

**DRIEMS  
IQA CELL**

**Date: 28.05.2018**

**Minutes of Meeting:**

A meeting was held in the office of the Principal at around 11.00 a.m. dated 28/05/2018 on Quality Enhancement & Innovative Process for teaching and learning of the Institute. Prof. (Dr.) A. P. Padhi, Former Vice Chancellor, Sambalpur & Berhampur University & presently Advisor to National Resource Center and PMMM National Mission of MHRD, Govt. of India, New Delhi discussed on the topic. The meeting was chaired by the Principal.

At the outset, Principal welcomed to Dr. A. P. Padhi and introduced with the members present in the meeting. Dr. Padhi discussed on the following points received through email and circulated among the members.

**1. Quality Enhancement & Teaching Learning Process**

Dr. Padhi showed his satisfaction by seeing the slogan given by IQA Cell on Quality Enhancement. He emphasized the 7 (seven) criteria of IQAC and the departments have to ensure quality enhancement process. The teaching-learning process should be updated.

**2. Syllabus Preparation**

Syllabus should be prepared as per the industry requirement and global needs. Apart from syllabus we should take care in the following points.

- Cocurricular & extracurricular activities
- Value added courses
- Vocabulary expertise
- For communication domain knowledge, soft skill knowledge and softest skill knowledge will be required.
- Each department will have to prepare 5 years plan for examination & placement to meet the national standard employability.

**3. Feedback**

4. Feedback should be taken from students, parents, peers, alumnis and stake-holders which will be properly maintained.

**5. Quality Indicators**

- 5 years plan of each department should be made a realistic target to achieve the Excellency.
- Each faculty member should publish one or two papers in national / international journal and one major and two minor projects to be submitted to UGC or any funding agencies for financial assistance within next five years. The difficulties faced by the faculty members in this regard should be discussed with the Principal and

Management for getting excellency as the Institute has not been granted 12B status by UGC.

- Each department will go for intellectual capital through local or outside experts.
- Reform of teaching & learning in five years should be made by using technology and learning management system where every month one lecture should be held from renowned experts from industry & institute.
- Counselling system should be made where each teacher handle minimum 20 to 30 students for counselling regarding health, stress-problems, hygiene and academic matters.
- Alumni Association should be registered where 20 to 40 Alumni per year for all departments.
- Industrial Training & Interface should be given through satisfying infrastructural facilities etc.
- Examination system should be cleared by Controller of Examination of the institute in the next meeting for continual progress and excellence plan.
- NRI & foreign students should be contacted through integrated programme.
- To command over English knowledge, student must speak in English inside the campus.
- The faculty members less than five years service should go for induction programme / seminar talk for upgrading their knowledge.
- HR Policy to be made for motivation to faculty & staff

The meeting concluded with thanks to the Chair.

  
Chairman  
IQAC 29.05.18

  
Coordinator  
IQAC 29.05.18