

MINUTES

OF

MEETING OF THE IQAC



MEETING NO. : **2020-21/04**

DATE : **07.05.2021 [Friday]**

TIME : **03.00 PM**

VENUE : **ONLINE PLATFORM**



DRIEMS
2020-21/04 MEETING
OF
THE INTERNAL QUALITY ASSURANCE
CELL (IQAC)

DATE : 07.05.2021 [Friday]
TIME : 03.00 PM
VENUE : ONLINE PLATFORM

MINUTES

Members Present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Rajendra Kumar Das	Principal & Chairman, IQAC
2	Sj. Balaram Kar	Director (Admn.)
3	Prof. (Dr.) K.K. Mishra	Advisor
4	Dr. Dayananda Sarangi	Controller of Examination
5	Dr. J. Mehena	Dean (Academic)
6	Dr. P. C. Pradhan	Professor, EE
7	Dr. S. Dash	Dean (R&D)
8	Prof. R. Agarwal	HoD, CSE
9	Prof. B. Jena	HoD, CE
10	Dr. L. Pattanaik	Dean (SW)
11	Prof. D.R. Biswal	HoD, ME
12	Dr. K.P. Dash	HoD, HSS
13	Er. Pravakar Swain	Retd. Chief Engineer
14	Er. B. C. Mohanty	MD, Oriclean Pvt. Ltd.
15	Mr. Chetan Sukla	3 rd year Student, ME

Sl. No.	Name	Designation
16	Ms. Abhilipsa Parida	3 rd year Student, CSE
17	Prof. Surajit Mohanty	General Secretary, Alumni Association
18	Mr. R.P. Mohanty	CEO, Tangi Plant
19	Prof. (Dr.) Sadananda Sahoo	Former Professor, IIT, Kharagpur
20	Dr. A. R. Biswal	Coordinator, IQAC

DRM/IQAC/2020-21/04(1)

Welcome Address by The Chairman, IQAC

As the second wave of COVID-19 is going on, it is pretty difficult to arrange a physical meeting. So the meeting has been conducted in online format. Prof. (Dr.) Rajendra Kumar Das, Principal and Chairman, IQAC chaired the meeting and welcomed all the members to the 2020-21/04 IQAC meeting. He briefly elaborated the present requirement and status of the Institution and gave permission for further discussion on different issues and ideas.

DRM/IQAC/2020-21/04(2)

Plan of Action for Improvisation of the Online Teaching

Dr. Alok Ranjan Biswal, IQAC coordinator has expressed his concerned about the current problems faced by the students due to the second wave of covid-19 pandemic. He suggested various ways to improve the online teaching methods. As the most of the students of our institute belong to the interior part of Odisha and Bihar, so there is lots of connectivity issues. He suggested recording the daily class and share among the students, so that they can download it and watch offline. He also suggested that instead of sharing only PDF file, faculty should make power points and animation of various basic concepts which can make the online class more interesting and enjoyable.

DRM/IQAC/2020-21/04(3)

Development of E-Learning Facilities

HoDs of all departments have suggested for the development of e-learning facilities for the students those are not able to reach the class room teaching / online classes.

DRM/IQAC/2020-21/04(4)

Feedback Analysis

Without feedback a communication process is incomplete. Feedback helps to improve the weak areas and motivate to develop the strong areas in to further level of advancement. So a proposal of feedback analysis has been given by Prof. Dr. J. Mehena (Dean, Academic).

DRM/IQAC/2020-21/04(5)

To Conduct Academic Audit

Academic audit is a critical part in the process of improving quality of education. It finds the weak areas which need to be addressed properly. So that the quality of education can be maintained. All HODs and other

members of the IQAC committee have given a proposal to conduct an academic audit.

DRM/IQAC/2020-21/04(6)

Conduction of Webinars / Workshops / FDPs / STTPS on online platform

A proposal has been given by all the HODs of different department to conduct webinars, workshops, FDPs , STTPs on online mode. It will help to boost the knowledge of faculties as well as students regarding the present day scenarios in the field of education, science, technology and other socio-economic matters. All members have given their consent for the implementation of this proposal.

DRM/IQAC/2020-21/04(7)


Engagement of Students in Different Co-Curricular & Extra Curricular Activities

A proposal presented by Prof. Dr. Leena Pattanaik (Dean , student welfare) to conduct different co-curricular activities for the development of creative power and the enhancement of intellectual development. It will create a stress free environment for the student. As a result the better quality of education can be maintained.

Any Other Item with the Permission of the Chair

Vote of Thanks

The meeting was concluded with the permission of the Chair with a Vote of Thanks by Dr. Krishnaprada Dash , (HOD cum First year chairman) , HSS



Co-ordinator
IQAC Cell
DRIEMS Autonomous
Tangi, Cuttack

IQAC Coordinator



IQAC Chairman

DRIEMS

TANGI, CUTTACK

ACTION TAKEN REPORT



MEETING NO. : 2020-21/04

DATE : 07.05.2021

DRM/IQAC/2020-21/ATR(3)

PLAN OF ACTION FOR IMPROVISATION OF THE ONLINE TEACHING

All the faculties have improvised their online presentation. They are trying various methods to make the online lecture more attractive and informative. Some of the faculty members are using electronic gadgets like pen tab for better interaction during the online classes. All the daily classes are recorded by the respective faculties and shared in the group, which help the students in case they fail to attain the class due to network issue.

DRM/IQAC/2020-21/ATR(4)

DEVELOPMENT OF E-LEARNING FACILITIES:

A separate link has been developed in our college website for E- learning facilities. So that the students can find study materials / PPTs / syllabus / practice test.

DRM/IQAC/2020-21/ATR(5)

FEEDBACK ANALYSIS

Feedback process has been initiated. The feedback of students and alumni were collected and a sincere analysis had been done. Corrective measures have been taken for the betterment of students.

DRM/IQAC/2020-21/ATR(6)

TO CONDUCT ACADEMIC AUDIT:

An academic audit committee consisting of 3 members has been established under the chairmanship of Prof. (Dr.) R. K. Das, principal. All concerned HODs along with the committee members will Monitor regular classes in frequent interval of time, meet periodically for Academic Review & the final report of the committee will be forwarded to Director (Admin.) / Chairman for information. Submission of course plan, the details of syllabus progress, monitoring of all classes without any lapse, feedback along with the attendance of the students to be sent to their parents / legal guardian through proctors, smooth conduct of internal examination etc. come under the responsibilities of above committee.

DRM/IQAC/2020-21/ATR(7)


CONDUCTION OF WEBINARS / WORKSHOPS / FDPs / STTPs ON ONLINE PLATFORM:

Several webinars have been conducted by the institution. The main aim of these activities is to focus on different academic and non-academic issues. The details of different webinars are mentioned below. On the eve of World Environment day (5th June) webinar on "**Let's Go Green**". It is organized by NSS Unit and Eco Club under the flagship of DRIEMS Autonomous college. On the eve of International Yoga Day (21st June) webinar on "**Stress Management for Educators during COVID-19 through Yoga and Meditation**". It was organized by IQAC, DRIEMS.

DRM/IQAC/2020-21/ATR(8)

ENGAGEMENT OF STUDENTS IN DIFFERENT CO-CURRICULAR & EXTRA CURRICULAR ACTIVITES.

The engagement status of students in different co & extra-curricular activities has been reviewed. A lot of programmes have been conducted for the involvement of students in co & extra-curricular activities. It helps to develop the creative power of students for their future prospective/vision. **An Annual function - VASANTIKA -2021'** was organised in virtual mode on 13th June 2021. In this function, so many events i.e., dance; one act play, drawing, singing etc were conducted by students.



Co-ordinator
IQA Cell
DRIEMS Autonomous
Tangi, Cuttack

IQAC Coordinator



IQAC Chairman