

## Minutes Of Meeting( 02/03/2022)

The first meeting of the IQAC in SCE for the academic session 2022-23 was held on 02/03/2022 at 3.00 pm in the principal room with the following members.

1. Chairman Of The IQAC – Principal
2. Co-Ordinator Of The IQAC – Sri P.K. Tripathy, HOD, Electrical Engg
3. Member Of IQAC
  - a. Sri M.K. Pradhan – Asst Prof, Dept Of Electrical Engg
  - b. Sri B.K. Giri – Dept Of Mechanical Engg
  - c. Sri Biswajit Panda – Asst Prof, Dept Of CSE
  - d. Sri Sumanta Das – Asst Prof, Dept Of BSH
  - e. Sri B. Champatiray – ( Special Invitee ) – HOD, Dept Of MechEngg
4. Management Representatives  
Sri B.D. Mohapatra( Administrative Officer, BTES, Balasore )

### Agenda of the Meeting:-

1. Despatching letters to the absentee students.
2. Discussion to conduct on internal examination.
3. Applying for NAAC & NBA regarding.
4. Other matter if any.


### Minutes Of Meeting:-

After a threadbare discussion among the members of the committee on the pointwise agenda, the following resolutions were adopted.

- a. It is found that some students are not coming to college regularly. So all proctors are advised to take the necessary steps by despatching letters to all the parents of absentee students.
- b. It was resolved to conduct the 2<sup>nd</sup> internal examination on 23/03/2022 & according to the examination, I/C will be intimated to proceed as per the procedure.
- c. It was resolved to inspect the college hostel by the superintendent with some senior teachers so that no student is found inside the hostel premises during college hours.
- d. The principal informed all the members to prepare all documents for applying NAAC & NBA shortly.
- e. It was resolved to conduct an Industrial visit to CIPET for all branch students & organizing a 3 days workshop program.
- f. It was resolved that there will be special classes for weak students.

The meeting ended with thanks to the chairman and all the members.

### Signature Of Members:-

- (01) 
- (02) Biswanandan champatiray,
- (03) Prashanta Ku. Tripathy.
- (04) Seemanta Ku. Das
- (05) Bijan Kumar Giri
- (06) Manoj Kumar Pradhan.
- (07) Biswajit Panda
- (08) Biswajit Panda.
- (09)