



राजधानी इंजीनियरी कलेज RAAJDHANI ENGINEERING COLLEGE

(Managed by Samriddhi Educational Trust, Bhubaneswar, Odisha)
Approved by AICTE, New Delhi and Affiliated to BPUT and SCTE & VT Govt.
of Odisha, Accredited by "NBA" Recognized by DST, Govt. of India as SIRO
Accredited by NAAC - "A" Grade

Ref. No. : REC/PO/1547/2025

Date : 11/06/2025

Office Order (IQAC)

In pursuance to the guidelines of UGC, in pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of the Institution and following the guidelines of NAAC, Bangalore, the Internal Quality Assurance Cell (IQAC) of Raajdhani Engineering College, Bhubaneswar, is constituted consisting the following members with following objectives, role and responsibilities.

Sl.No	Name and designation	Position in the committee
1	Dr. Alok Kumar Mohapatro, Principal, Raajdhani Engineering College, Bhubaneswar	Chairman
2	Prof. Saruk Mallick Assistant Professor, CE, Raajdhani Engineering College, Bhubaneswar	Coordinator <i>Saruk Mallick</i>
3	Prof G. S. Mishra. Management representative Raajdhani Engineering College, Bhubaneswar	Member
4	Prof. R Choudhury. Management representative Raajdhani Engineering College, Bhubaneswar	Member
5	Dr. Amaresh Tripathy, Dean (R & D), Raajdhani Engineering College, Bhubaneswar	Member
6	Prof. (Dr) S. K. Behera. HOD (CE) Raajdhani Engineering College, Bhubaneswar	Member <i>S. K. Behera</i>
7	Dr. U.K. Jena. HOD (CSE), Raajdhani Engineering College, Bhubaneswar	Member
8	Prof. T. P. Satapathy. HOD (BSc & H), Raajdhani Engineering College, Bhubaneswar	Member
9	Prof. P. K. Pani, HOD (ECE), Raajdhani Engineering College, Bhubaneswar	Member
10	Dr. K.K.Dash, HOD (ME), Raajdhani Engineering College, Bhubaneswar	Member
11	Dr. Arabinda Pradhan, HOD (MCA), Raajdhani Engineering College, Bhubaneswar	Member
12	Prof. L.P.Dash, HOD (MBA), Raajdhani Engineering College, Bhubaneswar	Member
13	Mr. N. Mohapatra. Administrative Staff Raajdhani Engineering College, Bhubaneswar	Member
14	Prof. Kumresh Rout,	Member

K. P. Dash
11/06/25

	Assistant Professor, EE, Raajdhani Engineering College, Bhubaneswar	
15	Er. Shyamsundar Mishra , Regional Head, UltraTech Cement Limited, Bhubaneswar	Member
16	Ms. Prangya paramita Sahoo, 4 th year CE, Student representative	Member
17	Ms. Puspallata Sethi. 2 nd year, ECE, Student representative	Member
18	Mr.Paresh Ranjan Tripathy Alumni representative	Member
19	Mr. Lisha Biswas Alumni representative	Member
20	Sri Rama nath Mohanty Sarpanch, Rokoto Local elected representative	Member
21	Sri Saroj Kumar Mohanta F/o – Mr Aditya Narayana Mohanta	Member

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

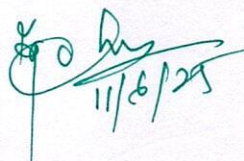
IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;


11/6/25

- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Meeting

- a) Normally there shall be 3-4 meetings to be conducted in each academic year . Provided, If the authorities think fit additional meeting may be called for to finalise different quality issues of the Institute
- b) The Chairperson of the IQAC will preside over the. In his/her absence, the other members will nominate one among them to preside over the meeting.
- c) The Coordinator of IQAC will prepare the agenda for each meeting and cause it to be sent to all the members at least fifteen days before the date of the meeting
- d) The decisions in IQAC shall be made as far as possible by consensus and, if required, by majority.
- e) The coordinator shall prepare the minutes of each meeting and shall submit them to the Institute administration for approval and implementation.

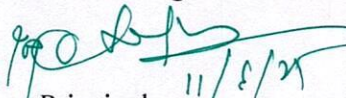
Quorum:

Attendance of minimum of 2/3rd members including special invited members but excluding the member coordinator shall constitute the quorum of the meeting.

Term of the IQAC:

The tenure of the IQAC shall be 2 years from the date of constitution. If the authorities of the Institute feel fit the tenure may further be extended.

By the order of Management

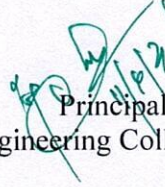

Principal 11/8/21

Raajdhani Engineering College, Bhubaneswar

Copy to :

1. Person concerned
2. Registrar, Biju Patnaik University of Technology, Rourkela
3. Director, DTET, Cuttack
4. Vice- Chairman, SCTE&VT
5. AICTE, new Delhi
6. Govt. of Odisha, SDTE

For information and necessary action



Principal

Raajdhani Engineering College, Bhubaneswar



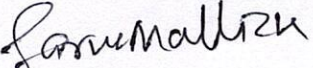
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Ref: - REC/IQAC/25/60

Date: - 01/11/2025


An IQAC cell meeting will be held on 09.11.2025 at IQAC conference hall. As such, all the members of IQAC are requested to attend the meeting at 5.00 PM with discussion of the following agenda.

1. Welcome address
2. Confirmation of minutes of last meeting dated: 14-07-2025
3. Action taken report on the decisions taken in the meeting dated 14-07-2025
4. Participation in NIRF
5. FDP/Seminar/workshop/conference for the year 2024-25
6. Performance based Appraisal system through Academic planning.
7. Mentoring and Counseling activities and its benefits to students
8. Research and consultancy
9. Collaborative activities
10. Club activities
11. Internal academic audit
12. Training and placement activities
13. Registration for SWAYAM and NPTEL courses
14. ISTE activities
15. Vote of thanks


IQAC (Coordinator)
Raajdhani Engineering College


Principal
Raajdhani engineering College
Bhubaneswar

Copy to: IQAC cell /Person Concerned / All HODs (For necessary action) / GF / Director / Secretary





MINUTES OF MEETING

Date: 09.11.2025

Time: 05.00 PM

A meeting has been conducted in IQAC conference hall on dated 09.11.25 by IQAC Convener Prof. Saruk Mollick chaired by Principal, of the institute. Today's meeting in IQAC centered on the role and responsibility of Internal Quality Assurance.

Members Present

Sl.No	Name and designation	Position in the committee
1	Dr. Alok Kumar Mohapatro, Principal, Raajdhani Engineering College, Bhubaneswar	Chairman <i>[Signature]</i> 9/11/25
2	Prof. Saruk Mallick Assistant Professor, CE, Raajdhani Engineering College, Bhubaneswar	Coordinator <i>[Signature]</i> 09/11/25
3	Prof G. S. Mishra. Management representative Raajdhani Engineering College, Bhubaneswar	Member Abs
4	Prof. R Choudhury. Management representative Raajdhani Engineering College, Bhubaneswar	Member Abs
5	Dr. Amaresh Tripathy, Dean (R & D), Raajdhani Engineering College, Bhubaneswar	Member
6	Prof. (Dr) S. K. Behera. HOD (CE) Raajdhani Engineering College, Bhubaneswar	Member <i>[Signature]</i>
7	Dr. U.K. Jena. HOD (CSE), Raajdhani Engineering College, Bhubaneswar	Member
8	Prof. T. P. Satapathy. HOD (BSc & H), Raajdhani Engineering College, Bhubaneswar	Member <i>[Signature]</i>
9	Prof. P. K. Pani, HOD (ECE), Raajdhani Engineering College, Bhubaneswar	Member P.K. Pani
10	Dr. K.K.Dash, HOD (ME), Raajdhani Engineering College, Bhubaneswar	Member K.K. Dash
11	Dr. Arabinda Pradhan, HOD (MCA), Raajdhani Engineering College, Bhubaneswar	Member <i>[Signature]</i>
12	Prof. L.P.Dash, HOD (MBA), Raajdhani Engineering College, Bhubaneswar	Member <i>[Signature]</i>
13	Mr. N. Mohapatra. Administrative Staff Raajdhani Engineering College, Bhubaneswar	Member <i>[Signature]</i>
14	Prof. Kumresh Rout, Assistant Professor, EE, Raajdhani Engineering College, Bhubaneswar	Member R. Rout
15	Er. Shyamsundar Mishra , Regional Head, UltraTech Cement Limited, Bhubaneswar	Member <i>[Signature]</i>
16	Ms. Prangya paramita Sahoo, 4 th year CE, Student representative	Member P.P. Sahoo
17	Ms. Puspallata Sethi. 2 nd year, ECE, Student representative	Member <i>[Signature]</i>
18	Mr.Paresh Ranjan Tripathy Alumni representative	Member P.R. Tripathy

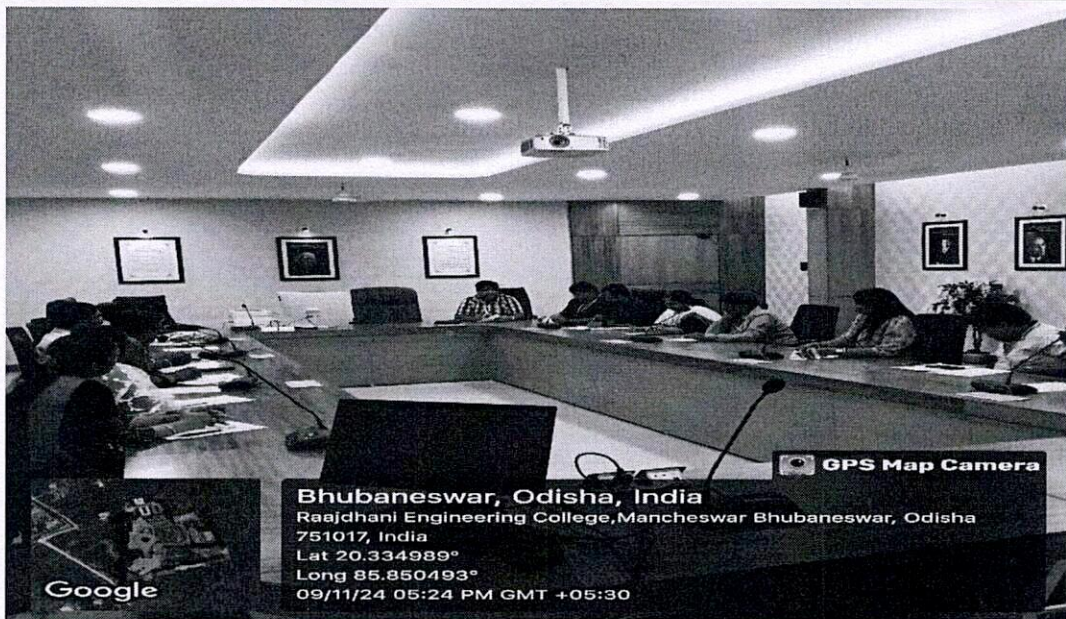
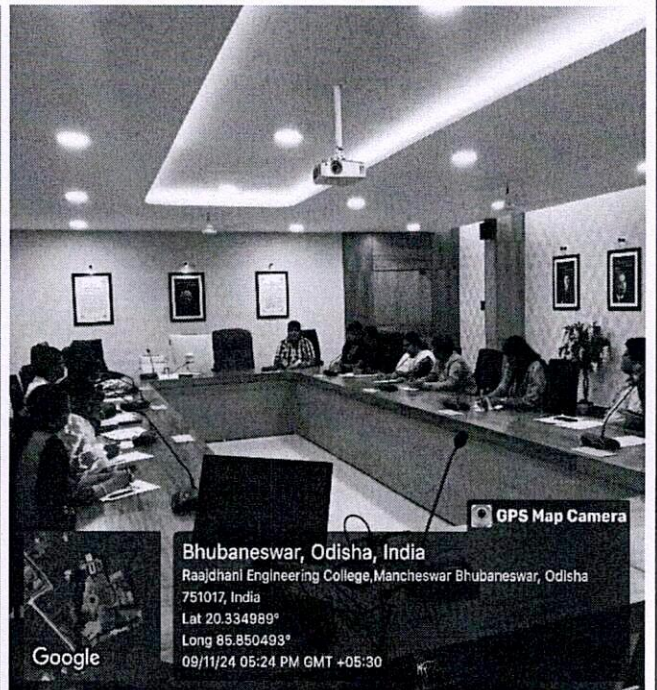
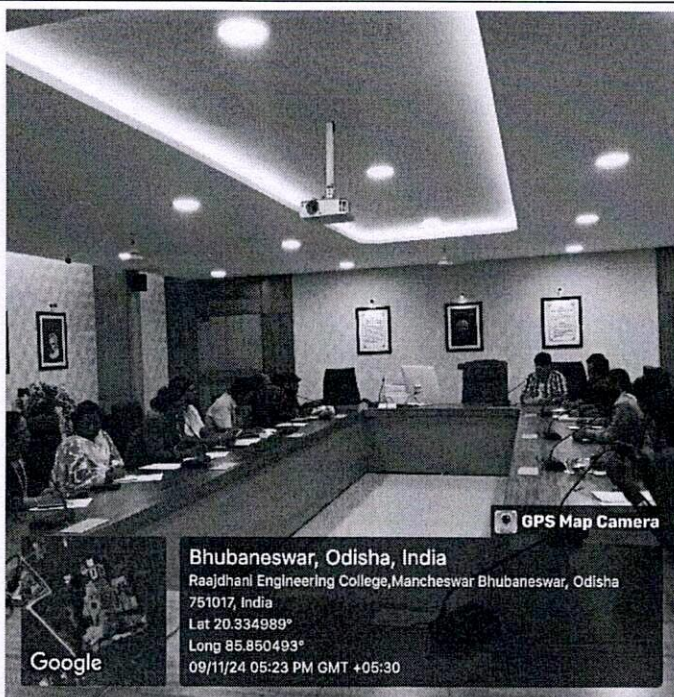
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09/11/25

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RAAJDHANI ENGINEERING COLLEGE, BHUBANESWAR, ODISHA-751017

19	Mr. Lisha Biswas Alumni representative	Member <i>Lisha Biswas</i>
20	Sri Rama nath Mohanty Sarpanch, Rokoto Local elected representative	Member <i>R.N. Mohanty</i>
21	Sri Saroj Kumar Mohanta F/o – Mr Aditya Narayana Mohanta	Member <i>S.K. Mohanta</i>



Sarwan Mallik
09/11/24

[Signature]
9/11/24



The leave absence was granted to Prof. P.Mallick & Dr. Amulya Kumar Mishra.

AGENDA ITEMS DISCUSSED:

1. Welcome address
2. Confirmation of minutes of last meeting dated: 14-07-2025
3. Action taken report on the decisions taken in the meeting dated 14-07-2025
4. Participation in NIRF
5. FDP/Seminar/workshop/conference for the year 2024-25
6. Performance based Appraisal system through Academic planning.
7. Mentoring and Counseling activities and its benefits to students
8. Research and consultancy
9. Collaborative activities
10. Club activities
11. Internal academic audit
12. Training and placement activities
13. Registration for SWAYAM and NPTEL courses
14. ISTE activities
15. Vote of thanks

Decisions taken in the meeting

1. The minutes of last meeting dated: 08-07-2025 are reviewed and confirmed.
2. The action taken report on the decisions taken in the meeting dated 09-07-2025 prepared by IQAC coordinator is reviewed and approved.

(See annexure)

3. In the IQAC meeting, **it was discussed that participation in the National Institutional Ranking Framework (NIRF)** is essential for benchmarking the institution's performance at a national level. The committee decided to ensure comprehensive data collection, accurate analysis, and timely submission. A dedicated team was assigned to coordinate the preparation and submission of the NIRF Action Taken Report annually.
4. It was decided to organize a series of Faculty Development Programs (FDPs) for **2 Days, seminars, workshops, and conferences for the academic year 2024-25** has to completed on or before the month of December or January. These initiatives aim to enhance faculty

P. Mallick
09/11/25

Dr. Amulya Kumar Mishra
9/11/25



skills and knowledge. A task force was formed to plan and schedule events, identify key topics, and secure expert speakers and resources. The importance of ISTE (Indian Society for Technical Education) activities for professional development and networking was highlighted. The committee decided to actively engage in ISTE programs, including workshops, conferences, and student chapters. A team was assigned to coordinate participation, ensuring faculty and students benefit from these opportunities.

5. It was emphasized that a **Performance-Based Self-Appraisal Form and Institute Level Self-Appraisal Form Developed by Principal Sir** should be integrated through detailed academic planning to ensure faculty accountability and growth. The committee proposed a structured appraisal framework linked to teaching, research, and other contributions. An academic planning team was assigned to develop and implement this system.
6. It's already going on and the importance of **mentoring and counseling activities** for student support and overall well-being was discussed and rationally it should be maintained and checked properly by all the inter departmental HOD's (Dr.) preferable. It was agreed to strengthen these programs to foster academic and personal growth. A mentoring committee was established to design structured sessions and monitor their effectiveness, aiming to boost student confidence and academic performance.
7. The need to enhance **research and consultancy activities** was highlighted to improve academic contributions and industry collaboration. The committee decided to encourage faculty to undertake more research projects and consultancy services. **Every Department should give (At least one) research proposal** for set up to facilitate funding opportunities, partnerships, and effective project management.
8. The significance of **MOU's or collaborative activities** for academic and professional growth was discussed that **per year at least 2 no's of (MOU's) and every department** should conduct at least one MOU's per semester with other educational institutions, industries, and research bodies. A collaboration team was established to identify potential partners, plan joint initiatives, and organize student exchange programs, workshops, and collaborative research projects.
9. The committee decided to promote **diverse club initiatives**, for all the departments including cultural, technical, and social activities and that should be decided and reached by Undersigned by **20/11/24, including SPOC, club members**.
10. The committee agreed to **implement periodic audits to review teaching practices, curriculum effectiveness, and resource utilization**. After the 2nd Internal for this Semester

Sanku Mallik
09/11/24

[Signature]
9/11/24

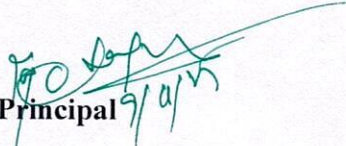


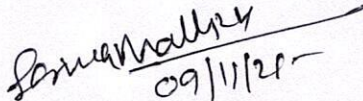
an audit to be conducted to planed. Team was appointed to design the audit process, evaluate findings, and recommend necessary improvements.

11. In the IQAC meeting, enhancing training and placement activities was prioritized to boost student employability. The committee decided to strengthen skill development programs, industry interactions, and internship opportunities. A dedicated training and placement cell was tasked with organizing workshops, mock interviews, and job fairs, while fostering partnerships with potential recruiters for better placement outcomes.

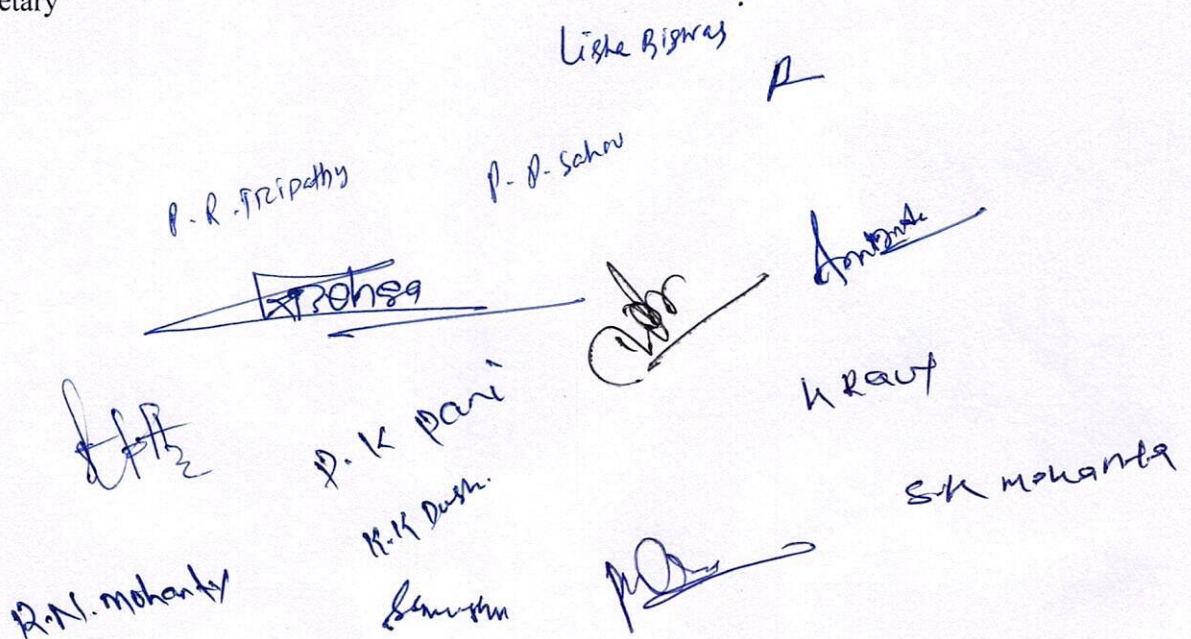
12. The value of SWAYAM and NPTEL courses for faculty (Not Mandatory) and student skill enhancement was recognized. The committee decided to encourage registrations and facilitate participation. An **awareness drive was planned**, and faculty coordinators were appointed to guide students in selecting courses aligned with their academic and professional growth objectives.

13. The meeting ended with vote of thanks to the chair and members present


Principal 9/11/21


09/11/21
Coordinator, IQAC

Copy to: IQAC cell / Person Concerned / All HODs (For necessary action) / GF / Director / Secretary


Liste Biswas
P. R. Prapaty
P. P. Sahoo
K. Raut
SK Mahanta
D. K. Pani
R. K. Dash
R. N. Mohanty