



IQAC CELL
RAAJDHANI ENGINEERING COLLEGE
BHUBANESWAR, ODISHA
Minutes of Meeting

Date: - 15.03.2019

Meeting was held on 15.03.2019 at 3:30 pm in the conference hall of the Institute. Following members were present for the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Sanjay Kumar Behera, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC and Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. U. K. Jena, HOD (CSE) & Member
7. Prof. S. Panda, HOD (ECE) & Member
8. Prof. D. P. Mohanty, HOD (EEE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. D. Das, Asst. Prof (Mech) & Member
11. Sri. J. K. Dash, Administrative Staff & Member
12. Mr. N. Mohapatra, Administrative Staff & Member
13. Mr. Sangram Choudhury, Student & Member
14. Mr. Nirakar Das, Parent & member

The following points were discussed.


1. The Principal welcome the members of reconstituted IQAC cell.
2. The Principal conveyed the result of the NAAC team visit to all the members and also thanks to all faculties, staffs and managements for the cooperation and coordination for NAAC visit.
3. To improve the teaching and learning quality, all HODs are asked to submit the plan for conduction of workshops, seminars and FDPs for the coming academic year.
4. All faculties should submit the self appraisal report as per the format foe assessment.
5. All proctors are advised to counsel the students more actively and reports to be submitted to the concern for solution.
6. All HODs are required to submit the details report on the progress of their faculties about NPTEL / Swayam activity. More students should be counseled for active participant in NPTEL / Swayam.
7. All HODs are required to submit the details of up gradation and new setup in laboratory according to the syllabus for next academic year.
8. All HODs are required to submit the list of books required according to the syllabus for next academic year and up gradation of library.



[Handwritten signatures and initials]
Principal
Raajdhani Engineering College
Bhubaneswar
J.K. Dash
MPD

Action taken report of the meeting held on 15.03.2019.

Sl. No.	Action Plan	Action Taken
1.	To improve the teaching and learning quality, all HODs are asked to submit the plan for conduction of workshops, seminars and FDPs for the coming academic year.	All HODs submitted the annual plan for conduct of workshops, seminars and FDPs for the coming academic year by 30.04.2019.
2	Self appraisal report	All faculties are instructed to submit the self appraisal report by 30.06.2019 to HOD.
3	Proctor review	All proctor reports to be submitted to the coordinator by 30.06.2019.
4	NPTEL / Swayam activity	All HODs submitted the details report on the progress of their faculties and students.
5	Up gradation and new setup in laboratory	In progress.
6	Up gradation of library	In progress.


Coordinator


PRINCIPAL

IQAC Cell
Co-ordinator - IQAC
Raajdhani Engineering College
Bhubaneswar





IQAC CELL
RAAJDHANI ENGINEERING COLLEGE
BHUBANESWAR, ODISHA
Minutes of Meeting

Date: - 26.05.2019

Meeting was held on 27.05.2019 at 3:30 pm in the conference hall of the Institute. Following members were present for the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Sanjay Kumar Behera, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC and Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. U. K. Jena, HOD (CSE) & Member
7. Prof. S. Panda, HOD (ECE) & Member
8. Prof. D. P. Mohanty, HOD (EEE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. D. Das, Asst. Prof (Mech) & Member
11. Sri. J. K. Dash, Administrative Staff & Member
12. Mr. N. Mohapatra, Administrative Staff & Member

The following points were discussed.

1. The IQAC coordinator presented the action taken report of previous meeting held on 15.03.2019
2. All HODs presented the details of faculty status and requirements for the upcoming session.
3. Principal discussed with all HODs regarding the preparation of lecture note and lesson plan for the upcoming Odd semester.
4. Principal reviewed the academic activities completed for even semester. The students' performance will be reviewed after publication of results.
5. All HODs presented the status of different committee of the department and the work plan is to be submitted by 30.05.2019.
6. All HODs are required to suggest the key research areas to the Dean (R & D) and the work plan is to be submitted to the Dean by 05.06.2019.
7. All HODs are required to suggest add on courses to be conducted during the upcoming Odd semester.



B.S.

SKB

J.K. Dash

S.P.

M.P.

N.M.

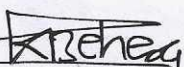
J.K. Dash

S.P.

S.P.

Action taken report of the meeting held on 26.05.2019.

Sl. No.	Action Plan	Action Taken
1.	Preparation of lecture note and lesson plan for the upcoming Odd semester.	All faculties are instructed to submit the lecture note and lesson plan for the upcoming Odd semester by 30.06.2019.
2	Review the academic activities completed for even semester.	The students' performance will be reviewed after publication of results.
3	Status of different committee of the department and the work plan	All HODs presented the status of different committee of the department on 30.03.2019 and the work plan is to be submitted by 30.05.2019.
4	Identification of the key research areas	In progress.
5	Add on courses to be conducted during the upcoming Odd semester.	In progress.




Coordinator

IQAC Cell

Co-ordinator - IQAC

**Raajdhani Engineering College
Bhubaneswar**



PRINCIPAL

