

Proceedings of 1st IQAC MEETING

A meeting of the members of the IQAC was held at IQAC coordinator chamber on 23.06.2018 at 4.00 pm in accordance with the Notice served by Principal to discuss and decide on the agenda detailed below.

Date :	23 rd June 2018	Venue	IQA Cell, DAMITS
AGENDA for 1 st IQAC MEETINGS		A1: Planning for implementation of CBCS Pattern A2: Feedback Mechanism A3: Mentor Mentees Program A4: Adapting to Technology Oriented Learning. A5: E- Learning Resources(Delnet) A6: Alumni Registration A7: Introduction of Certificate Course A8: Procurement of Solar Power System. A9: Institutional Tie ups. A10: Extension/ Community Development Activities	
Members Present :		1.Dr. Subhendra Panda ,Principal. 2.Prof. Bhabani Shankar Dash , Dean- Administration. 3.Sj. Chandra SekharSatapathy , Project – Coordinator. 4.Prof. Swaha Roy , HOD ,Dept of IT. 5.Prof.Archana kumariTripathy , Asst.Prof. 6.Mrs. A.C. Padhy , A/C Officer. 7.Prof.Pradeep Ku. Nayak , Asst.Prof. 8.Prof.Suchismita Rout, Asst.Prof. 9.Mr.Tankadhar Rout, Office Asst.	
DETAILS OF MINUTES			
Resolutions for A1: (Planning for implementation of CBCS Pattern)		R1: As per information received from Sambalpur University from current session (2018-2019) Choice Based Credit System (CBCS) pattern shall be implemented. A necessary step for implementing CBCS shall be taken. Time Table Re-Modification as per CBCS for BBA. Preparedness of Examination cell to conduct Internal Exams was discussed. The courses delivered as per year wise pattern shall continue as usual.	
Resolutions for A2 : (Feedback Mechanism)		R2: A resolution to collect feedback from Parents, Students and Alumni was taken. Concerned mentors are required to submit the collected feedbacks.	
Resolutions for A3: (Mentor Mentees Programme)		R3: Formulization of Mentor mentee Programme is to be done along with inclusion of SWOC analysis for every student.	
Resolutions for A4:		R4: Procurement of additional number of projectors is needed.	


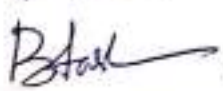
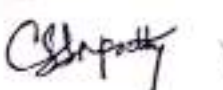

JAGDA, ROURKELA - 769 042, ORISSA

Tel. : 0661-2472447, Telefax : 0661-2470296, E-mail : rkl_damits1@rediffmail.com, Website : www.damits.edu.in

(Adapting to Technology Oriented Learning)	
Resolutions for A5: (E-Learning Resources)	R5: Renewal of E-resources (Content) R6: New registration and subscription of E-learnable content should be initiated.
Resolutions for A6: (Alumni Registration)	R7: Alumni registration requires to be initiated in order to collect feedback, placements and facilitate entrance activities.
Resolutions for A7: (Introduction of Certificate Course)	R8: A certificate course of six months duration on "Hardware" is proposed to be initiated.
Resolutions for A8: (Procurement of Solar Power System)	R9: Alternate energy system with reduced green footprint such as Solar Power System shall be installed.
Resolutions for A9: (Institutional Tie ups)	R10: Tie-ups with various institutions are to be carried out to facilitate Student and Faculty exchange Program, Sharing of Resources, Joint Research Projects, Campus Placement Drives to enhance vision and exposure.
Resolutions for A10: Extension/ Community Development Activities)	R11: The Institute needs to conduct programmes on Gender Sensitization, Swachh Bharat, AIDS awareness like issues in order to build moral and social values in students and faculty members. It was decided to adopt a School in a nearby slum. Overall development of the School shall be undertaken.
Resolution for A11: NAAC Accreditation	R12: Initiation & Team Formation and delegation of Roles and Responsibilities. It was decided to get a weekly update from all Team Members.

The meeting was concluded with a vote of thanks by Prof. Swaha Roy, IQAC coordinator.

Signature of the members

1. 
2.  (B.S. Datta)
3. 
4. Swaha Roy
5. A. Tripathy
6. 
7. P. Nayak
8. Suchismita Rout
9. Tanuj Kumar Rout

Proceedings of 2nd IQAC MEETING

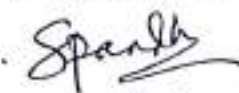
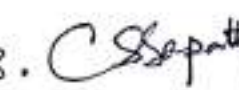
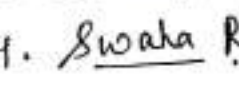
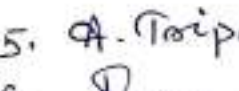

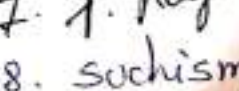
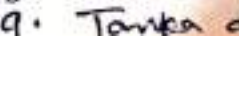

A meeting of the members of the IQAC was held at IQAC coordinator chamber on 01.10.2018 at 3.00 pm in accordance with the Notice served by Principal to discuss and decide on the agenda detailed below.

Date :	1 st Oct 2018	Venue	IQAC Cell, DAMITS
AGENDA for 1 st IQAC MEETINGS		A1. Library Automation A2. LCD Projectors A3. Procurement of Language Lab Software A4. Procurement of Office Automation. A5. Procurement of books under CBCS Pattern. A6. Upgradation to Fibre Optics A7. Student Cultural Fest - SPARSH. A8. Industry Tie ups. A9. Research Oriented Seminar & Workshop A10. NSS/YRC A11. Fire Safety A12. NAAC Accreditation Preparation A13. Gender sensitization	
Members Present :		1.Dr. Subhendra Panda ,Principal. 2.Prof. Bhabani Shankar Dash , Dean- Administration. 3.Sj. Chandra SekharSatspathy , Project – Coordinator. 4.Prof. Swaha Roy , HOD ,Dept of IT. 5.Prof. Archana kumariTripathy , Asst.Prof. 6.Mrs. A.C. Padhy , A/C Officer. 7.Prof.Pradeep Ku. Nayak , Asst.Prof. 8.Prof.Suchismita Rout, Asst.Prof. 9.Mr.Tankadhar Rout, Office Asst.	
DETAILS OF MINUTES			
Resolutions for A1: (Library Automation)		R1: In order save time, cost and effort in managing library services and management, Library Automation is desired.	
Resolutions for A2 : (LCD Projectors)		R2: It was noted that the need of more LCD projectors is addressed. Three LCD projectors were procured.	
Resolutions for A3: (Procurement of Language Lab Software)		R3: To enhance spoken English abilities of students and to make them ready for placements, set up Language Lab was identified. Purchase of Orell Digital Language Lab was suggested.	
Resolutions for A4: (Procurement of Office Automation)		R4: To streamline, enhance efficiency & accuracy in day to day administrative, admission & financial functions. It is hereby decided to go ahead with automation of office (ERP).	
Resolutions for A5:		R5: Many new courses were identified in the newly floated	

(Procurement of books under CBCS Pattern)	CBCS pattern. Hence books related to these courses were suggested to be procured for students. Library and E-resources must be accommodated for the courses such as Macro Economics, Ethics and CSR, Environmental Science, India's Diversity & Business.
Resolutions for A6: (Upgradation to Fibre Optics)	R6: An up-gradation to 100 MBPS bandwidth for faster internet accessibility was identified. R7: Fiber Optics bandwidth is to be procured in addition to existing broadband service.
Resolutions for A7: (Student Cultural Fest – SPARSH)	R8: The members appreciated the inter college Student cultural festival – SPARSH that has been organized for last few years. Inter college Festivals serve as platform for students to showcase their talents in arts, sports and other activities.
Resolutions for A8: (Industry Tie ups.)	R9: To expose students to real time projects and enhance their practical knowledge, the need for industrial collaboration was emphasized.
Resolutions for A9: (Research Oriented Seminar & Workshop)	R10: To regain momentum and sensitize modern day research methods. It is decided to conduct workshops on how to pursue research.
Resolution for A10: NSS/YRC	R11: It was unanimously decided to take necessary steps to apply for NSS/YRC Units for our College
Resolution for A11: Fire Safety	R12: It has been decided to Install a Full Proof Fire Safety System over and above Fire Extinguishers available in the Labs.
Resolution for A12: NAAC Accreditation	R13: Re-Orientation, validation and verification of progress from all Team Members. It was decided to conduct a National Level Seminar on "Challenges & Benefits of Accreditation"
Resolution for A13: Gender sensitization	R14: Initiative for Activities pertaining to Gender Sensitization was discussed.

At last, a vote of thanks was proposed by the IQAC coordinator and the meeting was declared closed by the President.

Signature of the members

1. 
2.  (B.S. Doshi)
3. 
4. 
5. 
6. 
7. 
8. 
9. 



OFFICE OF THE PRINCIPAL

DR. AMBEDKAR MEMORIAL INSTITUTE OF INFORMATION TECHNOLOGY AND
MANAGEMENT SCIENCE

Ref.DAMITS/1035(A)

Date.07/09/2017

NOTICE

This is to inform all staff members and students that DAMITS is going to organize "Blood Donation Camp (JIBAN BINDU)" on 09.09.2017. All are instructed to gather by 10A.M. at college premises.

Prof. Pradeep Ku Nayak, Dept. of IT, Prof. Smrutijhara Mohanty, Dept. of IT and Mr Tankadhar Rout, Maintenance Officer will look after the programme and do the needful arrangement.

[Signature]
Principal

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DAMITS
Landmark: Gurgaon Road, Gurgaon

Copy to: Director/Dean/HOD (IT & Mgmt.)/ Prof. Pradeep Ku Nayak, Dept. of IT Prof. Smrutijhara Mohanty, Dept. of IT / Mr Tankadhar Rout, Maintenance Officer /GFSCR/GNB/NB/GF Notice/ Account section/ Library/ Lab/Sports dept./ Exam Section for information, necessary action & record.



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website-www.damits.ac.in, E-mail-damitsrkl@gmail.com, PH-0661-2470296

Title: Blood Donation Camp(JIBAN BINDU)

Date: 09.09.2017

Venue: DAMITS

No. of Participants: 66

No. of Units Collected - 51

Program Co-ordinator- Dr.Suwendu Panda

Camp was organized on 9th September, 2017. Total 50 student donated blood.



Dr. Suwendu Panda
9.9.2017
JAGDA, ROURKELA-769012



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Ref.DAMITS/1030(A)/17

Date.24/08/2017

NOTICE

This is to inform all staff members and students that DAMITS is going to organize " Blood Donation Camp "on 29.08.17.All are instructed to gather by 10A.M. at college premises.

Prof. Pradeep Ku Nayak,Dept. of IT and Mr Tankadhar Rout, Maintenance Officer will look after the programme and do the needful arrangement.


Principal
Dr. Ambedkar Memorial Institute
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Copy to: Director/Dean/HOD (IT & Mgmt.)/ Prof. Pradeep Ku Nayak,Dept. of IT / Mr Tankadhar Rout, Maintenance Officer /GFSCR/GNB/NB/GF Notice/ Account section/ Library/ Lab/Sports dept./ Exam Section for information, necessary action & record.



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Title: Blood Donation Camp

Date: 29th August, 2017

Venue: Damits Campus

No. of Participants: 61

Program Co-ordinator: Prof. Smrutijhara Mohanty

Highlights: The blood donation camp was held on 29th August, 2017 by DAMITS in DAMITS ITI campus. The activity was initiated by Dr. Jatindra Nayak, Director, DAMITS. With Dr. Suwendu Panda, Principal and Prof. Bhabani Shankar Dash, Dean-Academics along with students and other faculty members.

Smart city commissioner Susma Bilung inaugurated the campaign



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ଆମ ଜିଲ୍ଲା



ସମ୍ବଲପୁରର ସମସ୍ତ ସ୍ତରର ଶିକ୍ଷକ ଶିକ୍ଷିକାଙ୍କୁ ଆମ
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ଆମ ଜିଲ୍ଲାରେ ୨୧ ଜଣ ଶିକ୍ଷକଙ୍କୁ ଉପସ୍ଥିତ କରାଯାଇଥିଲା

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Principal
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 Jharkhand

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MANAGEMENT SCIENCE

Ref.DAMITS/2210(A)

Date.14./05/2018

NOTICE

This information is for all faculty members, administrative staffs, and students that DAMITS is going to celebrate "Art of Giving Day" in Sector-6 on 17.05.2018 with collaboration Jagda Sanskrutik Parishad,Jagda. Interested students are reach the college by 6.30 pm. The bus will ply for Sector -6 at 7.00 pm.

Mr A K Padhi,Accounts Officer is directed to coordinate the programme.


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website-www.damits.ac.in, E-mail-damitsrkl@gmail.com, PH-0661-2470296

Title: Art of Giving Day

Date: 17th May, 2018

Venue: Sector-6

Program Co-ordinator- Prof. Bhabani Shankar Dash

HIGHLIGHTS:- Around 1000 food packets were been distributed in the villagers in Sector – 6 Slum (Taksanglagna Basti) on this occasion. The objective was initiated with the objective of creating an awareness to contribute for the overall development of the community.

This programme was initiated by Ln. Dr. Jatindra Nayak, Chairman of DAMITS, with our Principal Dr. Suvendu Panda, along with Dean Academics Prof. Bhabani Shankar Dash and Project Administrator C.S. Sathpathy.



Dr. Suvendu Panda
PRINCIPAL
Dr. Ambedkar Memorial Institute of
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Jagda, Rourkela



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MANAGEMENT SCIENCE

Ref.DAMITS/2086(A)/18

Date.01/02/2018

NOTICE

This information is for all faculty members, administrative staffs, and students that DAMITS is going to organize "Adult Literacy Programme" at Kantajhar on 06.02.2018 with collaboration with LIONS CLUB of Rourkela DAMITS. The program will start at 5.00 pm.

Mr Tankadhar Rout, Maintenance Officer will look after the programme and do the needful arrangement.

[Signature]
Principal
PRINCIPAL
Dr. Ambedkar Memorial Institute
I. T. & Management Science
Jagda, Rourkela-42

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website-www.damits.ac.in, E-mail-damitsrkl@gmail.com, PH-0661-2470296

Title: Adult Literacy Programme

Date: 6th February, 2018

Venue: Bisra Munda School, Gopatoli, Jagda

No. of Participants: 100 Villagers

Program Co-ordinator- Prof. Swaha Roy

Objectives:-

- To increase the literacy rate among elderly people who are deprived of education.
- To create an awareness among the illiterate adults about their helplessness due to education.
- To raise the functional capabilities of the adults in their occupations or vocations.
- To make the adults self-dependent.
- To make education related with the work and life situations of the adult.

Highlights:- The programme was initiated by Dr. Jatindra Nayak, Chairman of DAMITS in the presence of Chief guest Mr. Himansu Sekhar Behera, Sub-Collector, Panposh, Sanjib Mohanty, Jagda Sanskrutik Parishad, Dukha Mohan Panda, Founder of Bisra Munda School and our Principal Dr. Suvendu Panda, along with Dean Academics Prof. Bhabani Shankar Dash. In this programme literacy kits were also distributed among the villagers.



Dr. Suvendu Panda
PRINCIPAL
Dr. Ambedkar Memorial Institute of
I. T. & Management Science
Jagda, Rourkela-42

Thursday 8 February 2018

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କଟକରେ ଆନୁଷ୍ଠାନିକ ଭାବେ କାର୍ଯ୍ୟକାରୀ କରିବା ପାଇଁ
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କୁମାର ଦାମର କାର୍ଯ୍ୟକ୍ରମର ଆବଶ୍ୟକତା ଉପରେ
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ପଞ୍ଚାୟତରେ ଶେଷ ଓ ଶେଷାଂଶକୁ ପ୍ରୋତ୍ସାହନ ଓ
ସ୍ୱାସ୍ଥ୍ୟ ସମ୍ବନ୍ଧୀୟ ଶିକ୍ଷା ପ୍ରଦାନ ଆଦି କାର୍ଯ୍ୟକ୍ରମର
ଆଗାମୀ ଦିନରେ ଶୀଘ୍ର ନିର୍ଦ୍ଦେଶକ ଡଃ. ଚିତ୍ତିଦ୍ର
ଜଣାନ୍ତି ସାମ୍ବିତର ପରିବାରର ଉପସ୍ଥିତିରେ ପଞ୍ଚାୟତ
ପ୍ରମୁଖ ସ୍ୱାଗତ କରାଯାଇ ପ୍ରଦାନ କରିଥିଲେ। ବିଦ୍ୟାଗ୍ରହ
ନିର୍ମାଣପାଇଁ ପ୍ରାପ୍ତିହୁଏ। ଦୁର୍ଗାଶାଳୀନୀ ପଞ୍ଚାୟତ
ପରିବାରରୁ ବିଦିଷ୍ଟତମା କବିରାଜର ଅଧ୍ୟକ୍ଷତାରେ
ନିର୍ଦ୍ଦେଶକ ଡଃ. ଚିତ୍ତିଦ୍ର ପ୍ରମୁଖ ଉପସ୍ଥିତ ଥିଲେ।


PRINCIPAL
Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela-42

Proceedings of 3rd IQAC MEETING

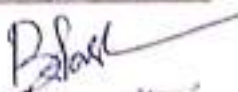
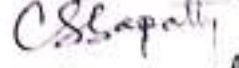
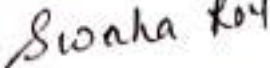
A meeting of the members of the IQAC was held at IQAC coordinator chamber on 03.01.2019 at 3.00 pm in accordance with the Notice served by Principal to discuss and decide on the agenda detailed below.

Date :	3 rd JAN 2019	Venue	IQAC Cell, DAMITS
AGENDA for 1 st IQAC MEETING		A1: Alumni Meeting A2: Peer Learning A3: Student & Faculty Exchange Programme. A4: Extension/Co-Curricular Activities(Yoga) A5: Faculty Development Program A6: Student Development Program A7: NSS/YRC A8: NAAC Accreditation Progress A9: Republic Day Celebration A10: Examination	
Members Present :		1.Dr.Bhabani Shankar Dash,Principal. 2.Sj: Chandra SekharSatapathy , Project – Coordinator. 3.Prof. Swaha Roy , HOD ,Dept of IT. 4.Prof.Archana kumariTripathy , Asst.Prof. 5.Mrs. A.C. Padhy , A/C Officer. 6.Prof.Pradeep Ku. Nayak , Asst.Prof. 7.Prof.Suchismita Rout, Asst.Prof. 8.Mr.Tankadhar Rout, Office Asst.	
DETAILS OF MINUTES			
Resolution for A1: (Alumni Meeting)		R1: Alumni meeting to be conducted for finalizing office bearers in order to apply for Alumni Registration	
Resolution for A2 : (Peer Learning)		R2: It has been decided to give opportunity to Academically Meritorious Students to guide students under Peer Learning Program. Academically weak Students are offered guidance by their Peer's on relevant Subjects and Topics under the supervision of Faculty Members.	
Resolution for A3: (Student & Faculty Exchange Programme)		R3: In order to provide Students/Faculty with an exposure and flavour of Multi Faceted Learning Environment, Adaptability to different Environment & Culture we have decided to conduct Student and Faculty Exchange Programs.	
Resolution for A4: Extension/Co-Curricular Activities (Yoga)		R4: To infuse and inculcate a sense of Community and Environment Consciousness concerned Faculty members have been requested to initiate and conduct various activities. Introduction of Yoga Classes to be Initiated.	
Resolution for A5: (Faculty Development Program)		R5: Research Oriented Workshops to be conducted in order Create a temperament and awareness to motivate Faculty members to involve themselves in Research Activity.	

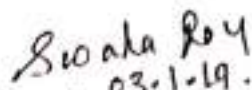
Resolution for A5: (Faculty Development Program)	R5: Research Oriented Workshops to be conducted in order Create a temperament and awareness to motivate Faculty members to involve themselves in Research Activity. R5.1: Workshop on ICT for Teaching and Non-Teaching Staff
Resolution for A6: (Student Development Program)	R6: Workshops for Students to be conducted on Concepts/Themes on Emerging Technology & Trends
Resolution for A7: NSS/YRC	R7: Follow up on the status of our application for NSS/YRC Units for our College
Resolution for A8: NAAC Accreditation Progress	R8: Criteria wise progress was reviewed in detail. Inputs received from the National Seminar on Accreditation were considered while reviewing the progress and necessary changes in modus operandi, approach and initiatives were suggested to the Team Members for incorporation.
Resolution for A9: Republic Day Celebration	R9: Roles and Responsibilities for Republic Day Celebration along with Theme was finalized
Resolution for A10: Examination/Dissertation	R10: Examination Duty chart finalization for 1 st Semester Exam in CBCS pattern for BBA. Planning for Dissertation.

The meeting was concluded with a vote of thanks by Prof. Swaha Roy, IQAC Coordinator

Signature of the members

1. 
2. 
3. Swaha Roy
4. A. Tripathy
5. 
6. P. Nayal
7. Suchismita Rout
8. Tanuka dhar Rout


Principal cum Chair Person, IQAC


Swaha Roy
03.1.19.
IQAC Coordinator

Proceedings of 4th IQAC MEETING



A meeting of the members of the IQAC was held at IQAC coordinator chamber on 02.04.2019 at 3.30 pm in accordance with the Notice served by Principal to discuss and decide on the agenda detailed below.

Date :	2 ND APRIL 2019	Venue	IQAC Cell, DAMITS
AGENDA for 4 TH IQAC MEETING		A1: College Prospectus A2: Internship A3: CBCS Pattern for BCA A4: Performance Evaluation.(Teaching & non Teaching) A5: Preparation of Academic Calender. A6: Examination Duty Chart A7: Faculty Development Activities A8: Student Induction/Orientation Program A9: Student Career Counseling A10: Review of NAAC preparedness . A11. NSS/YRC	
Members Present :		1.Dr. Bhabani Shankar Dash ,Principal. 2.Sj. Chandra SekharSatapathy , Project – Coordinator. 3.Prof. Swaha Roy , Vice Principal. 4.Prof.Archana kumariTripathy , Asst.Professor 5.Mrs. A.C. Padhy , A/C Officer. 6.Prof.Pradeep Ku. Nayak ,HOD IT I/C 7.Prof.Suchismita Rout, Asst.Professor 8.Mr.Tankadhar Rout, Maintenance Office	
DETAILS OF MINUTES			
Resolution for A1: College Prospectus		R1: The college prospectus needs to be enhanced with better design and more details.	
Resolution for A2 : Internship		R2: To plan internship program for students in order to equip them with better corporate skills.	
Resolution for A3: CBCS Pattern for BCA		R3: BCA program will be delivered with CBCS pattern and therefore necessary arrangements need to be catered to.	
Resolution for A4: Performance Evaluation		R4: Performance evaluation of both Teaching and Non Teaching staff is proposed to be introduced.	
Resolution for A5: Preparation of Academic Calender		R5: The College shall prepare Academic Calender to reflect upcoming activities and Academic timelines for better management.	
Resolution for A6: Examination Duty Chart		R6: List of Invigilators was discussed and finalized to ensure smooth and uninterrupted examination.	

Resolution for A7: Faculty Development Activities	R7: It was suggested that faculty members be encouraged to attend various faculty development programmes in order to upgrade their technical expertise and know of current technological trends.
Resolution for A8: Student Induction/Orientation Program	R8: Preparation for student induction and orientation planned.
Resolution for A9: Student Career Counseling	R9: Students counseling activities to sensitize students on various avenues regarding employment, entrepreneurship and higher education.
Resolution for A10: NAAC preparedness	R10: Detailed discussion on progress and bottlenecks in NAAC preparedness.
Resolution for A11: NSS/YRC	R11: Status Update of NSS/YRC Sanction from University/ Red Cross .

The meeting was concluded with a vote of thanks by Prof. Swaha Roy, IQAC Coordinator

Signature of the members

1. 
2. C. S. Sapat
3. Swaha Roy.
4. A. P. P. Pathy
5. 
6. I. Nayak
7. Suchismita Rout
8. Tanka dhar Rout


Principal cum Chair Person, IQAC

Swaha Roy
2.4.19.
IQAC Coordinator