



# 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 4<sup>th</sup> IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 11.02.2023 at 4 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	11 <sup>TH</sup> FEBRUARY 2023	Platform	OFFLINE
AGENDA for 4 <sup>TH</sup> IQAC MEETING	A1: Course Coverage Report A2:Utkal diwas celebration A3 : Women’s day Celebration A4: Ambedkar Jayanti . A5 :NAAC Progress		
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 : (Utkal Diwas Celebration )	R2: Roles and Responsibilities for Utkal Diwas Celebration along with the cultural event was discussed. Programme to be organized in the conference hall .		
Resolution for A3: (Women’s Day )	R3: Women’s day week to be celebrated with the list of events for the all the mother. Event List to be planned before hand and duty n charge must be allocated . Senior faculty members were given necessary charges .		
Resolution for A4:	R4: Ambedkar jayanti to be celebrated inside college campus		

(Ambedkar Jayanti )	guest list was finalized with the consent of the chairman .
<b>Resolution for A5:</b> NAAC (AQAR Progress)	<b>R5:</b> 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.

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*  
11.02.2023  
*S. Roy*  
11/2/23

2. Prof. Swaha Roy, Vice Principal.

3. Prof. Itishree Das , I/C

*I. Das*  
11/2/23

4 .Prof. Usha Mishra , HOD ( MGT).

*U. Mishra*

5. Prof.Suchismita Rout, Asst.Prof.

*S. Rout*  
11/2/23

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

*Seema*  
11.2.23

9. Mr.Tankadhar Rout, Office Asst.

*Tankadhar Rout*

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

*A.C. Padhi*