof. Bipin Bihari Mohanty	- HoD, CE
11	Dr. Niranjan Panda	- Dean (SW)
12	Dr. Swagatika Panda	- Dean (Admin)
13	Prof. S.Z. Khan	- Professor, CE
14	Dr. Sarat Kumar Mishra	- Professor, ME
15	Prof. D.R. Biswal	- HoD, ME
16	Er. Durga Prasad Rath	- Pro-Chairman
17	Er. Pravakar Swain	- Retd. Chief Engineer

Sl. No.	Name	Designation
18	Er. B. C. Mohanty	- MD, Oriclean Pvt. Ltd.
19	Mr. Mahavir Biswal	- 3 <sup>rd</sup> year Student, ME
20	Ms. Gayatri Das	- 3 <sup>rd</sup> year Student, CSE
21	Prof. Surajit Mohanty	- Alumni Member
22	Prof. Monalisa Mohanty	- Alumni Member
23	Mr. R.P. Mohanty	- CEO, Tangi Plant
24	Prof. (Dr.) Sadananda Sahoo	- Former Professor, IIT, Kharagpur
25	Prof. (Dr.) Aditya Prasad Padhi	- Former Vice Chancellor, Berhampur University
26	Dr. Alok Ranjan Biswal	- Coordinator, IQAC



**Special Invitee:**

1. Sj. Pramod Chandra Rath - Hon'ble Founder Chairman

DRM/IQAC/2018-19/01	<p><b>WELCOME ADDRESS BY THE CHAIRMAN, IQAC</b></p> <p>Prof. (Dr.) Rajendra Kumar Das, Principal and Chairman, IQAC chaired the meeting and welcomed all the members to the 3/18 IQAC meeting. He welcomed and introduced the new members of IQAC Prof. (Dr.) Sadananda Sahoo, Former Professor, IIT, Kharagpur, Prof. Aditya Prasad Padhi, Former Vice Chancellor, Berhampur University, Er. B.C. Mohanty, MD, Oriclean (P), Ltd., and Prof. (Dr.) P.K. Padhi, University Nominee. He briefed the status of the Institute and asked the members to present their views of the campus visit.</p>
	<p><b>FORMATION &amp; APPROVAL OF INTERNAL QUALITY ASSURANCE CELL (IQAC)</b></p> <p>Dr. Alok Ranjan Biswal, Coordinator, IQAC briefed the role and importance of the Internal Quality Assurance Cell (IQAC) and stated the purpose of formation of the new composition as per the UGC Autonomous guideline. He also gave a PPT presentation of the Institute.</p>
	<p><b>REVIEW &amp; CONFIRMATION OF VISION MISSION STATEMENT</b></p> <p>All the members were informed about the Vision and Mission of the Institute and appreciated the progress of the Institute in relation to the Vision and Mission.</p>

	<p><b>PLAN OF ACTION FOR ONGOING/PROPOSED ACADEMIC &amp; CO-CURRICULAR ACTIVITIES</b></p> <p>The members discussed the curricular and co-curricular activities of the Institute and appreciated the extent of support provided by the management. The members were opined that the Institute is determined to pursuance of excellence as the Institute is conferred with Autonomous Status by UGC.</p>
	<p><b>REVIEW OF NAAC / NBA EXPERT COMMITTEE REPORT &amp; RATIFICATION OF EXISTING BEST PRACTICES</b></p> <p>Dr. Alok Ranjan Biswal presented the NAAC Peer Team Report and NBA Expert Committee Report before the IQAC members. He also informed the members on the action taken over the recommendations given by the two expert teams. The members have shown utmost satisfaction on action taken by the Institute in compliance to the recommendations. Prof. (Dr.) Sadananda Sahoo opined that faculty members and students should always try to utilize the library resources maximum.</p>
	<p><b>REVIEW &amp; CONFIRMATION OF PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF</b></p> <p>The members were informed about the systems implemented to measure the performance of the faculty members and non-teaching staff. It was discussed that the continuous performance appraisal system will encourage both the faculty members and non-teaching staff be productive and effective. Though the Institute is using both offline and online system to measure the performance the members were agreed that more emphasis should be given on online system.</p>
	<p><b>REVIEW OF R &amp; D ACTIVITIES</b></p> <p>Discussed in details on the funds received and proposal applied to the funding agencies viz. AICTE, UGC, DST and others. The members gave a suggestion to the Heads of Departments that all faculty members should actively participated in research oriented programme as to enable more research funds.</p>
	<p><b>ENHANCEMENT OF ACADEMIC RESULTS. QUALITY ASSURANCE AND INITIATIVE MEASURES &amp; PROMOTION OF ACTIVITIES FOR STAKEHOLDERS</b></p> <p>Discussed in details on the steps taken by the IQA Cell to enhance the academic quality of the Institute. It was discussed that the feedbacks collected from the stakeholders should be very transparent to promote quality technical education. The members appreciated the student centric and holistic approach towards students. Prof. (Dr.) Aditya Prasad Padhi suggested to adopt certain action plans to stay ahead in technical education which was circulated</p>

	among the members and appreciated by the members.
	<p><b>CONDUCTION OF FINANCIAL, ACADEMIC &amp; ADMINISTRATIVE AUDIT</b></p> <p>The members were informed about the Financial, Academic and Administrative Audit conducted by the Institute and the action taken on its recommendations. It was discussed that the Institute is in right path by conducting the Financial, Academic and Administrative Audit in association the IQA Cell. The members opined that effective functioning of IQA Cell is very necessary to maintain the quality education of the Institute.</p>
	<p><b>ORGANIZATION OF CONFERENCE, SEMINAR TRAINING PROGRAMS ETC</b></p> <p>Discussed in details on conference, seminar, workshops and faculty development programmes organized by the Institute. Members were also briefed on students participation in the seminar, workshop and Techfest programmes held in the Institute. The members are unanimously agreed that faculty members should give more emphasis on the faculty development programmes through ICT.</p>
	<b>ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR</b>
	<p><b>VOTE OF THANKS</b></p> <p>The meeting was concluded with the permission of the Chair with a Vote of Thanks by Dr. Swagatika Panda, Dean (Admin.</p>

<b>Prepared By</b>	<b>Verified and Approved by</b>
	
<b>IQAC Coordinator</b>	<b>IQAC Chairman</b>

Co-ordinator  
 IQA Cell  
**DRIEMS Autonomous**  
**Tangi, Cuttack**

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## **ACTION TAKEN REPORT**






**MEETING NO. : 2018-19/01**

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Sl. No.	Minutes
01	<p><b>FORMATION &amp; APPROVAL OF INTERNAL QUALITY ASSURANCE CELL (IQAC)</b></p> <p><b>Action Taken:</b></p> <p>The Internal Quality Assurance Cell has been formed as per the NAAC proposal. The proposal has been passed in Academic Council Meeting.</p>
02	<p><b>REVIEW &amp; CONFIRMATION OF VISION MISSION STATEMENT</b></p> <p><b>Action Taken:</b></p> <p>The Institute has been conferred with Autonomous Status by UGC accordingly proposed Vision &amp; Mission of the Institute has been communicated to all stakeholders for their suggestion and further approval.</p>
03	<p><b>PLAN OF ACTION FOR ONGOING/PROPOSED ACADEMIC &amp; CO-CURRICULAR ACTIVITIES</b></p> <p><b>Action Taken:</b></p> <p>As per the discussion the HoDs are allotted to carry out the Autonomous status by conducting various meeting in the departments and formation of committee for smooth functioning. In respect of that the Board of Studies (BoS) meetings were conducted in the respective Department to finalise the Course structure and syllabus of 1<sup>st</sup> and 2<sup>nd</sup> year Programmes (both UG and PG).</p>
04	<p><b>REVIEW OF NAAC / NBA EXPERT COMMITTEE REPORT &amp; RATIFICATION OF EXISTING BEST PRACTICES</b></p> <p><b>Action Taken:</b></p> <p>As per the instruction the Departments faculty members and staffs were encouraged to attend the Library (Knowledge Garden) and a book keeping was maintained for smooth functioning.</p>
05	<p><b>REVIEW &amp; CONFIRMATION OF PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF</b></p> <p><b>Action Taken:</b></p> <p>The performance Appraisal System has been incorporated in all departments concerned for both Teaching and Non-teaching staff members.</p>
06	<p><b>REVIEW OF R &amp; D ACTIVITIES</b></p> <p><b>Action Taken:</b></p> <p>The R&amp; D cell had couple of meetings in various aspects so as to focus on the Research and Development criteria. Keeping in view of the role and benefits, the R&amp;D cell actively participated and encourage in various key aspects like releasing Seed money to the faculty members for Research, Encouraging faculty members for various Awards, Conducting several Workshops and Seminars in Respective Departments, Publications in Journals with good Impact factors, Books and chapters etc.</p>

07	<p><b>ENHANCEMENT OF ACADEMIC RESULTS. QUALITY ASSURANCE AND INITIATIVE MEASURES PROMOTION OF ACTIVITIES FOR STAKEHOLDERS</b></p> <p><b>Action Taken:</b> Faculty Members were encouraged to do small projects or models based on the course curriculum. Value added courses were incorporated in the Academic Calendar so as to aware and facilitate the advanced technology used Now days.</p>
08	<p><b>CONDUCTION OF FINANCIAL, ACADEMIC &amp; ADMINISTRATIVE AUDIT</b></p> <p><b>Action Taken:</b> Audit of Financial, Academic and Administrative has been carried out as per guidelines.</p>
09	<p><b>ORGANIZATION OF CONFERENCE, SEMINAR TRAINING PROGRAMS ETC</b></p> <p><b>Action Taken:</b> Several meetings have been conducted under the chairmanship of Dean R&amp;D for organizing Conference, Seminar and Workshop. The concerned departments have conducted conferences and seminars. The records and proceedings are maintained in the respective departments.</p>

Prepared By	Verified and Approved by
	
IQAC Coordinator	IQAC Chairman


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