

OFFICE OF THE PRINCIPAL

DR AMBEDKAR MEMORIAL INSTITUTE OF IT & MGMT. SCIENCE (DAMITS)
JAGDA, ROURKELA, 769042

Ref: DAMITS/027(A)/2023

Date: 08.04.2023

Notice

This is to inform all members of IQAC in the IQAC chamber, DAMITS that a meeting will be held on 10.04.2023 at 3.00 pm.

Members are requested to attend the meeting to discuss on various matters for upcoming academic session.


08/04/2023

PRINCIPAL

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

Copy to: Director /Vice principal & Co ordinator, IQAC for information and necessary arrangement.
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necessary action & records.



damits

School of IT & Mgt. Sc.

Dr. Ambedkar Memorial Institute of Information Technology & Management Science

Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Proceedings of 1ST IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 10.04.2023 at 12:00 noon in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	10 th APRIL 2023	PLATFORM	OFFLINE
AGENDA for 1 st IQAC MEETING		A1: Preparation of Academic Calendar & Time Table A2: Start of Even Semester & Planning for commencement of classes through ICT mode. A3: Feedback Mechanism A4: Observational Days A5: Community development Activities. A6: Co-Curricular Activities A7: Institutional Tie Ups. A8: Industry Tie Ups. A9 : IIC Events A10 : University Examination A11. Mentorship A12. Book Requisition A 13. Lesson Plan	
Members Present :		1. Dr. Bhabani Shankar Dash , Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Assoc. Professor 5. Prof. Ipsita Parhi , Asst. Prof. 6. Prof. Seema Rani Giri , Asst. Prof . 7. Prof. Pramila Hembram, Asst. Prof. 8. Mr. Gatikrushna Mohanta , Accounts officer 9. Mr. Tankadhar Rout, Maintenance Officer 10. Ms. Madhusmita Behera , Alumni 11. Er. Hardeep Singh , Industrialist 12. Mr. Arnav Nayak, Student 13. Mr. Surjamani Nayak , Parent	
DETAILS OF MINUTES			
Resolution for A1: (Academic Calendar)		R1: Preparedness of Academic Calendar under CBCS Pattern & Scheduling the time table accordance with the planning.	

JAGDA, ROURKELA - 769 042, ODISHA

Tel. : 0661-2472447, 2475180, 2470296, E-mail : damits.jagda@gmail.com, Website : www.damits.ac.in

Resolution for A2 : (ICT based Teaching)	R2: ICT mode of Teaching must be kept in practice for both the departments for the development of the students and to make them understand in a more effective manner.
Resolution for A3: (Feedback Mechanism)	R3: Adherence to the Feedback Mechanism timely for all the semester /years for both the departments.
Resolution for A4: (Observational Days)	R4: ALL the Teaching , Non Teaching and students must observe all the Observational days with full preparedness and with decorum
Resolution for A5: (CSR Activities , Community enriched activities)Procurement of Books)	R5: NSS & YRC team should plan for the session along with student participation related to all the community enriched programmes to be taken inside premises and outside premises
Resolution for A6: (Co- curricular activities)	R6: Student must be encouraged through mentoring to conduct , organize and participate in all the co-curricular activities . Clubs must be activated as soon as possible
Resolution for A7: (Institutional Tie ups)	R7: To go with more numbers of Institutional Tie ups as well as Industry Tie-ups for sharing of resources and social values in students and faculty members.
Resolution for A8: (Industry Tie Ups)	R8: Internships & Field Trips to be undertaken with the functionary MOU's.
Resolution for A9: (IIC Event)	R9: Internships & Field Trips to be undertaken with the functionary MOU's.
Resolution for A10 : (University Examination)	R10: Smooth functioning of all University Examination, briefing to all staff members regarding the conduct of examination.
Resolution for A11: (Mentorship)	R 11: Mentorship to be done in regular basis religiously to make the mentee grow holistically and to become a self independent person.
Resolution for A12: (Book Requisition)	R 12: Many new subjects were identified in the newly floated 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.
Resolution for A13: (Lesson Plan)	R 13: Review of Lesson Notes according to the Lesson plan for the existing batches and preparation of Lesson plan for the new semester .

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

Signature of the Members

1. Dr. Bhabani Shankar Dash , Principal.

B. Dash
10/04/2023

2. Prof. Swaha Roy, Vice Principal.

S. Roy
10/4/23.

3. Prof. Usha Mishra , HOD (MGT)

U. Mishra
10/04/2023

4. Dr. Snigdha Mishra , Associate Professor *Smishra*
10/4/2023
5. Prof. Ipsita Parhi , Asst. Prof. *Parhi*
10/04/23
6. Prof. Seema Rani Giri , Asst. Prof. *Seema*
10/4/2023
7. Prof. Pramila Hembram, Asst. Prof. *Pramila*
10/04/2023
8. Mr. Gatikrushna Mohanta , Accounts officer *Gat*
10/4/23
9. Mr. Tankadhar Rout, Maintenance Officer *Tank*
10/4/2023
10. Ms. Madhusmita Behera , Alumni *MBehera*
10/4/23
11. Er. Hardeep Singh , Industrialist *Hardeep*
10/4
12. Mr. Arnav Nayak, Student *Arnav.N*
13. Mr. Surjamani Nayak , Parent *Surjamani*
10/04/2023