

**MINUTES OF 52nd MEETING OF THE IQAC (Internal Quality Assurance Cell)**

Date: 11-01-2025

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful completion of the Odd Semester Examinations as per schedule.

1.0 Review of the Minutes of the 50th Meeting of the IQAC dated 02-07-2024

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Course Coverage and Conduct of Odd Semester Examinations	Chairman congratulated the members for smoothly conducting the Odd Semester Examinations.	Chairman stated that the evaluation has started but yet to pick-up. He advised the members to complete the evaluation at the earliest and process for Result Declaration.
1.2	BPUT Tech Carnival	Pratikshya Bairi Ganjan of MBA bagged First Prize in Pitch Deck Through Canva Video competition of BPUT Tech Carnival.	Chairman congratulated the Student and the Department for this achievement.
1.3	Odd 2022-23 & Even 2023-24 Semester Course Files of HoDs	Prof. N P Patro & Prof. B P Mishra audited the HoDs Course files across the Departments.	HoDs have completed Even Semester Course Files and in the process of Odd Semester. They advised to present the Course Files to the Chairman at the earliest.
1.4	Internal Academic Audit of Departments	The format devised by the Director IQAC was being approved by the Chairman was Circulated to all Departments.	It was decided to conduct the Audits in Feb 2025

2.0 Evaluation of Odd Semester Exam Papers and Results Declaration

2.1	Chairman while congratulating the members for smooth conduct of the Odd Semester Examination stressed on the quick evaluation and result declaration.	Chairman stated that the Result must be declared by 2 nd Week of February 2025	The Controller of Exams stated that the Evaluation is in full scale and the target of Result Declaration in 2 nd week of Feb 2025 will be met.
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3.0 Completion of Course file for Odd & Even Semester Every Subject

3.1	Chairman informed that We have successfully participated in BPUT Tech Carnival held from 14 Nov to 20 Nov. 2024.	Pratikshya Bairi Ganjan of MBA bagged First Prize in Pitch Deck Through Canva Video competition of BPUT Tech Carnival.	Chairman congratulated the Student and the Department for this achievement.
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4.0 Odd 2022-23 & Even 2023-24 Semester Course Files of HoDs

4.1	Chairman wanted that the course files of all subjects must be available for inspection	Prof. N P Patro & Prof. B P Mishra informed the house that the HoDs have completed the course files but all department Faculties are yet to complete their course files.	Chairman wanted that all course file of Odd Semester and Even Semester must be available with Faculty Members.
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5.0 Internal Academic Audit of Departments

5.1	Chairman suggested Academic Audit of Departments.	HoDs stated that they have received the Format of Internal Audit and will take some time to fill-up due to the SAR submission is in the agenda.	Chairman requested Dir. IQAC to start auditing the Department.
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6.0 Submission of Attainment Work book

6.1	Chairman advised the HoDs to prepare the Attainment Work Book by end of Feb'25	Chairman wanted The Dir. IQAC, Dean R&D and Prof. J Das to Visit the Departments to see the process of preparation.	Chairman wanted to circulate a schedule for the purpose.
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7.0 Conduct of International Seminar Sponsored by IEEE by CSEIT Department

7.1	The IEEE international Conference was conducted by the CSEIT Department successfully.	The International Conference was held for two days on 23-24 Dec'24. The Vice-Chairman was the Chief Guest and Sri Harekrusna Rath, the former Director of the DRDO Chandipur, Balasore joined as the Chief Speaker in the Conference	A large number of Professors and Scholars participated from universities across the country.
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Coordinator IQAC

CHAIRMAN IQAC

GITA BHUBANESWAR

MINUTES OF 53rd MEETING OF THE IQAC (Internal Quality Assurance Cell)



Date: 18-04-2025

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful completion of the Odd Semester Examinations as per schedule.

1.0 Review of the Minutes of the 52nd Meeting of the IQAC dated 11-01-2025

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Evaluation of Odd Semester Exam Papers and Results Declaration	Chairman wanted that the result must be declared by 2 nd week of February 2025.	The results of the Odd Semester were declared on 14-02-2025
1.2	Odd 2022-23 & Even 2023-24 Semester Course Files of HoDs	Prof. N P Patro & Prof. B P Mishra informed the house that the HoDs have completed the course files but all department Faculties are yet to complete their course files.	Chairman wanted that all course file of Odd Semester and Even Semester must be available with Faculty Members.
1.3	Internal Academic Audit of Departments	HoDs stated that they have received the Format of Internal Audit and will take some time to fill-up due to the SAR submission is in the agenda.	Chairman requested Dir. IQAC to start auditing the Department.
1.4	Submission of Attainment Work book	Chairman wanted The Dir. IQAC, Dean R&D and Prof. J Das to Visit the Departments to see the process of preparation.	A schedule has been circulated to the departments for the audit of Attainment Work book.

2.0 Conduct of Even Semester Examination 2024-25

2.1	Time table of the exam has been circulated. The Exam is timed to start at 08:00 AM to 11:00 AM in	Chairman stated that regarding, suffering of some students with Chicken Pox Principal added that since it is a contagious disease, they should take rest at their homes as they	The Controller of Exams stated that the Evaluation of the papers shall be started from 3 rd
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	the morning session and 02:00 PM to 05:00 PM in the evening session. Checking squad at three gates have been identified. The invigilators must reach the hall Half an hour before the exam time.	shall be allowed to appear the Supplementary Examination.	May so as to facilitate early declaration of the results.
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3.0 Submission of 8th Semester Project & Grand Viva Marks and 2nd & 4th Semester mid-sem. Marks

3.1	Chairman requested all HoDs to send the Project & Viva marks of 8 th Sem and Mid-Sem marks of 4 th Sem to Exam section by 30 th April and 5 th May 2025 respectively.	Some HoDs informed that they have already sent the marks to Exam Department.	The Controller Of Exams stated that he will follow up with the departments settle the issue.
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4.0 Review of NBA Expert team remarks

4.1	Chairman wanted a detail review of the NBA Expert team comments given in the Departments.	He stated that all the remarks whatever must be documented and sent to his office.	HoDs committed to provide the remark list to his office by tomorrow.
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Coordinator IQAC

CHAIRMAN IQAC