

Ref : MSB /IQAC/ CIR-1/2022-2023

Date: 03-12-2022

CIRCULAR

This is to inform all teaching and non-teaching staff and IQAC members that the 1st -IQAC meeting will be held on 05-12-2022 (Monday) at 11:00 AM at Director's chamber, MSB, Bhubaneswar, with the following agenda.

Agenda:

1. To review the NAAC updates according to the criteria wise.
2. To discuss about the slow learners.
3. Plan of Schedule for department meeting with HOD and Staff members.
4. To discuss about the placements for A.Y.2022-23.
5. Review about the Guest lecture on ensuing semester classes.
6. To discuss about the publication, books/chapter authors by the teaching faculty.
7. Any other discussion with the permission of chairperson.

All the members are requested to attend the meeting.



COORDINATOR

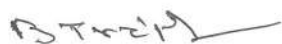
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1. The CE, MSB.
2. The Director's Office File.
3. The All IQAC members.
4. All Teaching and Non-teaching staff.

Internal Quality Assurance Cell (IQAC)

Committee Members

SN	Name	Designation	Designation in Committee	Signature
1	Dr. G.K. Panda	Director	Chairperson	
2	Mr. Bibhudatta Tripathy	Asst. Professor, Dept of Computer Science	IQAC Coordinator	
3	Mr. Dambaru Dhara Panda	Management	Member	
4	Mr . K.P. Brahma	Industry Representative	Member	
5	Dr. Rashmi Ranjan Mishra	HOD- Biotechnology	Member	
6	Dr. Tapaswini Nayak	HOD-Computer Science	Member	
7	Mr. Chandrakanta Swain	Accountant	Member	
8	Mr. Harish Chandra Panda	Development Officer	Member	
9	Mr. Golak Bihari Nayak	Exam in-charge	Member	
10	Mr. Khyamakant Sahoo	Training & Placement Officer	Member	
11	Mr. Amalendu Dash	Librarian	Member	
12	Mr. Subham Das	Student	Member	
13	Mr. Barsha Samantaray	Alumni	Member	
14	Mrs. Kadambini Mishra	Parent	Member	



IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ MOM-1/2022-2023

Date: 05-12-2022

MINUTES OF MEETING

The IQAC review meeting was held on 05-12-2022 at 11.00 AM in Director's Chamber.

Discussion on the Agenda:

1. The Committee suggested to complete NAAC related pending works and assigned targets to all the staff members.
2. The Committee discussed to arrange extra classes and doubt clearing classes for slow learner.
3. The Committee has decided to conduct department meeting with HOD and Staff members on 15th day of every month.
4. The Committee reviewed on placement training to final year students and instructed the placement coordinators to prepare the revised time table for training classes.
5. The Committee reviewed the need of quality Guest lecture to enhance the teaching-learning process.
6. The Committee decided to publish more qualitative papers, book chapters as authors by the teaching faculty.
7. The Committee suggested the departments to conduct seminars on latest trends and technologies for Students & staff.
8. It is also discussed to conduct workshops in all the departments.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.



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IQAC Coordinator



DIRECTOR



Ref : MSB /IQAC/ CIR-2/2022-2023

Date: 03-04-2023

CIRCULAR

This is to inform all teaching and non-teaching staff members and IQAC members that the 2nd-IQAC meeting will be held on 05-04-2023 (Wednesday) at 11:00 AM at Director's chamber, MSB, Bhubaneswar, with the following agenda.

Agenda:

1. To review on the 1st IQAC meeting.
2. About the final year Academic Projects.
3. Review on conduction of workshops in the college department wise.
4. To review the academic and other important activities in the colleges.
5. To discuss about the teaching and learning methodologies to be implemented.
6. To discuss about course completion status of 2nd/ 4th/ 6th semester students and discussion on coming examinations.
7. Review on follow up of NAAC criterion files.
8. Any other discussion with the permission of chairperson.

All the members are requested to attend the meeting

COORDINATOR

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IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ MOM-2/2022-2023

Date: 05-04-2023

MINUTES OF MEETING

The IQAC review meeting was held on 05-04-2023 at 11.00 AM in Director's Chamber.

Discussion on the Agenda:

1. The committee reviewed last minutes of meeting.
2. The Committee reviewed the project reports collection status and suggested to conduct viva.
3. The Committee reviewed the workshops conducted in different departments.
4. Resolved to upgrade the Laboratories as per the requirement of coming semester curriculum.
5. It is discussed to use the smart classes for class room teaching.
6. It is discussed about course completion status of 2nd/ 4th/ 6th semester students of all the departments.
7. The Committee suggested to complete NAAC related pending works and assigned targets to all the staff members.
8. The Committee decided to publish paper, books/chapter authors by the teaching faculty.
9. The committee reviewed the effective implementation of outcome based education by considering indirect attainment through course end survey, program exit survey and student portfolio (co-curriculum activities) feedback.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.






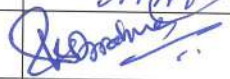






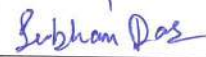
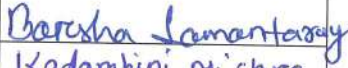
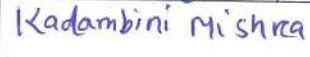
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IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ CIR-1/2023-2024

Date: 11-07-2023

CIRCULAR

This is to inform to all teaching and non-teaching staff members and IQAC members that, the 3rd-IQAC meeting will be held on 13-07-2023 (Thursday) at 11:00 AM at Director's chamber, MSB, Bhubaneswar, with the following agenda.

Agenda:

1. Action taken report on minutes of meeting held on 05-04-2023.
2. Review about outcome based education.
3. To review on student examinations and results.
4. To discuss about the anti-ragging measurements.
5. Planning to conduct orientation program on 25-7-2023.
6. To review the NAAC updates according to the criteria wise.
7. Any other discussion with the permission of chairperson.

All the members are requested to attend the meeting








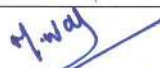
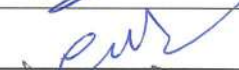


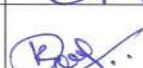
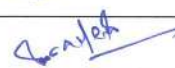

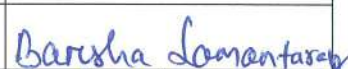
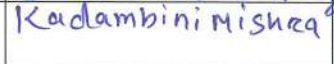
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IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ MOM-1/2023-2024

Date:13-07-2023

MINUTES OF MEETING

The IQAC review meeting was held on 13-07-2023 at 11.00 AM in Director's Chamber.

Discussion on the Agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. Resolved to study and implementation of Outcome Based Education (OBE) format for designing and evaluating the internal examinations.
3. The committee reviewed university results of final year students.
4. The committee discussed on anti-ragging measures as have been done in the institute.
5. Members discussed on orientation program to be conducted on 25-07-2023 and chalked out all preventive measures for smooth conduct of the program.
6. The committee reviewed the targets of NAAC pending works and suggested to complete in time-bound manner.
7. Resolved to plan and conduct at least one workshop / seminar / FDP in each semester.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.








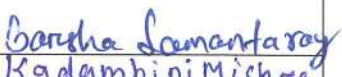
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IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ CIR-2/2023-2024

Date: 13-12-2023

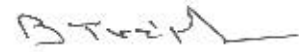
CIRCULAR

This is to inform all teaching and non-teaching staff members and IQAC members that the 4th-IQAC meeting will be held on 15-12-2023 (Friday) at 11:00 AM at Director's chamber, MSB, Bhubaneswar, with the following agenda.

Agenda:

1. Action taken report on minutes of meeting held on 13-04-2023.
2. Review about Training and Placement cell.
3. Preparation of time tables for upcoming semester.
4. Departmental budget.
5. Discussions on Student Certification Programs.
6. To review the NAAC updates according to the criteria wise.
7. Any other discussion with the permission of chairperson.

All the members are requested to attend the meeting



COORDINATOR

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IQAC Coordinator



DIRECTOR

Ref : MSB /IQAC/ MOM-2/2023-2024

Date: 15-12-2023

MINUTES OF MEETING

The IQAC review meeting was held on 15-12-2023 at 11.00 AM in Director's Chamber.

Discussion on the Agenda:

1. The resolutions made in the previous meeting have been unanimously ratified by all the members.
2. Resolved to conduct more number of programs on industrial practices by experts. Further suggested to increase the number of campus placements and recruitment drives.
3. The committee informed all HODs to submit time tables for ensuing even semesters.
4. Resolved to review budget utilization on quarterly basis and to make initiatives to augment the utilization of the budget, if they are lagging behind.
5. It is decided to arrange more number of certification programs for students.
6. The committee suggested to complete NAAC related pending works and assigned targets to all the staff members
7. The committee suggested all the departments to conduct and attend the faculty development programs and workshops for staff to excel knowledge.

At the end of the minutes, committee members resolved that the action plans, academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.






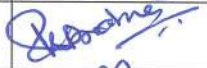







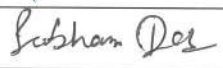
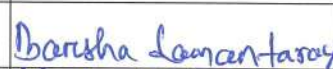
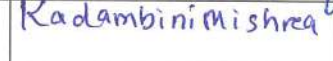
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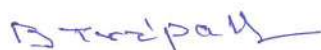
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IQAC Coordinator



DIRECTOR