

## Proceedings of 1<sup>st</sup> 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.

<b>Date :</b>	<b>23<sup>rd</sup> June 2018</b>	<b>Venue</b>	<b>IQA Cell, DAMITS</b>
<b>AGENDA for 1<sup>st</sup> IQAC MEETINGS</b>		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	
<b>Members Present :</b>		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.	
<b>DETAILS OF MINUTES</b>			
<b>Resolutions for A1:</b> (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.	
<b>Resolutions for A2 :</b> (Feedback Mechanism)		R2: A resolution to collect feedback from Parents, Students and Alumni was taken. Concerned mentors are required to submit the collected feedbacks.	
<b>Resolutions for A3:</b> (Mentor Mentees Programme)		R3: Formulization of Mentor mentee Programme is to be done along with inclusion of SWOC analysis for every student.	
<b>Resolutions for A4:</b>		R4: Procurement of additional number of projectors is needed.	


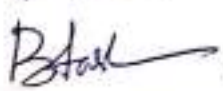
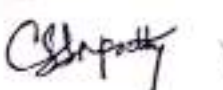

**JAGDA, ROURKELA - 769 042, ORISSA**

Tel. : 0661-2472447, Telefax : 0661-2470296, E-mail : rkl\_damits1@rediffmail.com, Website : www.damits.edu.in

(Adapting to Technology Oriented Learning)	
<b>Resolutions for A5:</b> (E-Learning Resources)	R5: Renewal of E-resources (Content) R6: New registration and subscription of E-Content Services should be initiated.
<b>Resolutions for A6:</b> (Alumni Registration)	R7: Alumni registration requires to be initiated in order to collect feedback, placements and facilitate recurrent activities.
<b>Resolutions for A7:</b> (Introduction of Certificate Course)	R8: A certificate course of six months duration on "Hardware" is proposed to be initiated.
<b>Resolutions for A8:</b> (Procurement of Solar Power System)	R9: Alternate energy system with reduced environmental impact such as Solar Power System shall be installed.
<b>Resolutions for A9:</b> (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.
<b>Resolutions for A10:</b> 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.
<b>Resolution for A11:</b> 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. Deka)
3. 
4. Swaha Roy
5. A. Tripathy
6. 
7. P. Nayak
8. Suchismita Rout
9. Tanuj Kumar Rout



## Proceedings of 2<sup>nd</sup> 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 <sup>st</sup> Oct 2018	Venue	IQAC Cell, DAMITS
AGENDA for 1 <sup>st</sup> 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.
<b>Resolutions for A6:</b> (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.
<b>Resolutions for A7:</b> (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.
<b>Resolutions for A8:</b> (Industry Tie ups.)	R9: To expose students to real time projects and enhance their practical knowledge, the need for industrial collaboration was emphasized.
<b>Resolutions for A9:</b> (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.
<b>Resolution for A10:</b> NSS/YRC	R11: It was unanimously decided to take necessary steps to apply for NSS/YRC Units for our College
<b>Resolution for A11:</b> Fire Safety	R12: It has been decided to Install a Full Proof Fire Safety System over and above Fire Extinguishers available in the Labs.
<b>Resolution for A12:</b> 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"
<b>Resolution for A13:</b> 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. 

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DR. AMBEDKAR MEMORIAL INSTITUTE OF IT AND MGMT SCIENCE  
JAGDA, ROURKELA**

**Ref. No.:DAMITS/2546/18**

**Date.10/11/2018**

**NOTICE**

This is to inform all the staff members that the institute is organizing **Annual Drawing competition** for CHILDREN'S DAY on 11.11.2018 (Sunday) at 10.30am at our campus. Hence all are directed to report at the institute by 8.30 am positively.

Prof. Priti Saha and Prof.Shardhha Mahapatra are directed conduct Programme smoothly.

  
10/11/18  
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Jagda, Rourkela-42

Copy to: Dean/HOD (IT & Mgmt.)/GFSCR/GNB/NB/GF Notice/ Prof. Priti Saha /  
Prof.Shardhha Mahapatra / Account section/ Library/ Lab/Sports dept./ Exam Section for  
information, necessary action & record.



## DAMITS

## DRAWING COMPETITION DATA SHEET-11.11.2018

## GROUP NO-III

SL. NO.	STUDENT NAME	CLASS	SCHOOL NAME	PHONE NO.
1	Madhusmita Sunde	7	Adarsh Saraswati	9438143699
2	Sweety Maharana	7	SSVM	9861010889
3	Ranish Padalari	9	Chinmaya EM	7205331171
4	Swartha Singh	8	Govt. High School	9438539558
5	Ankita Priyadarshini	9	St. Agatha	9438624768
6	Subham Das	7	Pragati Vidya	9439308717
7	Akash Behera	7	PVM	7077123360
8	Sristi Shivangi Barik	7	Deepika EM	8763039240
9	Dibyaranjan Dehury	9	Chinmaya EM	8249769862
10	Sukanya Sahu	7	MGM	7609813172
11	Tanupri Choudhary	7	MGM	9938254008
12	Deepika Choudhary	8	MGM	9937072914
13	Aarpha Kujur	9	Deepika EM	9090734687
14	Tanya Behera	9	St. Joseph	9437310434
15	Ayush Behera	7	St. Paul	11
16	Damini Das	7	St. Paul	9337670665
17	Sumit Minz	7	MGM	8658147991
18	Sumit Ku. Patra	9	SSVM	8018109061
19	Pratish Tena	9	SSVM	9668748778
20	Siddharth Kachhap	7	Naba Tyoti	7749026377
21	Subhashree Nayak	10	GNPS	9348992399
22	Ankit Sarkar	8	St. Pauls	7978285354
23	Sushree Sangita	8	Gurukul	9438054058
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**Ref. No.:DAMITS/2630/19**

**Date. 11.02.2019**

**NOTICE**

An awareness Programme on "Beti Bachao Beti Padhao" to accelerate and enhance the education of girls in the society is being organized by DAMITS in collaboration with Jagda Sanskrutika Parishad, Jagda in their Library Hall at 7:00 P.M. on 13<sup>th</sup> February 2019. All the members of staff are directed to attend the Programme on time.

Prof. Swaha Roy, HOD (IT) shall coordinate the programme

  
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Copy to: Dean/HODs (IT & Mgmt.)/GFSCR/IQAC/NB/GF Notice/ Account section/ Library/ Lab/Sports dept./ Exam Section for information, necessary action & record.





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web site - www.damits.ac.in, e-mail - damits@gmail.com, Ph. 0841 2402296

Title: BETI BACHAO BETI PADHAO

Date: 2019

Venue: Library Hall of Jagda Sanskritika Parishad Jagda

No. of Participants: 60

Program Co-ordinator: DAMITS collaboration with Jagda Sanskritika Parishad

Organised By: IQAC

Objective:

- To promote primary education among the economically underprivileged children.
- Prevent gender based sex selective elimination
- Ensure survival & protection of the girl child.
- Ensure education of the girl child.
- To reduce malnutrition through nutritional supplements.
- To work for uplifting poor rural/village children's for their overall development.

Highlights:

- As the starting Advisor of Sanskritika Parishad Sh. Sargodh Kumar Mahapatra gave brief introduction about the programme.
- The Chairman of DAMITS Dr. U. Ja. Janda Nayak was the Chief Guest of the programme. He stressed the importance of Women Education.
- Chief Speaker Dr. Sant Kalyani Mishra stressed the importance of Women Empowerment.
- Principal of DAMITS Prof. Dr. Binodini Shankar Dash, President of Mata Tara Mangala Mahila Samit, Ms. Kritika Panda, President of Utkal Bihar Mahila Samiti, Jagda, Ms. Anurupa Panda, Puri Mahila Samit, Samal Superintendent of BKC, ICDS, Boudh were explained the significant contribution has women's making about the remarkable works do the by Sanskriti women in the world.
- In this Discussion paper was distributed to two ladies for the recognition hand made book by Chief Guest.
- Event enthusiastically hosted by Educator of DAMITS Sh. Sargodh Kumar Mahapatra. At last address of Jagda Sanskritika Parishad Jagda and Editor of Sanskritika Parishad Jagda Kumar Mahapatra delivered the vote of thanks.

PROF. DR. BINODINI SHANKAR DASH  
Principal of DAMITS  
Dr. U. Ja. Janda Nayak  
Chairman of DAMITS



Dr. Ambekar, Marwaha Institute of  
 Technology & Management Sciences  
 Jagda, P.O. Kela-42



## Date: 15/11/19



ଶିଶୁ, ୧୩୭ (ନି.ପ୍ର) : ଶରୀର ଶାନ୍ତିପଥକୁ ମନେ

ଉତ୍କଳ, ସ୍ୟାମ (ନି:ପ୍ର) : ଜଗତା ବାଟମଞ୍ଚଳା ମନ୍ଦିର ପ୍ରାଙ୍ଗଣର ଥିବା ସଭାଗୃହଠାରେ ବାମ୍ବିସ୍ ଶିକ୍ଷାନୁଷ୍ଠାନ ଓ କବିତା ସଂସ୍କୃତିକ ପରିଷଦ ସହବାସିତରେ ମଞ୍ଚିକା ଶେଷିକରଣ ଉପଲକ୍ଷେ 'ବେଟି ବୋଝ ବେଟି ପଢ଼' ଶୀର୍ଷକ ଆଲୋଚନାକ୍ରୀ ଆନୁଷ୍ଠିତ ହେଇଯାଇଛି । ଏଥିରେ ମୁଖ୍ୟ ଅତିଥି ଭାବେ ବାମ୍ବିସ୍ ଗ୍ରୁପ ସମ୍ପୂର୍ଣ୍ଣ ଅନୁଷ୍ଠାନର ଅଧ୍ୟକ୍ଷ ଲାଲ ଓ ପ୍ରମୋଦ ନାୟକ ଯୋଗଦେଇ ମନ୍ଦିରାମାନେ ସାମ୍ବଦ ସଭା କରି ଯେତେବେଳାସି କାମକୁ ଆଗରେ ଦେଇ ନିହିତ ଭାବେ ସଫଳତା ବାଜ ନିକଟରେ ପହଞ୍ଚିବ ବେଳି ବହୁଳ ସୁଦାନ କରିଥିଲେ । ପ୍ରାୟଶଃ ସଂସ୍କୃତିକ ପରିଷଦର ଗୋଟିଏ ସଂଜ୍ଞା ହୁଏତ ମଧ୍ୟସ୍ତି କାମାନ୍ତ୍ରୀ ବିଷୟରେ ଆଲୋଚନା କରିଥିଲେ । କାର୍ଯ୍ୟକ୍ରମଟିକୁ ବାମ୍ବିସ୍ ଅଧିକାରୀ ଶିକ୍ଷକ ବିଜୟ ହୁମାଲ ମଧ୍ୟସ୍ତି ସଂଯୋଜନା କରିଥିବା ବେଳେ ମୁଖ୍ୟବକ୍ତା ଭାବେ ପ୍ରମୋଦ ଓ କଳ୍ୟାଣୀ ମିଶ୍ର ଯୋଗଦେଇ ନବା ଶେଷିକରଣ ଗପରେ ବିଭିନ୍ନ ଉପାଦେୟ ମାଧ୍ୟମରେ ବହୁଳ ପ୍ରଦାନ କରିବା ସହ ଆଜିର ଯୋଗଦେଇ ନାରୀମାନଙ୍କ ହୃଦିକା ସେମାନଙ୍କ ଦୃଷ୍ଟି ଓ ବର୍ତ୍ତମାନରେ ଗପରେ ଆଲୋଚନା କରିଥିଲେ । ଉଲ୍ଲେଖ

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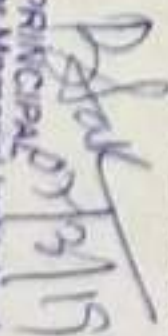
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**Date.07/03/2019**

**NOTICE**

DAMITS is going to observe Women's Day on 9th March 2019 at its premises at 4 P.M. All members of staff and students are directed to attend the programme.

Prof. Arachana Tripathy and Prof. Smrutijhara Mohanty are directed to take the responsibility to conduct the programme smoothly.

  
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web site - [www.damits.ac.in](http://www.damits.ac.in), e mail – [damitsrkl@gmail.com](mailto:damitsrkl@gmail.com), Ph.-0661 2470296

Title: Women's day Celebration  
Date: 9<sup>th</sup> March 2019  
Venue: DAMITS Campus  
No. of Participants: 60  
Program Co-ordinator- Asst.Prof.Archana Tripathy  
Organised By: IQAC

**Objective:**

- The objective of Women's Day is to express love and gratitude towards women's' contribution to our live and society.
- The day also commemorates the inspiring role of women around the world to secure women's rights and build more equitable societies.
- Women's Day also remembers the voices of many women that go unheard and who continue to be dominated from securing their rights and realizing their full potential.
- Today, women across the globe actively participate in politics, education, social work, corporate, sports, IT research & development, innovation and diverse fields, and have left their footprints.

**Highlight**

- 8th March, considered as International Women's Day. This day brings many things for women – a cause for celebration, a reason to pause and re-evaluate a remembrance, an inspiration and a time to honour, love and admired. To honor womanhood, DAMITS with the collaboration of has celebrated the International Women's Day on Saturday, 9th March, 2019 in the DAMITS Campus.
- For the event, chief guest was Ms.EMA EKKA Chairman, Jilla Parishad, Sundargarh, Inaugurator Dr.Smt.Kalyani Mishra, Rourkela, to make the event livelier.
- During the event Ms.EMA EKKA girls should know their right to defend themselves and be careful against crimes against women.
- Dr.Smt.Kalyani Mishra said, gender equality is very important for a healthy society. The milestone to be reached is the basic information for a girl child in every family education will during awareness among the society which will further result in overall development of nation and its community.
- The event took place in the presence of Chairman Dr.Er.Jatindra Nayak, Prof.Bhabni Shankar Das, Principal DAMITS had welcome and introduced the guest of the day.Prof.... delivered the vote of thanks. Even enthusiastically hosted by Prof.Archana Tripathy. The event was successfully coordinated by Prof. Archana Tripathy and Prof. Smrutijhara Mohanty.

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





Date: 14/03/2019

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

Title: Swachh Bharat Abhiyan

Venue: DAMITS Campus to Sunshine Club

No. of Participants: 50

Program Co-ordinator: Prof. Tapaswini Swain

**Objectives:-**

- To eliminate or reduce open defecation. Open defecation is one of the main causes of deaths of thousands of children each year.
- To bring about a behavioural change in the people regarding healthy sanitation practices.
- To emphasize on the fact that clean mind and body reside in clean environment.
- To eliminate the burden of communicable disease which India has like Malaria, Diarrhea, Cholera.

**Highlights:-**

This Swachh Bharat Programme was organised by Dr. Bhabani Shankar Dash (Principal) with the objective to keep the surroundings clean and disease free. Active participation was found among the faculty members and the students. This programme started from DAMITS campus to Sunshine Club.



*B. S. Dash*  
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Title: No plastic Rally

Date: 29.09.2018

Venue: DAMITS TO SARNA CHOWK

No. of Participants: 50

Program Co-ordinator- Prof.Suchismita Rout & Prof Tapaswini Swain

Organised By: IQAC

**Objective:-**

- To spread awareness about hazards of plastics.
- To impart knowledge about the reduction and re-use o plastic.
- To understand the use of the alternative of plastic.
- To contribute towards preserving the environment and reduction of plastic pollution.

**Highlights**

- Spread awareness amongst the public to reduce and replace plastic, a RALLY was organized by the DAMITS College. Nearly 50 students and 12 staff members of DAMITS College of Technology participated in the rally.
- Holding aloft banners carrying slogans dissuading the use of plastic in the city, the students visited the market area in jhirpani, jagda, koelnagar NAC market.
- We mainly wanted to educate the people about the use of eco-friendly materials, so that they can drive home the message to their family and friends.
- The children spoke earnestly to the vendors, customers and owners of grocery stores, telling them about the harmful effects of plastic.



*P. S. Rout*  
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Title: Aids Awareness Programme

Date: 1<sup>ST</sup> DEC, 2018

Venue: JHIRPANI FIELD

No. of Participants: 1100

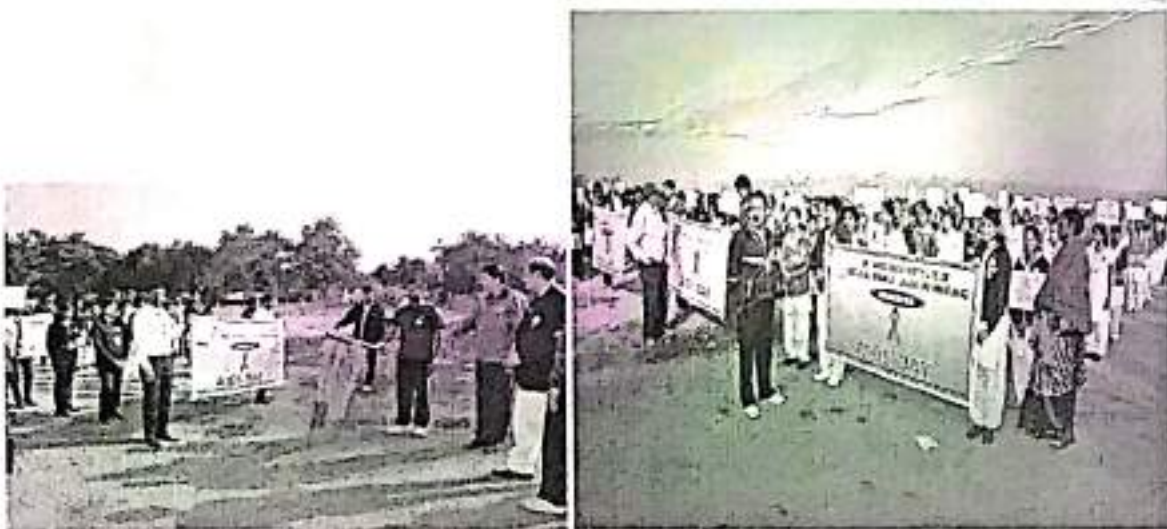
Program Co-ordinator: Prof. Archana Tripathy & Prof. Pradeep Nayak

**Objectives:-**

- (a) To impart knowledge on AIDS to the common people.
- (b) To ascertain the level of awareness of preventive practices relating to AIDS.

**Highlights:-**

This programme was organized at JHIRPANI FIELD. Event Guest was Rourkela SP Shri. Anirudh Kumar Singh. DAMITS all faculties and students took opportunity and participated in this programme. Shri. Anirudh Kumar Singh started the programme. Around 1100 students participated along with placards. Some were giving slogans around koel nagar, shakti nagar to bata mangala mandir. Lastly Dr. Jatindra Nayak, Director, DAMITS gave thanks to all who participated.



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

## Proceedings of 3<sup>rd</sup> 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.

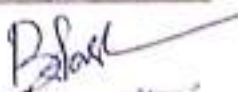
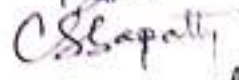

Date :	3 <sup>rd</sup> JAN 2019	Venue	IQAC Cell, DAMITS
AGENDA for 1 <sup>st</sup> IQAC MEETING		A1: Alumni Meeting A2: Peer Learning A3: Student & Faculty Exchange Programme. A4: Extension/Co-Curricular Activities( Yoga) A5: Faculty Development Program A6: Student Development Program A7: NSS/YRC A8: NAAC Accreditation Progress A9: Republic Day Celebration A10: Examination	
Members Present :		1.Dr.Bhabani Shankar Dash,Principal. 2.Sr: 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.	



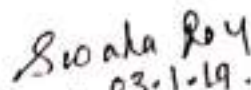
Resolution for A5: (Faculty Development Program)	R5: Research Oriented Workshops to be conducted in order Create a temperament and awareness to motivate Faculty members to involve themselves in Research Activity. R5.1: Workshop on ICT for Teaching and Non-Teaching Staff
Resolution for A6: (Student Development 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 <sup>st</sup> 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 4<sup>th</sup> 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 <sup>ND</sup> APRIL 2019	Venue	IQAC Cell, DAMITS
AGENDA for 4 <sup>TH</sup> 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