



**IQAC CELL**  
**RAAJDHANI ENGINEERING COLLEGE**  
**BHUBANESWAR, ODISHA**

Minutes of Meeting

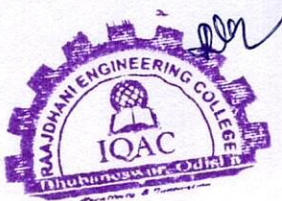
Date: - 06.04.2021

Meeting was held on 05.04.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
7. Prof. U. K. Jena, HOD (CSE) & Member
8. Prof. P. K. Pani, HOD (ECE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. (Dr) S. K. Behera, HOD (CE) & Member
11. Prof. D. Das, Asst. Prof (Mech) & Member
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

The following points were discussed.

1. The Principal welcomes the members of reconstituted IQAC cell.
2. IQAC Coordinator presented the action taken report of the meeting held on 05.03.21.
3. All the Heads of department are requested to prepare and submit the detail annual calendar for value added courses to be conducted by various departments on or before 11.04.21
4. Career guided program was discussed by principal and the all HOD's were requested to submit the registered students list for career guidance program on or before 14.04.21.
5. Principal discussed the FDP/Seminar/workshop/conference to be conducted by all departments and advised all HOD's to submit the annual calendar for FDP/Seminar/Workshop/Conference to be conducted by 20.04.21
6. Principal advised all HOD's of various department to complete the self appraisal report of their faculty members and submit the same to Principal's office by 28.04.21.
7. Principal advised all HOD's to communicate their faculty members to conduct counseling to their students on regular basis under Proctorial system and submit the detail report faculty wise to IQAC Co-ordinator by 12.04.2021.



  
**Principal**  
Rajdhani Engineering College  
Bhubaneswar












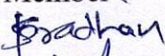




**IQAC CELL**  
**RAAJDHANI ENGINEERING COLLEGE**  
**BHUBANESWAR, ODISHA**

**Minutes of Meeting**

Date: - 24.05.2021

The meeting was held on 22.05.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman 
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator 
3. Prof. G. S. Mishra, Director (T & P), REC & Member 
4. Prof. R. Choudhury, Director (Admn), REC & Member 
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
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11. Prof. D. Das, Asst. Prof (Mech) & Member 
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member 
14. Mr. Sourav Pradhan, Student & Member 
15. Mr. Rakesh Kumar Das, Student & Member 
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member 

Following decision were taken in the meeting held on 23.05.2021

1. IQAC Coordinator presented the action taken report of the meeting held on 05.04.21.
2. Principal reviewed the ongoing research and consultancy work of all Departments. All Heads of Department apprised Principal about the progress of the funded research work and consultancy work. Principal requested all hod to submit the status report by 08.06.21.
3. Principal suggested to all HOD's to submit the list of collaborative activities undertaken by different departments and asked concerned head of departments to complete the process of MOU with Industries by 15.06.21.
4. Principal advised all HOD's to submit the details of quality related workshop on IPR/Research Methodology/ Entrepreneurship Development to be taken up by their department by 07.06.21.
5. Principal advised all HOD's to initiate the setting up departmental advisory committee and intimate the date of the meeting by 02.06.21



  
**Principal**  
**Raajdhani Engineering College**  
**Rhubaneswar**





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**BHUBANESWAR, ODISHA**

**Minutes of Meeting**

Date: - 30.06.2021

The meeting was held on 29.06.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
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11. Prof. D. Das, Asst. Prof (Mech) & Member
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 29.06.2021

1. IQAC Coordinator presented the action taken report of the meeting held on 22.05.21.
2. Principal informed all department head to submit the list of books and suggested to submit the same by 04.07.21.
3. Principal informed all department head regarding the upgradation of laboratory and advised all HOD to submit the final list of equipments including the quotations of companies by 08.07.21 for discussion.
4. Principal reviewed the club activities of various clubs and fixed another meeting on 10.07.21 at 3pm in his office with coordinators of different clubs.



  
**Principal**  
**Rajdhani Engineering College**  
**Bhubaneswar**





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**BHUBANESWAR, ODISHA**

**Minutes of Meeting**

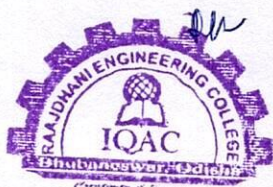
Date: - 16.08.2021

The meeting was held on 14.08.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
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13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 14.08.2021

1. IQAC Coordinator presented the action taken report of the meeting held on 29.06.21.
2. Principal informed all department head and members regarding the constitution of internal committee for initiation of academic audit from 21.08.21.
3. Principal informed all department head to initiate the feed back from different stake holders from 23.08.21 and to submit the report within one month from the date of initiation of feed back.
4. Principal advised to constitute a monitoring committee and initiate the evaluation process for attainment of PO/CO/PSO from 24.08.21 and advised the committee to complete the process within one month from the date of initiation.
5. Principal discussed the best five practices undertaken by the college in the year 2021. Principal asked all department heads to submit the detail documents pertaining to best practices undertaken by the department in the year 2021.



  
**Principal**  
**Raajdhani Engineering College**  
**Bhubaneswar**



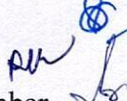
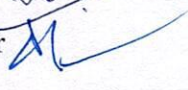



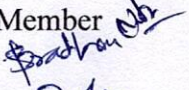
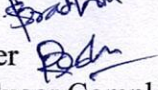




**IQAC CELL**  
**RAAJDHANI ENGINEERING COLLEGE**  
**BHUBANESWAR, ODISHA**

**Minutes of Meeting**

Date: - 14.09.2021

The meeting was held on 13.09.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator 
3. Prof. G. S. Mishra, Director (T & P), REC & Member 
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
7. Prof. U. K. Jena, HOD (CSE) & Member 
8. Prof. P. K. Pani, HOD (ECE) & Member 
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. (Dr) S. K. Behera, HOD (CE) & Member
11. Prof. D. Das, Asst. Prof (Mech) & Member 
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member 
14. Mr. Sourav Pradhan, Student & Member 
15. Mr. Rakesh Kumar Das, Student & Member 
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member 

Following decision were taken in the meeting held on 13.09.2021

- 1 IQAC Coordinator presented the action taken report of the meeting held on 14.08.21.
- 2 All Heads of Department apprised Principal about the status of faculty members and students about ongoing course for SWAYAM and registration status of students and faculty members for forthcoming SWAYAM courses.
- 3 Principal reviewed the training and placement activities and all HOD informed the members about no of students placed from their department. Principal requested all HOD to submit the detail report about the placement of students by 25.09.21
- 4 Principal advised all head to submit the self appraisal report of their faculty members by 23.09.21
- 5 Principal discussed with all HOD about the mentoring of students and advised all HOD to focus more on this mentoring system and solve students problem on priority basis and urge to strengthened the system and asked all HOD to submit a report of various issues cropped up during mentoring by 29.09.21.
- 6 Principal advised all HOD to submit the report of all previous ISTE program under student chapter by 26.09.21 and advised to conduct program as per ISTE annual calender



  
**Principal**  
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**Minutes of Meeting**

Date: - 25.10.2021

The meeting was held on 23.10.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
7. Prof. U. K. Jena, HOD (CSE) & Member
8. Prof. P. K. Pani, HOD (ECE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. (Dr.) S. K. Behera, HOD (CE) & Member
11. Prof. D. Das, Asst. Prof (Mech) & Member
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 23.10.2021

- 1 IQAC Coordinator presented the action taken report of the meeting held on 13.09.21
2. Principal informed all members regarding the initiation of administrative audit starting from 03.11.21 and fixed another meeting on 09.10.21 at 3.30PM with all HOD's and senior staff members for constitution of committee and different activities to be undertaken under AA.
- 3 Principal informed the members that the college has started work for NIRF ranking and apprised the members regarding its importance as a quality initiative.
- 4 Principal discussed elaborately with members for ISO Certification for the year 2021-22 and fixed another date on 12.11.21 at 3.30 pm for the meeting with all Head of Department in his chamber.
- 5 Principal informed all members regarding the planning for NBA accreditation and advised all HOD to nominate faculty members for NBA coordination committee that will carry out all documentation work in accordance with NBA guidelines.



*Principal*  
**Raajdhani Engineering College**  
**Bhubaneswar**





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**Minutes of Meeting**

Date: 25.11.2021

The meeting was held on 24.11.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
7. Prof. U. K. Jena, HOD (CSE) & Member
8. Prof. P. K. Pani, HOD (ECE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. (Dr) S. K. Behera, HOD (CE) & Member
11. Prof. D. Das, Asst. Prof (Mech) & Member
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 24.11.2021

1. IQAC Coordinator presented the action taken report of the meeting held on 24.10.21
2. Principal informed all department head to submit the list for the faculty requirement for their department. Principal also informed all members that the vacant positions of faculty will be filled up soon.
3. Principal discussed with all Head of Department to inform their faculty members to prepare and submit the lesson plan and lesson note of odd semester classes. The last date of submission to the department was fixed on 06.11.21
4. Principal reviewed the student's academic performance and all HOD's were requested for a ppt presentation of their departmental result analysis subject wise for even semester exam 2021 on 06.12.21.
5. Principal reviewed the different club activities from all head of department and fixed another date i.e. on 08.11.21 for detailed discussion of club activities.
6. All department head presented the progress report of departmental on going research project and apprised the planning to complete the projet and proposed project to be taken up. Principal requested all head of department to submit the research project proposal by 04.11.21



  
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**Minutes of Meeting**

Date: 14.12.2021

The meeting was held on 13.12.2021 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
6. Prof. (Dr.) Srikant Kumar Dash, HOD (EEE), Member
7. Prof. U. K. Jena, HOD (CSE) & Member
8. Prof. P. K. Pani, HOD (ECE) & Member
9. Prof. T. P. Satapathy, HOD (BSc & H) & Member
10. Prof. (Dr) S. K. Behera, HOD (CE) & Member
11. Prof. D. Das, Asst. Prof (Mech) & Member
12. Prof. S. S. Beura, Member
13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 13.12.21

1. IQAC Coordinator presented the action taken report of the meeting held on 24.11.21.
2. Principal discussed with all Head of Department regarding students internship. Principal asked all Heads of Department to counsel students for their internship program and requested all HOD to maintain all documents regarding their internship that includes internship certificate, report and list of students those who have completed their internship training and the industries where they have taken training.
3. Principal reviewed the ongoing value added courses by the students and reviewed the progress and suggested the all head of department to take feedback by 06.01.22 and submit the faculty performance report by 24.12.21 for different value added courses.
4. Principal reviewed the course progress of different subjects from all heads of department for odd semester 2021.



  
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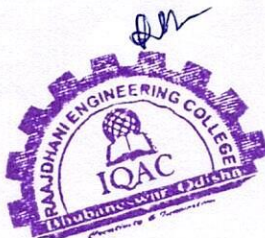
Date: 30.02.2022

The meeting was held on 28.02.2022 at 3:30 pm in the conference hall of the Institute. Following members were present in the meeting:

1. Prof. (Dr.) Bimal Sarangi, Chairman
2. Prof. (Dr.) Ranjan Kishore Mallick, Coordinator
3. Prof. G. S. Mishra, Director (T & P), REC & Member
4. Prof. R. Choudhury, Director (Admn), REC & Member
5. Prof. (Dr.) S. C. Panigrahi, Dean (R & D) & Member
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13. Mr. N. Mohapatra, Administrative Staff & Member
14. Mr. Sourav Pradhan, Student & Member
15. Mr. Rakesh Kumar Das, Student & Member
16. Shri Sabya Sachi Mishra, MD, Nayagarh Sugar Complex & Member

Following decision were taken in the meeting held on 28.02.22

1. IQAC Coordinator presented the action taken report of the meeting held on 13.12.21.
2. . Principal requested all hod to submit all documents related to proctorial system for review on 05.03.22.
3. Principal requested all hod to submit all documents of club activities for review on 07.03.22.
4. Principal requested all hod to submit all documents related to five best practices and advised all heads of department for presentation of best practices adopted in their department on 13.03.22.
4. Principal apprised all members that a alumni meet to be organize in the month of March 2022 and advised Alumni co-ordinator Prof. Dambarudhar Das to initiate the process by 03.03.22.



  
**Principal**  
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