



COLLEGE OF ENGINEERING BHUBANESWAR

Plot No 1(A), Chandaka Nucleus Industrial Complex, Patia, Bhubaneswar-751024

Minutes of the meeting of Internal Quality Assurance Cell (IQAC)

The meeting of the IQAC of College of Engineering Bhubaneswar (*hereafter referred as COEB*) was held on 30-07-2022 at 10.30 AM in the Boardroom to discuss the issues as per agenda under the chairmanship of Principal, COEB. The following members were present.

Sl no	Category	Name
1	Chairperson	Prof.(Dr) Subrat Kumar Mohanty
2	Management Representative	Mr. Koustuv Mallick (Trustee)
3	Faculty	1 Dr.J Hussain Auto Prof 2 Dr. Thirumalai Raja Civil Asso Prof 3 Dr. R. Sivakumar ETC Prof 4 Dr. N.K Vadivel Mech Asso Prof 5 Dr. TC Manjunath EE Prof 6 Dr. C.Sunil CSE Asso Prof 7 Dr. Debasmita Samal BS&H Asso Prof 8 Dr.Sadasiv Dash MBA Prof
4	Administrative Representative	1 Nalini Bihari Administrative Mohapatra Director
5	Student	1 Mr. Chandan EE 3rd Year Malik 2 Ms. Pravasini Mech 3rd Year Mishra
6	Alumni	Er. Sudhir Ranjan Swain, Associate Consultant, TCS
7	Industry	Mr. J KMohanty, MD, Milachal Leasing Financials
8	Parent	Rabindra Nath Behera



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9	Coordinator, IOAC	Dr. Sujit Kumar Khuntia
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Agenda of the meeting:

- 1 Approval of previous minutes
- 2 Revision of Academic and Administrative Audit
- 3 Conduction of induction program
- 4 Training session on LATEX
Plan of action for conduction of Professional Development/Faculty Development
- 5 Program/Seminars/workshops
- 6 Placements statistics for the academic year, 2021 - 2022
- 7 Publication statistics for the academic year, 2021 - 2022

The meeting started with the welcome address of the chairman of the occasion. Discussion had been carried out as per the above agenda and after discussion the following decisions taken for implementations.

1. The minutes of meeting of last IQAC meeting dated: 30-05-2022 are reviewed and confirmed.
2. The following action taken report was prepared by the IQAC coordinator.

The outcome of meeting will be discussed in next IQAC meeting for necessary corrective actions and remedial steps. IQAC coordinator concluded thanking all the members for their active participation in the discussion.

Item No. 1: Approval of Previous Minutes

- The Chairperson commenced the meeting by seeking approval for the minutes of the last meeting. The minutes were unanimously approved by all members, ensuring an accurate record of the discussions.

Item No. 2: Revision of Academic and Administration Audit Format

- The Dean of IQAC presented the revised format for academic and administration audit, initiating a comprehensive discussion among members.

Valuable suggestions were provided by members, leading to modifications in the audit form to enhance its effectiveness and relevance.

Item No. 3: Conduction of Induction Program for UG First-Year Students

- The IQAC committee proposed the conduction of a seven-day induction program for UG



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first-year students in the current academic year.

It was decided that the first two days would be led by Deans and respective administrative staff, followed by the next five days facilitated by individual departments.

Item No. 4: Training Session on LATEX for Faculty Members

- A proposal for a three-day training session on LATEX for faculty members was presented by the IQAC.

Members supported the initiative, recognizing the importance of enhancing technical writing skills among faculty.

Item No. 5: Action Plan for Faculty Development Programs/Seminars/Workshops

- The Dean of Strategy Development and Finance proposed an action plan for the conduction of faculty development programs, seminars, and workshops.

Deans' offices and academic departments were assigned responsibilities for organizing these events, fostering professional development among faculty members.

Item No. 7: Paper Publication Statistics and Research Incentive Policy

- The Dean of Research and Development presented paper publication statistics for the academic year 2021-2022.
- Members suggested implementing a plagiarism policy for B.Tech projects and approved the update of the research incentive policy to promote a research culture.
- Discussion on the sanctioned seed money for faculties ensued, leading to suggestions for modifying the policy norms for better efficacy.
- These collective actions reflect the commitment of IQAC and its members to continuous improvement, effective governance, and the promotion of a conducive academic environment. The decisions made during the meeting align with the institution's goals of fostering excellence in education and research.

3. The meeting ended with a vote of thanks to the chair and members present.

The outcome of meeting will be discussed in next IQAC meeting for necessary corrective actions and remedial steps. IQAC coordinator concluded thanking all the members for their active participation in the discussion.

**Coordinator(IQAC)
COEB**

**Principal
COEB**