

Minutes of 7th IQAC Meeting

Date: 28 April 2022

Time: 11:00 am to 1:30 pm

Venue: IQAC Office, IMI Bhubaneswar

Members present:-

- Prof. Ramesh Behl - Director IMI Bhubaneswar/Chairman IQAC
- Prof. RK Panigrahi - Coordinator
- Prof. Supriti Mishra
- Prof. SK Jena
- Prof. SS Panigrahi
- Mr Nitin Bhushan, CAO
- Mr. Chetan Gupta
- Mr Sabyasachi Swain

1. Chair, IQAC welcomed all members to the 7th meeting of the IQAC.
2. Coordinator, IQAC informed the committee that the finalized process manuals are shared with all the verticals for implementation to ensure continuous quality improvement. The Chair, IQAC reviewed the action taken by the IQAC and expressed satisfaction with the progress made.
3. Coordinator IQAC informed that the IQAC visit is finalized and the visit will be during 9-10 May 2022. Accordingly, the accreditation team has prepared a presentation to be made before the NAAC team during their visit. Chair, IQAC and the committee reviewed the presentation. To ensure quality consciousness, Chair IQAC suggested that the team can share the presentation with all the faculty members and senior staff members before the NAAC visit and take their feedback. Coordinator, IQAC suggested a faculty meeting for the presentation so that that all the faculty members can provide feedback. Chair, IQAC suggested to convene a faculty meeting on 5th of May for this purpose.
4. Chair, IQAC and CAO shared the status of barbed-wire fencing of the boundary wall. It was



informed to IQAC that barbed-wire fencing work is progressing as per plan and the repair of boundary wall is completed in the month of April, 2022.

5. **Action Taken Report.**

The coordinator, IQAC briefed the Cell about action taken by the IQAC.-

- (a) The Administration had Identified IQAC office in the MDP block. Adequate furnishing is done. The IQAC office was made functional and the 4th meeting was conducted on 24th April in the IQAC office. The members suggested additional cabinets for filing of documents. Chair IQAC directed the CAO for necessary action. More furniture/filing cabinets will be procured as and when required to store the documents of IQAC
- (b) IQAC Coordinated with all vertical heads for implementation of SOPs with special emphasis on all quality parameters.
- (c) Action Taken on Maintenance and upkeep of the Physical infrastructure – Repair of Boundary Wall was completed in the month of April. Proposal for Barbed-wire fencing of the Institute was submitted and approved by the Purchase Committee. Subsequently, the barbed-wire fencing work is in progress and should be completed before the commencement of next academic year 2022-23

6. **Action Plan.**

The Chair directed following action plan for the IQAC:-

- (a) Faculty meeting on 5th of May to share the presentation and brief on the upcoming NAAC visit
- (b) Review of all policy documents of the Institute and suggest improvements in quality parameters
- (c) Coordinate with all vertical heads for implementation of SOPs with special emphasis on all quality parameters for the next academic year 2022-23
- (d) Completion of Maintenance work of the Physical infrastructure of the Institute

There being no further points meeting ended with vote of thanks




Chairman IQAC

Minutes of 6th IQAC Meeting

Date: 21 January 2022

Time: 3:30 pm to 5:30 pm

Venue: Online Zoom Meeting

Members present:-

- Prof. Ramesh Behl - Director IMI Bhubaneswar/Chairman IQAC
- Prof. RK Panigrahi - Coordinator
- Prof. Supriti Mishra
- Prof. SK Jena
- Prof. SS Panigrahi
- Mr Nitin Bhushan, CAO
- Mr. Chetan Gupta
- Mr Sabyasachi Swain

1. Chair, IQAC welcomed all members to the 6th meeting of the IQAC.
2. Coordinator, IQAC shared the process manuals prepared for all the verticals which were mandated in the 2nd IQAC meeting for continuous quality improvement. The IQAC members deliberated on process manuals of admissions, Programme, Examination, placements, Library, MDP and Hostels and few changes and modifications were suggested by members of the IQAC. After deliberations, Chair, IQAC directed to incorporate the changes in all the process manuals. Chair, IQAC directed that the revised process manuals may be shared with vertical heads for implementation with special emphasis on quality parameters.
3. Coordinator IQAC informed that the IQAC visit is likely to happen in the months of April-May, 2022 and accordingly, IQAC should be prepared for smooth conduct of peer team visit. Coordinator IQAC suggested that an adequate furnished office space for IQAC is required for the purpose of documentation and continuous monitoring of the activities of the Institute. Also, once the Institute operates physically after Covid-19 restrictions, a physical space will be required to conduct the meetings of IQAC. Chair, IQAC directed the CAO to identify a



suitable office space in the premises with adequate furnishing.

4. Chair, IQAC directed CAO to put up a proposal for barbed-wire fencing of the boundary wall. Chair, IQAC, also directed completion of repair of the boundary wall which was partially damaged due to cyclone at the earliest.

5. Action Taken Report. The coordinator, IQAC appraised the following action taken by IQAC

- (a) IQAC coordinated with all vertical heads for preparation of process manuals. The process manuals were finalized and approved.
- (b) The IQAC had reviewed all the documents submitted to NAAC.
- (c) Necessary maintenance work was done for upkeep of the Physical infrastructure. Periodic maintenance was monitored by IQAC. The physical classes commenced for both the batches in the month of October following relaxation of Covid-19 norms.
- (d) The vision and Strategy documents of IQAC were uploaded on Institute's website

6. Action Plan. The Chair directed following action plan for the IQAC:-

- (a) Identify an adequate well furnished office for IQAC.
- (b) Coordinate with all vertical heads for implementation of SOPs with special emphasis on all quality parameters
- (c) Maintenance and upkeep of the Physical infrastructure – Repair of Boundary Wall and Proposal for Barbed-wire fencing of the Institute.

There being no further points meeting ended with vote of thanks.



Chairman IQAC

Minutes of 5th IQAC Meeting

Date: 24 September 2021

Time: 02:30 pm to 04:00 pm

Venue: Online Zoom Meeting

Members present:-

- Prof. Ramesh Behl - Director IMI Bhubaneswar/Chairman IQAC
- Prof. RK Panigrahi - Coordinator
- Prof. Supriti Mishra
- Prof. SK Jena
- Prof. SS Panigrahi
- Mr Nitin Bhushan, CAO
- Mr. Chetan Gupta
- Mr Sabyasachi Swain

1. Chair, IQAC welcomed all members to the 5th meeting of the IQAC.
2. Coordinator, IQAC presented the vision document of the IQAC and Strategy document of IQAC. Chair, IQAC and the members deliberated upon the vision statement of the IQAC. Subsequent to deliberations, vision statement of IQAC was accepted unanimously by the committee. The strategy document was deliberated upon and accepted by the committee. Chair, IQAC advised that the vision document and Strategy document should be uploaded on the website.
3. Coordinator IQAC gave brief presentation on the progress of preparation of documents for NAAC Accreditation. Chair, IQAC suggested the following:
 - (a) Preparation of Examination Manual
 - (b) Preparation of Standard Operating Procedure (SOP) for programme
 - (c) Preparation of Process Manual for Placements of Students
 - (d) Preparation for Process Manual for MDP
 - (e) Preparation of Process Manual for Library
 - (f) Preparation of Process Manual for Hostel
 - (g) Preparation of Process Manual for Admissions



Chair, IQAC advised the Coordinator of IQAC to work with all the vertical heads for preparation of process manuals which will be reviewed in the next IQAC meeting, tentatively scheduled in 4th week of January, 2022.

4. **Action Taken Report.**

The coordinator, IQAC appraised the following action taken by IQAC

- (a) Coordination with vertical heads to apprise them of quality parameters in all the processes of the Institute. The coordinator has elaborate discussion with vertical heads regarding NAAC process and quality improvements parameters.
- (b) Preparation of Vision Document of IQAC which was approved by the Chair, IQAC
- (c) Preparation of Strategy document and Action Plan for IQAC. The document was approved by the Chair, IQAC
- (d) The IQAC had assisted in the preparation of SSR. SSR was subsequently submitted to NAAC

5. **Action Plan.** The Chair directed following action plan for the IQAC:-

- (a) Coordinate with vertical heads for preparation of process manuals
- (b) Review of all the documents submitted to NAAC and preparation for NAAC visit
- (c) Maintenance and upkeep of the Physical infrastructure before commencement of the physical classes following relaxation of Covid-19 norms.
- (d) Upload the vision and Strategy documents of IQAC on Institute's website

There being no further points meeting ended with vote of thanks



Chairman IQAC

Minutes of 4th IQAC Meeting

Date: 25 Jun 2021
Venue: Online Zoom Meeting

Time: 02:30 pm to 04:00 pm

Members present:-

- Prof. Ramesh Behl - Director IMI Bhubaneswar/Chairman IQAC
- Prof. RK Panigrahi - Coordinator
- Prof. Supriti Mishra
- Prof. SK Jena
- Prof. SS Panigrahi
- Mr. Nitin Bhushan, CAO
- Mr. Chetan Gupta
- Mr Sabyasachi Swain

1. Chair, IQAC welcomed all members to the 4th meeting of the IQAC.
2. Chair, IQAC informed that as per the procedure laid down by the National Action Plan of the National Assessment and Accreditation Council (NAAC), for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited institution establish a functional Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of IMI's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of IMI Bhubaneswar towards academic excellence.
3. Coordinator IQAC gave brief presentation covering following:-

(a) Objectives of IQAC

- 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.



(b) Functions of IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for maintaining /enhancing the institutional quality
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

(c) Desired Outcome

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision making to improve institutional functioning
- Act as a dynamic system for quality changes
- Build an organized methodology of documentation and internal communication.

4. Infrastructure. The coordinator of the IQAC submitted the requirements for IQAC. Chair directed CAO to note the logistical requirements of IQAC and make necessary arrangements i.e.

- Exclusive office for day to day functioning
- Secretarial assistance
- IT assistance as required



5. **Action Plan.** The Chair directed following action plan for the IQAC:-

(a) Support Chair Accreditation and accreditation team for preparation of SSR for submission to NAAC

(b) Carry out awareness campaign regarding role and responsibilities of IQAC amongst all stake holders

(c) Prepare an action plan for entire year for the activities to be undertaken under IQAC.

There being no further points meeting ended with vote of thanks.



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Chairman IQAC