
RITE

MINUTES OF MEETING: NBA AND IQAC, DT. 26th APRIL 2021

A meeting was held on 26th April 2021 in the conference hall, chaired by the Group Director, to discuss the important issues on Academic and Extension Activities, NBA accreditation process and functioning of Internal Quality Assurance Cell.

IN ATTENDANCE:

Sl. No.	Name of the members	Designation
1	Gp. Capt. K. N. Venkatesh	Group Director
2	Dr. Jui Pattnayak	Principal
3	Dr. Saumya Darsan Mohanty	Dean (Academics)
4	Dr. Chandrabhanu Malla	H.O.D., MECH., Coordinator, NBA and IQAC
5	Mr. Ashok Kumar Nayak	CAO (Admn.)
6	Mr. Amit Kumar Tripathy	CPO
7	Prof. Jyoti Ranjan Sahoo	H.O.D., CSE
8	Prof. Subash Ranjan Kabat	H.O.D., EE & ECE
9	Prof. Samyukta Choudhury	H.O.D., CE.
10	Prof. Sasmita Senapati	H.O.D., BS & HM
11	Prof. Chinmayee Mishra	DCA
12	Prof. Pritijyotsna Mohapatra	Add. DCA

At the outset, the Group Director welcomed all members present and briefed about the purpose of the meeting and informed all the members that, this meeting is scheduled to review the MoM of the last meeting, NBA progress work and to discuss different policies in hand.

The NBA & IQAC Coordinator, read out the MoM of the previous meeting held on 26th February 2021.

The following is the summary of the suggestions/discussions.

Sl. No.	Member	Point of Discussion	Decision	Action Addressee	Probable Date of Completion	Info Addressee
1	DCA	Compliance Report: It was informed that, the administration section has	The Grp. Director advised to submit the same for completing the documentation work.	Store In-charge	-	All Attendees

		already submitted the compliance report, but yet to receive the same from the store.				
2	DCA	Report of the events organized: Yet to receive the report of the webinar conducted by the Department of Civil Engineering.	The Grp. Director Advised the HOD, CE to submit the report of the webinar to the IQAC. He had also advised the HODs to submit the reports of the events organized/conducted by their Departments to the IQAC.	HOD, CE and HODs of other Departments	28-04-2021	All Attendees
3	Dean, Academics	Conducting the scheduled webinar by BS&HM Department: Department of BS&HM will conduct the webinar on next Saturday.	The Grp. Director advised the HOD, BS&HM to submit a note sheet on a priority basis, by indicating the honorarium and the requirement of official ZOOM platform to conduct the planned webinar. The IQAC, Coordinator suggested to plan the webinar content by considering the interdisciplinary aspects, as the expected participants from diversified domains may register for the said webinar.	HOD, BS&HM		All Attendees
4	Grp. Director	To attend Entrepreneurship Awareness Camps (EACs) conducted by Entrepreneurship Development Institute of India (EDII): By the Faculty members and the students from the MBA programme.	It was suggested by the Grp. Director, to explore the possibilities of to attend the EACs conducted by the EDIIs, where the faculty members and students from the MBA programme can join.	IQAC, Coordinator	-	All Attendees
5	Grp. Director	Submission of Annual Budget	It was advised by the Grp. Director, to prepare the revised annual departmental budget by involving the faculty members of the department, in a realistic manner by keeping the heads as Maintenance and Purchase (i.e. New Purchase & Repurchase).	HODs	By the end of April-2021	All Attendees
6	Grp.	CSR Activities: To seek	The Dean, Academics told that, Prof. P. K.	Dean	-	All

	Director	approval for the planned CSR activities and the budget estimation.	Sahoo has already submitted the tentative list of CSR activities and the budget estimation on 09 th April 2021. The Grp. Director advised to seek approval for the proposed final approvals well before conducting the activities	(Academics), Prof. P. K. Sahoo		Attendees
7	Principal	Release of the Honorarium of the Guest Speakers	As the point raised by the Principal, the Grp. Director advised the HODs to submit the note sheet indicating the honorarium and the details of the guest speakers of the webinars, before 03 days of conducting the activities, so that the said honorarium shall be credited to the account of the speaker/coordinator.	HODs	-	All Attendees
8	Dean, Academics	Limit for the numbers of webinars/seminars planned by the Departments and the incurred Honorarium of the Guest speakers.	As the point raised by the Dean, Academics, the Grp. Director advised the HODs to plan for 02 webinars/seminars per month per department wise. Also, he suggested to plan for 02 webinars/seminars per month for the institute. The Grp. Director informed to fix the Honorarium of Rs. 3000/- for the guest speakers of the future webinars.	Dean (Academics), HODs	-	All Attendees
9	Grp. Director	Discussion on filling the Alumni registration/information sheet	The Grp. Director advised to keep one clearance provision from the Coordinator, Alumni Association, in the consolidated exit clearance form, so that, the graduated students will first fill the alumni registration and feedback from and then only they will get the clearance.	CAO (Admn.)	-	All Attendees
10	Grp. Director	Audit of existing forms of the institute	The Grp. Director told to audit the existing institutional forms and if any modifications required, then the same to be incorporated.	CAO (Admn.)	-	All Attendees
11	Grp. Director	Performance Appraisal Form	The Grp. Director told that, he will discuss with the Principal regarding the Performance Appraisal Form he has framed. Then, after that, it will be uploaded in the college website.	-	-	All Attendees
12	Grp.	Students' Feedback Form	The Grp. Director and the Dean, Academics	Dean	-	All

	Director		will review the existing students' feedback form and if any modification required, then they will incorporate and will finalize the same.	(Academics)		Attendees
13	Grp. Director	Placing the Vision, Mission, POs and PEOs	The Grp. Director advised the Dean, Academics to send a new email by mentioning the dimensions, quantities and the place, where to keep the Vision and Mission of the Institute and the Departments along with the departmental POs & PEOs	Dean, Academics	28-04-2021	All Attendees
14	Grp. Director	Audit of existing Flexes and Wall Charts of the Laboratories and Departmental chambers	The Grp. Director advised the HODs to make an audit of the existing flexes and wall charts present in the designated places of their departments. If any repairing work is required, then it is to be brought to his notice.	HODs	28-04-2021	All Attendees
15	HOD, BS&HM	Digital Language Laboratory (DLL): Retrieval of the DLL.	The HOD, BS&HM has already submitted one note sheet, focusing on the retrieval of DLL.	HOD, BS&HM	-	All Attendees
16	DCA	Keeping Sanitizer bottles and sanitization of buses	The Grp. Director advised to place the sanitizer bottles near the bio-metric impression machine and also to clean and to sanitize the college buses plying in different routes on a daily basis.	CAO (Admn.)	-	All Attendees
17	Principal	Repairing of the ACs present in the computer laboratories	The Grp. Director informed that, one Air-Conditioner of the Computer Laboratory has been repaired and the other one is in maintenance.	CAO (Admn.)	-	All Attendees
18	HOD, BS&HM	Laxity of drinking water and toilet facility near the MBA class room in the SDC building	The Grp. Director assured to resolve this issue subsequently.	CAO (Admn.)	-	All Attendees

The meeting ended with a vote of thanks to the chair.

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(Dr. Chandrabhanu Malla)
Coordinator, NBA & IQAC