

OFFICE OF THE PRINCIPAL

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

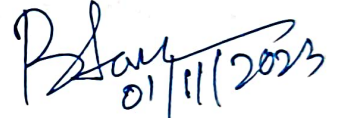
Ref: DAMITS/073(A)/2023

Date: 01.11.2023

Notice

This is to inform all members of IQAC in IQAC chamber, DAMITS that a meeting will be held on 03.11.2023 at 3.00 pm .

Hence all members are requested to attend the meeting.



PRINCIPAL
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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 3rd IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 03.11.2023 at 4 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	3 rd NOVEMBR 2023	Platform	OFFLINE
AGENDA for 3 RD IQAC MEETING		A1: Course Completion A2: Student Career Counseling A3: Republic Day Celebration A4: NAAC (AQAR Progress) A5: Procurement of Teaching Aids A6. National Seminar A7. Gender Sensitization A8. University Examination A9. Study Tour A 10. MOU A11. Christmas Celebration A12. MIND COPE A13. National Youth Week A14. Infrastructural Development A15. Maintenance	
Members Present :		1. Dr. Bhabani Shankar Dash ,Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Associate 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	

JAGDA, ROURKELA - 769 042, ODISHA

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DETAILS OF MINUTES	
Resolution for A1: (Course Completion)	R1: Course Completion Report to be generated after the completion of each course respectively for each semester (s)/year(s), officer in charge was designated for taking the reports .
Resolution for A2 : (Student Career Counseling)	R2: Student Growth and Advancement in the career is an important factor so multi facet career counseling to be undertaken for competitive exams and also for higher studies for the students.
Resolution for A3: (Republic Day Celebration)	R3: Roles and Responsibilities for Republic Day Celebration along with Theme was finalized , HOD of both the departments is given charge to celebrate republic day in a fair manner.
Resolution for A4: NAAC (AQAR Progress)	R4: 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 A5: Procurement of teaching aids	R5: Procurement of different teaching aids like smart board , tripod , light pen , DSL camera etc for the smooth functioning of the classes, processors for all labs was been finalized .
Resolution for A6: National Seminar	R6: National seminars to be organized basing on both IT & mgt topic as soon as possible.
Resolution for A7: Gender Sensitization	R7: Awareness programme on gender sensitization for the students and staff members . Objective of the programme was made clear and thrust was given on finalizing the guest before hand .
Resolution for A8: University Examination	R8: Smooth functioning of the university examination with proper briefing session to all the teaching and non teaching fraternity was given .
Resolution for A9: Study Tour	R9: Students must be given an exposure to visit the nearby companies and institutions to update their knowledge through practical experiences.
Resolution for A10: MOU	R10: Industry linkages and sharing of knowledge is very important for the student and also for the reputation and recognition of the Institutions.
Resolution for A11: Christmas Celebration	R11: Christmas is a time for people to come together and celebrate. In an institutional setting, it can strengthen bonds among students, faculty, staff, and the wider community.
Resolution for A12: Mind Cope	R12: To organize sessions for student and staff members for the promotion of well being and to reduce burn out and stress by creating a supporting system . to motivate the mind cope team to take initiative to organize activities .
Resolution for A13:	R13: The week can be used to educate students and staff

National Youth Week	about the challenges faced by young people today—such as mental health struggles, social pressures, career guidance, and access to opportunities
Resolution for A14: Infrastructural Development	R14: Installation of more number of ICT tools for the better teaching learning process in the Institutions
Resolution for A15: Maintenance	R15: Regular Inspection, Repairs & Renovations should be the given the utmost priority by the Maintenance officer in charge for a safe and a conducive environment.

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

Signature of the members

1. Dr. Bhabani Shankar Dash ,Principal. *B. Dash 31/11/2023*
2. Prof. Swaha Roy, Vice Principal. *S. Roy 3/11/23*
3. Prof. Usha Mishra , HOD (MGT) *U. Mishra 3/11/2023*
4. Dr. Snigdha Mishra , Associate Professor *S. Mishra 3/11/2023*
5. Prof. Ipsita Parhi , Asst.Prof. *I. Parhi 03/11/23*
6. Prof. Seema Rani Giri , Asst.Prof. *S. Rani 03/11/2023*
7. Prof. Pramila Hembram, Asst.Prof. *P. Hembram 3/11/2023*
8. Mr. Gatikrushna Mohanta , Accounts officer *G. Mohanta 03/11/23*
9. Mr. Tankadhar Rout, Maintenance Officer *T. Rout 03/11/2023*
10. Ms. Madhusmita Behera , Alumni *M. Behera 03/11/23*
11. Er. Hardeep Singh , Industrialist *H. Singh 03/11/23*
12. Mr. Arnav Nayak, Student *A. Nayak 03/11/23*
13. Mr. Surjamani Nayak , Parent *S. Nayak 03/11/23*