

Ref No... IQAC/11/19

Date: 10.10.2019

**Minutes of Quarterly meeting of IQAC****Members present:**

- |   |                |
|---|----------------|
| 1. Prof. (Dr) Sarat Kumar Mishra, Principal         | : Chairman     |
| 2. Prof. Murari Prasad Panda, Mentor, AIET          | : Member       |
| 3. Prof. Alok Sundar Mohanty, Mentor, ME, AIET      | : Member       |
| 4. Mr. Debendra Kumar Sahoo, HOD, ECE               | : Member       |
| 5. Mr. Pratyusbhanu Khuntia, HOD, CSE               | : Member       |
| 6. Mr. Ajit Kumar Panda, HOD, EE & EEE              | : Member       |
| 7. Mr. Pratap Kumar Swain, Office Supdt.            | : Member       |
| 8. Mr. Dhanajaya Subudhi, Course Coordinator        | : Member       |
| 9. Mr. Bikram Keshari Behera, Alumni Representative | : Member       |
| 10. Mr. Hemanta Kumar Barik, Librarian, AIET        | : Member       |
| 11. Prof. Amiya Kumar Sahoo, Dean, Academics        | : Co-ordinator |

Dr. Sarat Kumar Mishra, Principal, AIET Chaired the meeting.

This meeting was convened to review the Quarterly progress against the Action Plan drawn for the current Year 2019 which was as follows:

**1. Drawing up the Academic calendar for the year in line with BPUT's plan.**

This has been complied with in time.

**2. Preparation of Course plan, distribution of subject to teachers, plan for workload, lesson plan, etc.**

This has been done as per the syllabus by respective departments after due verification by Dean (Academics) and approval by the Principal.

**3. Continuous monitoring of Course progress through computerized MIS, regular uploading of attendance, course progress etc.**

The class attendance, course progress etc. are being uploaded in computerized MIS on regular basis by each teacher immediately after the classes.

**4. Plan for remedial/Extra classes for each paper of each semester by concerned departments.**

Remedial classes for academically weaker students are being conducted on a planned basis by each Department. These are observed to be quite effective and useful to the students.



**13. Conducting Workshops/Programs on Universal Human Value and Professional Ethics, Social Responsibility for Stake holders.**

One day program on Human value and Professional Ethics has been organized for students in one session and for staff members in another session. Dean (S/W) is instructed to organize more numbers in this regard.

**14. Collection of Information for NIRF participation.**

Since AICTE has declared that participation in NIRF is mandatory, therefore IQAC Coordinator is requested to collect quality information from various departments as and when required.

The meeting was concluded with a vote of thanks by Dean (Academics)-Cum-Coordinator, IQAC.



Chairman, IQAC

**Principal**  
Aryan Institute of Engineering & Technology  
Arya Vihar, Barakuda, Panchagaon  
Bhubaneswar-752050



Coordinator, IQAC

**Co-ordinator**  
IQAC, AIET, BBSR





**ARYAN INSTITUTE OF ENGINEERING & TECHNOLOGY**  
Arya Vihar, Bhubaneswar-752050

Ref No: IQAC/12/20

Date: 10.01.2020

**IQA CELL**

**Minutes of Quarterly meeting of IQAC**

**Members present in the meeting:**

- |  |                |
|--|----------------|
| 1. Prof. (Dr) Sarat Kumar Mishra, Principal          | : Chairman     |
| 2. Mrs. Sasmita Parida, Trustee, AET                 | : Member       |
| 3. Mr. Smruti Ranjan Badu, Industrialist             | : Member       |
| 4. Mr. Kamala Kanta Dash, Educationist               | : Member       |
| 5. Prof. Murari Prasad Panda, Mentor, AIET           | : Member       |
| 6. Prof. Alok Sundar Mohanty, Mentor, ME, AIET       | : Member       |
| 7. Mr. Debendra Kumar Sahoo, HOD, ECE                | : Member       |
| 8. Mr. Pratyusbhanu Khuntia, HOD, CSE                | : Member       |
| 9. Mr. Ajit Kumar Panda, HOD, EE & EEE               | : Member       |
| 10. Mr. Pratap Kumar Swain, Office Supdt.            | : Member       |
| 11. Mr. Dhanajaya Subudhi, Course Coordinator        | : Member       |
| 12. Mr. Bikram Keshari Behera, Alumni Representative | : Member       |
| 13. Prof. Amiya Kumar Sahoo, Dean, Academics         | : Co-ordinator |

**AGENDA:**

1. Review of Previous Meeting
2. Relevant areas for improvement of quality of technical education
3. NITTER
4. NPTEL/NCTEL, SWAYAM & MOOCS
5. Seminar & Conferences
6. Consultancy
7. Robotics Club
8. Memorandum of Understanding (MOUs)
9. Placement & Internship
10. Outcome based Teaching- Learning System
11. A Fortnightly Progress Report (FPR)
12. Proctorial System

The following points were discussed in detail.

1. Whatever discussion had been in previous meeting were reviewed and passed.
2. Principal explained about the functioning of some key relevant areas for overall improvement of quality of technical education at AIET and stressed the need for establishing the following cells urgently:



- Entrepreneurship Development Cell (EDC)
- Industry Institute Partnership Cell (IIP)
- Innovation and Start-up Cell/Club
- Green Cell/ Club

It was decided Prof. Debendra Kumar Sahu, Prof. (Dr.) Satyabrata Dash, Prof. (Dr) B.P.Mishra, and Prof. Rudra Prasad Nanda will be the coordinators for E.D.Cell, I.I.P Cell, I & S Cell and Green Club respectively.

3. For Teachers Training Schemes, NITTER is the best platform. It was decided to entrust this task to Mr.Jyotirmaya Samal to follow up with NITTER for opening a Nodal Center at AIET.
4. Prof. Amiya Sahu, Dean (Academics) shall look after the areas of actively relating to NPTEL/NCTEL, SWAYAM & MOOCS.
5. **Seminar & Conferences:** This area shall also be looked after by Dean (Academics) along with respective HoDs. It was decided to start preparatory action for organizing at least one National Seminar/Webinar/Conference for AIET and two regular seminars/Webinars in each department in the current academic session.

The list of Resource persons/experts speakers, time schedule, topics etc. should be finalized in consultation with respective HODs.

6. The area of consultancy should be strengthened. Action should be taken to avail research grants from Govt. and various other agencies through different schemes. Dr. B.N. Mishra, Prof. ME & Dean(R & D) shall look into this area.
7. A Robotics club shall be set up involving students and faculty members and function under Dean (R & D).
8. At least 5 MOUs (Memorandum of Understanding) should be entered with 5 industrial Organization for Student's Internship Research Consultancy and Sponsored projects. The professor in charge for consultancy as nominated by the Committee of Deans shall look into this assignment.
9. **Placement & Internship:** Principal expressed his concern over the present level of progress in this direction which is very important for AIET. He advised the T & P-Head to expedite his action in a methodical and effective manner to achieve satisfactory and result oriented outcome in coming months. HODs of various departments shall ensure that sufficient no. of technical questions with answers are provided to the T & P Head within 15 days from now.
10. The HODs must focus on the following specific areas immediately for enrichment of outcome based Teaching-Learning system in their department:
  - a) Preparation of Technical Questions with Answers in various Topics/Subjects within- 15 days from now.
  - b) Solving University Questions of past 5 years by respective faculty- within 15 days from now.
  - c) Creation of Mail ID for all faculty members as well as for students in ac.in domain of the institute.
  - d) Finalization of topics for Major Projects with the number of students in various groups for projects.
  - e) Self registration of new faculty members on ERP System.
  - f) Preparation and Printing of Lab-Hand book must be taken up on priority basis.
  - g) Preparation of Lab-Manuals for every Laboratory of each department.
  - h) Lab records of students for past 3 years should be kept in safe custody in each department.



11. HODs shall issue suitable instruction to their faculty members in the above and do regular follow up, which shall be reviewed by Committee of Deans at least once in every fortnight. A Fortnightly Progress Report (FPR) on review of progress in these areas shall be submitted to the principal for his assessment and further instructions/orders.
12. The Proctorial System should be regularized and strengthened which is extremely crucial for improving the class attendance, fee collection etc.

Prof. Muralidhar Raj, HOD BS & H. and Chief Proctor shall look into this area in coordination with HODs of various departments. The HODs shall in turn entrust this activity to each faculty member of their department.

The meeting was concluded with a vote of thanks by Dean (Academics).

  
Chairman

IQAC

**Principal**

Aryan Institute of Engineering & Technology  
Arya Vihar, Barakuda, Panchagaon  
Bhubaneswar-752050

  
Co-ordinator

IQAC

Co-ordinator  
IQAC, AIET, BBSR





**ARYAN INSTITUTE OF ENGINEERING & TECHNOLOGY**  
Arya Vihar, Bhubaneswar-752050

Ref No...IQAC/13/20

Date: 29.04.2020

**IQA CELL**

**Minutes of Quarterly meeting of IQAC**

**Members joined the meeting**

- |   |                |
|---|----------------|
| 1. Prof. (Dr) Sarat Kumar Mishra, Principal             | : Chairman     |
| 2. Mrs. Sasmita Parida, Trustee, AET                    | : Member       |
| 3. Prof. (Dr) R. Bhima Rao, Retd. Chief Scientist, IMMT | : Member       |
| 4. Mr. Subodh Kumar Routray, Industrialist              | : Member       |
| 5. Mr. Smruti Ranjan Badu, Industrialist                | : Member       |
| 6. Mr. Kamala Kanta Dash, Educationist                  | : Member       |
| 7. Prof. Murari Prasad Panda, Mentor, AIET              | : Member       |
| 8. Prof. Alok Sundar Mohanty, Mentor, ME, AIET          | : Member       |
| 9. Mr. Debendra Kumar Sahoo, HOD, ECE                   | : Member       |
| 10. Mr. Pratyusbhanu Khuntia, HOD, CSE                  | : Member       |
| 11. Mr. Ajit Kumar Panda, HOD, EE & EEE                 | : Member       |
| 12. Mr. Pratap Kumar Swain, Office Supdt.               | : Member       |
| 13. Mr. Dhanajaya Subudhi, Course Coordinator           | : Member       |
| 14. Mr. Bikram Keshari Behera, Alumni Representative    | : Member       |
| 15. Mr. Hemanta Kumar Barik, Librarian, AIET            | : Member       |
| 16. Prof. Amiya Kumar Sahoo, Dean, Academics            | : Co-ordinator |

**AGENDA:**

1. Review of Previous Meeting
2. Training & Placement Programs
3. NCC & NSS and other Activities
4. Publications
5. Grievance/Sexual Harassment Cell
6. Establishment Section ( Students & Staff related Affairs)
7. Sports & Games
8. Library
9. Anything with the permission of Chair



The meeting was convened to discuss the progress of work relating to submission of Annual IQAC Reports for the years 2018-19 and 2019-20 which are urgent issues relating to NAAC accreditation process. The academic activities are severely hampered due to the repeated lock-downs imposed by the Govt. since March this year. Therefore it was felt essential to hold this meeting on-line with all the members and staff of NAAC-AQA Report Preparation Group so that they can carry on with the work from their home to quicken the process.

For IQAC Reports compilation of data, documents and photographs relating to Teaching-learning systems, seminars, NCC/NSS activities, sports & cultural activities, industrial tours, in-house Training programs, projects, expert talks, lab details, related banners, budgets, expenditures incurred, feedback from various stakeholders etc. are very essential. Principal and Director laid emphasis on these issues and urged the members to immediately start working on this with a time bound work-schedule to accelerate the progress of work for early submission of IQAC Annual Reports. For any clarification and help, they can consult Prof. Amiya Kumar Sahoo, Dean (Academic) who is the overall Coordinator for the said Tasks.

Sr.no	Areas of Task & responsibility	Task assigned to
1.	Whatever discussed in previous meeting is reviewed and passed.	
2.	Collection of data, photographs, Banners, budgets, Certificates on Industry institute partnership programs, Guest Speakers, dignitaries, participants, Training & placement programs conducted during 2018-19 & 2019-20.	Mr. Sanjeet Raj and Mr. Bikram T&P section
3.	Collection of data, photographs, Banners, budgets, Certificates on NCC/NSS activities, Guests, dignitaries & students during 2018-19 & 2019-20.	Prof.)Rudra Prasad Nanda.
4. a)	Collection of data on Students, Projects, Functions, Seminars, Labs, Journals, Papers published, R&D activities, Teaching-Learning system, National / State level seminars, Guest Faculty & their profile, Budgets, etc.	Prof. Chinmay Prasad Nanda -ME dept.
b)	- do -	Prof. Devendra Kumar Sahu,- EEE and ECE dept.
c)	- do -	Prof. Ajit Kumar Panda -EE dept.
d)	- do -	Prof. Prakash Kumar Dehury -CSE dept.
5.	Matters on Grievance Cell / Sexually harassment Cell	Prof. Devendra Kumar Sahoo, HOD, EEE
6.	Students' Scholarship matters, Establishment and staff related affairs	Mr. Pratap kumar Swain, Office Supdt.
7.	Matters on Sports & Games	Mr. Durga Prasad Behera, Sports Officer
8.	Matters on Library	Hemanta Kumar Barik, Librarian



As regards other departments and sections/functions, the HoDs and concerned Faculty/staff shall prepare the detailed at Sr. no.3 above. For any clarification, they can consult Prof. Amiya Kumar Sahoo, Dean (Academic) who is the overall Coordinator for the said Tasks.

Academic Matters

1. It was also decided that on-line classes for even semester students will be continued by our faculty members till the end the syllabuses, since no physical mode is possible due to repeated Lockdown. Hence HoDs of different sections are requested to instruct their faculty members to take soon using Zoom/Google Meet/WebEx Platform which are free
2. Principal instructed all HoDs to arrange International/National Webinar for their departments so that students and faculty members could participate sitting at their Home.

The meeting was concluded with a vote of thanks by Dean (Academic).



Chairman, IQAC

**Principal**  
Aryan Institute of Engineering & Technology  
Arya Vihar, Barakuda, Panchagaon  
Bhubaneswar-752050



Coordinator, IQAC

Coordinator  
IQAC, AIET, BBSR



# ARYAN INSTITUTE OF ENGINEERING & TECHNOLOGY

Arya Vihar, Bhubaneswar-752050

 Ref No. IQAC/14/20

Date: 05.06.2020

## IQAC CELL

### Minutes of Quarterly meeting of IQAC

#### Members present:

- |   |                |
|---|----------------|
| 1. Prof. (Dr) Sarat Kumar Mishra, Principal             | : Chairman     |
| 2. Mrs. Sasmita Parida, Trustee, AET                    | : Member       |
| 3. Prof. (Dr) R. Bhima Rao, Retd. Chief Scientist, IMMT | : Member       |
| 4. Mr. Subodh Kumar Routray, Industrialist              | : Member       |
| 5. Mr. Smruti Ranjan Badu, Industrialist                | : Member       |
| 6. Mr. Kamala Kanta Dash, Educationist                  | : Member       |
| 7. Prof. Murari Prasad Panda, Mentor, AIET              | : Member       |
| 8. Prof. Alok Sundar Mohanty, Mentor, ME, AIET          | : Member       |
| 9. Mr. Debendra Kumar Sahoo, HOD, ECE                   | : Member       |
| 10. Mr. Pratyusbhanu Khuntia, HOD, CSE                  | : Member       |
| 11. Mr. Ajit Kumar Panda, HOD, EE & EEE                 | : Member       |
| 12. Mr. Pratap Kumar Swain, Office Supdt.               | : Member       |
| 13. Mr. Dhanajaya Subudhi, Course Coordinator           | : Member       |
| 14. Mr. Bikram Keshari Behera, Alumni Representative    | : Member       |
| 15. Mr. Hemanta Kumar Barik, Librarian, AIET            | : Member       |
| 16. Prof. Amiya Kumar Sahoo, Dean, Academics            | : Co-ordinator |

Dr. Sarat Kumar Mishra, Principal, AIET Chaired the meeting which was convened to review the performance of the previous year 2019 and draw the Action Plan for the current Year 2020.

#### Review of previous year's(2019) performance

The academic as well as co-curricular / extra-curricular performance of the institute was reviewed in detail, the gist of which is given below:

- Students admitted

Sr. no.	Course offered	Sanctioned strength	Nos. admitted	% filled up
1	M.Tech(Strl Eng)	30	12	40%
2	B.Tech	480	202	42%



- Results in Univ. /Board Exams.

Sr. no.	Course offered	% Success
1	M.Tech(Strl Eng)	42%
2	B.Tech	90%

- Placement details

Sr. no.	Course offered	Nos. Appeared	Total Placed	Placeme nt %
1	M.Tech(Strl Eng)	4	2	50%
2	B.Tech	320	170	53%

- Seminars /Workshops conducted

Sr. no.	Course offered	In-house seminars (nos.)	Seminars/Workshops with Guest Speakers (nos.)
1	M.Tech(Strl Eng)	2	1
2	B.Tech	7	5

- Other aspects of Internal Quality

1. Interactions with various stakeholders need to be held with Alumni, Parents, and Students on regular basis.
2. Evaluation of teachers by students should be conducted both periodically and at random intervals.
3. More emphasis is required for increased no. of Remedial Classes, Training programs on Soft Skills, T&P Classes, etc.
4. Frequency of Industrial visits, Industry-Institute Partnership activities must be increased for exposing the students on real life applications of technology.
5. Performance on Sports, Cultural activities NCC, NSS have been by and large satisfactory. However, Programs on Yoga for hostel boarders and Tree Plantation inside the campus need to be augmented.

### Action Plan for Year 2020

The action plan for improvement of Total Internal Quality Assurance for the current year is drawn as follows:

1. Drawing up the Academic calendar for the year in line with BPUT's plan.
2. Preparation of Course plan, distribution of subject to teachers, plan for workload, lesson plan, etc. in time.
3. Continuous monitoring of Course progress through computerized MIS, regular uploading of attendance, course progress etc.
4. Plan for remedial classes for each paper of each semester by concerned departments.



5. Implementing an effective Proctorial System for each semester in each branch to monitor students' activities and for maintaining close contact with their parents.
6. Organizing value added lectures/ talks by Guest Speakers from Industry and academia.
7. Organizing in-house Faculty Development Programs, mentoring of junior faculty members by senior faculty of various departments.
8. Soft Skill training programs for final year students of all branches.
9. Conducting evaluation of faculty members by students on regular basis.
10. Development of Alumni network with increased interactions.
11. Organizing regular Yoga /sports/cultural/literary events round the year.
12. Conducting regular meetings of various statutory committees/cells like Anti Ragging Committee, Grievance Cell, Anti-Harassment Cell.

HoDs of various departments shall take appropriate actions for implementation of the above plan and periodically appraise about the action taken/ progress made in each area to Dean (Academic) who is the overall Coordinator for IQAC.

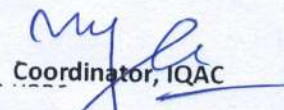
The next Quarterly Review Meeting shall be held after 3 months from the date of issue of this minute.

The meeting was concluded with a vote of thanks by Dean (Academics).

  
Chairman, IQAC

**Principal**

Aryan Institute of Engineering & Technology  
Arya Vihar, Barakuda, Panchagaon  
Bhubaneswar-752050

  
Coordinator, IQAC  
Coordinator  
IQAC, AIET, BBSR