



Dr. Ambedkar Memorial Institute of Information Technology & Management Science

Recognised by Govt. of Odisha, Dept. of Higher Education
Recognised by : UGC Under Section 2(f) & 12 (B), Affiliated to Sambalpur University

NAAC Accredited

Proceedings of 3rd IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 02.12.2022 at 4 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

below.

Date :	2 nd DECEMBER 2022	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	
Members Present :		1. Dr. Bhabani Shankar Dash ,Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Itishree Das , I/C 4. Prof. Usha Mishra , HOD (MGT) 5. Prof. Suchismita Rout, Asst. Prof. 6. Prof. Seema Rani Giri , Asst. Prof . 7. Mr. Tankadhar Rout, Office Asst. 8. Mr. A.C. Padhi , A/C Officer.	
DETAILS OF MINUTES			
Resolution for A1: (Course Completion)		R1: Course Completion Report to be generated after the completion of each course respectively for each sem(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.	
Resolution for A3: (Republic Day Celebration)		R3: Roles and Responsibilities for Republic Day Celebration along with Theme was finalized	
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 tripod , cam holder for the smooth functioning of the classes, processors for all labs was been finalized .
Resolution for A6: National Seminar	R6: 2 days National seminar 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.
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 .

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

Signature of the members

1. Dr.Bhabani Shankar Dash ,Principal.

2. Prof. Swaha Roy, Vice Principal.

3. Prof. Itishree Das , I/C

4. Prof. Usha Mishra , HOD (MGT)

5. Prof.Suchismita Rout, Asst.Prof.

6. Prof. Seema Rani Giri , Asst. Prof .

9. Mr. Tankadhar Rout, Office Asst.

6. Mr. A.C. Padhi , A/C Officer

P. Dash
02.12.2022

S. Roy
2/12/22

I. Das
02.12.22

U. Mishra

S. Rout
2/12/22

Seema
02.12.22

Tankadhar Rout

A.C. Padhi