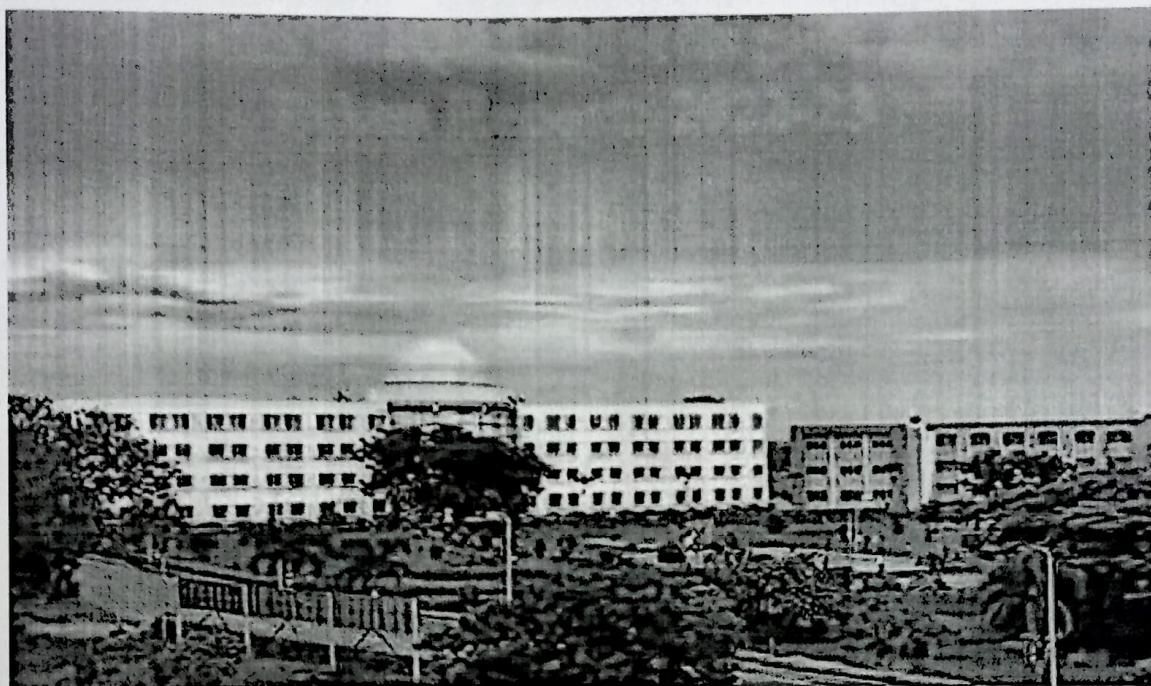


# **Minutes of IQAC Meetings & Action Taken Report: 2022-23**



**Einstein Academy of Technology and  
Management (EATM),  
Bhubaneswar**





## EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha  
At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

### Internal Quality Assurance Cell (IQAC)

#### Annual Report (2022-23)

The internal quality assurance cell(IQAC)was established with the purpose of initiating and monitoring plans for quality enhancement of the institution. Accordingly, IQAC is motivating and all the staff and student members of the institution to achieve quality excellence.

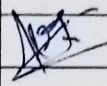
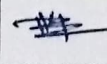
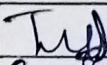
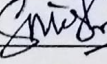
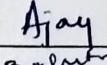
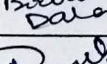
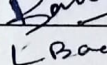
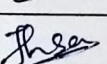
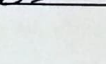
#### Objectives of IQAC:

- ✓ Development of quality benchmark/Parameters for various academic and administrative work of EATM, Bhubaneswar.
- ✓ Dissemination of above quality benchmark/Parameters to various stake holders of the institution.
- ✓ Acting as a nodal agency of the institution for quality related activities.
- ✓ Organization of seminars/workshops on quality related themes and promoting them.
- ✓ Development and maintenance of institutional data base.
- ✓ Build a methodology of documentation and internal communication.
- ✓ Preparation of Annual Quality Assurance Report (AQAR) of EATM based on quality parameters set by NAAC.
- ✓ Collection and analysis of feedback from all the stakeholders.

#### IQAC Members:

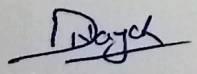
Sl.No.	Name with Desiganation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal, EATM	Chairperson	
2	Prof. (Dr.) Dilip Kumar Nayak, Professor, EATM	Coordinator	
3	Prof. (Dr.) BiswajitNayak, Dean Academics, EATM	Member	
4	Prof.(Dr.) Jitendra Narayan Biswal, Professor, EATM	Member	
5	Prof.(Dr.)Tapan Kumar Panda, Asso. Prof., EATM	Member	
6	Prof. Biswajit Mohapatra,Asso. Prof., EATM	Member	
7	Prof. RadhesyamHota, Asso. Prof., EATM	Member	

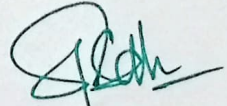


8	Prof. Nilamani Samal, Asst. Prof., EATM	Member	
9	Mr. Dhaneswar Chotray, PRO, EATM	Member	
10	Mr. Kishore Chandra Barik, Management Representative	Member	
11	Mr. Tapan Kumar Palai, Alumni	Member	
12	Prof. (Dr.) Satyasis Mishra, External Professor	Member	
13	Prof. (Dr.) Sukanta Kishore Bisoi, External Professor	Member	
14	Mr. Ajaya Kumar Jagdev, Local Society	Member	
15	Mr. Bichitra Dalai, Parent	Member	
16	Mr. Pradeep Barik, Parent	Member	
17	Mr. Lambodar Bag, Student	Member	
18	Mr. Jhasketan Sa, Student	Member	

**Significant contribution made by IQAC in the year 2022-23:**

Sl. No.	Type	Title	Duration
01	NBA inspection	Guided successfully to the departments of CSE and ME for NBA accreditation and both the departments accredited for a period of 3 Years.	23 <sup>rd</sup> to 25 <sup>th</sup> Dec. 2022
02	Industrial Talks	Industry experts are invited for presenting their expertise before students for an exposure addressing various technical issues.	4 <sup>th</sup> Feb 2023

  
 IQAC Coordinator  
 CO-ORDINATOR  
 IQAC, EATM

  
 Principal  
 EATM, BBSR  
 Principal  
 Einstein Academy of Technology & Management  
 Bhubaneswar, Khurda





## **IQAC Meetings Minutes & Action Taken Reports**

### **2022-23**

#### **IQAC Meetings Minutes of the Meeting held on 15.05.2023**

Under the Chairmanship of Principal, IQAC meeting is conducted on 15.05.2023 and took the following resolutions.

#### **Agenda**

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 03.02.2023
- 2) Review of even semester classes for the academic session 2022-23 and the academic audit.
- 3) Regarding the placement activities for the session 2022-23
- 4) Review of the work progress related to preparation of SSR.
- 5) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 6) Review of co-curricular and extracurricular activities conducted and to be conducted.
- 7) Review of certification courses conducted by the institute.
- 8) Result analysis for the odd semester 2022-23.

#### **Discussions and Resolutions of the meeting**

1. The minutes of meeting of last IQAC meeting on 03.02.2023 are reviewed and confirmed.
2. The progress of even semester classes have been reviewed and it is found that it will require another one or one and half month time to finish. It is due to the late start of the semester classes. It is decided that the internal academic audit committee will audit the ongoing classes of even semester.





3. The placement initiatives taken for the academic session 2022-23 was discussed. It is decided to increase the placement of students for this academic session as compared to the previous academic session.
4. The progress of the work related to NAAC, cycle-II and the action plan were discussed for the preparation and submission of SSR.
5. It is decided that all the departments should conduct conferences, workshops, seminars and FDPs as the R&D activities.
6. Strategies to enhance student participation in curricular, co-curricular and extracurricular activities were discussed and planed for implementation.
7. Certification courses conducted by the institute were discussed. It is observed that departments are offering certification courses to the students in each year, besides departments are also advised to aware students to enroll for courses in MOOCS/ SWAYAM portal.
8. The odd semester 2022-23 result was reviewed and it is found that the students performed well except few.

#### **Action Taken Report**

1. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and communicated to relevant stakeholders.
2. Based on the review of the progress of even semester classes, the coverage of syllabus of courses which are not up to mark is identified. The necessary classes required for those courses are scheduled for completion of syllabus.
3. The head of the placement section is instructed to expedite the placement activities and complete the procedure before the commencement of even semester examination for the academic session 2022-23. There were 255 students were placed.
4. The work of SSR is about to finish and the IIQA is ready to submit.
5. All the departments have taken necessary actions to conduct workshops, Seminars, conferences and FDPs.





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6. Sixteen number of certification courses have been offered during the academic session 2022-23.
7. The departments are instructed to carry out remedial classes for the failure candidates before their reappearing the examination of the subjects.

Prof. (Dr.) Dilip Kumar Nayak  
(Coordinator IQAC)

CO-ORDINATOR  
EATM

Prof. (Dr.) Suwendu Prasad Sahu  
(Principal)

- Principal  
Einstein Academy of Technology & Management  
Bhubaneswar, Khurda



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## **IQAC Meetings Minutes & Action Taken Reports**

### **2022-23**

#### **IQAC Meetings Minutes of the Meeting held on 03.02.2023**

Under the Chairmanship of Principal, IQAC meeting is conducted on 03.02.2023 and took the following resolutions.

#### **Agenda**

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 26.11.2022
- 2) Review of even semester classes for the academic session 2022-23.
- 3) Review of the academic audit for the odd semester 2022-23.
- 4) Regarding the placement activities for the session 2022-23
- 5) Review of the NBA visit for CSE and ME departments from 23<sup>rd</sup> Dec to 25<sup>th</sup> Dec 2022
- 6) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 7) Review on final year project work of students..

#### **Discussions and Resolutions of the meeting**

1. The MoM of the last IQAC meeting held on 26.11.2022 was reviewed and confirmed by the attendees.
2. The academic calendar for the even semester 2022-23 has been finalized and the classes for the even semester (6<sup>th</sup> and 4<sup>th</sup>) will start from 02<sup>nd</sup> March 2023 and for 2<sup>nd</sup> semester from 20<sup>th</sup> Mar. 2023. In addition to this the time table prepared by the time table committee has been approved and the timing for the classes will remain as usual i.e. from 9:00 AM to 4:00 PM on week days.
3. According to the academic audit committee report minimum number of classes conducted for each subject is 42 and the maximum number of classes taken is 53. All sessional and laboratory classes have been conducted as per the schedule. Further it is reported that



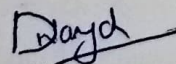


students are very happy for the evening doubt clearing classes and hence the committee also recommended for the same.

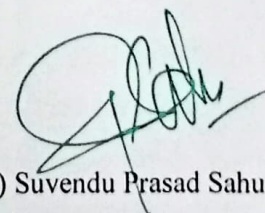
4. As per the training and placement cell report 89 number of students have placed in the last 12 drives that has been conducted in the institute till date.
5. The IQAC cell is congratulating all the faculty members and students of both CSE and ME department for their success in getting NBA accreditation for a period of 3 years. Further it is also decided to expedite the work for the 2<sup>nd</sup> cycle NAAC visit.
6. It is discussed that the departments who have not conducted the workshop/ conference this year they should take initiation to conduct the same within 3 months of time.
7. Head of the departments explained the initiation taken for the final year project work for students and submitted the progress report at the meeting for information.

#### **Action Taken Report**

1. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and communicated to relevant stakeholders.
2. The prepared time table and academic calendar have been distributed to each department for the implementation and given instruction to follow strictly.
3. Internal academic audit committee has been instructed to keep a close watch on academic delivery to the students. And also instructed to keep in touch with the head of the departments for the same.
4. Departments are instructed to submit the report at the IQAC for the preparation of AQAR 2022-23 and also to submit the detailed data for the preparation of SSR for the 2<sup>nd</sup> cycle.
5. Departments are advised to take the help of IQAC cell in conducting R&D related activities, if required from time to time.

  
Prof. (Dr.) Dilip Kumar Nayak

(Coordinator)  
**COORDINATOR**  
**IQAC, EATM**  
**BHUBANESWAR**

  
Prof. (Dr.) Suvendu Prasad Sahu

(Principal)

**Principal**  
Einstein Academy of Technology & Management  
Bhubaneswar, Khurda





## **IQAC Meetings Minutes & Action Taken Reports**

### **2022-23**

#### **IQAC Meetings Minutes of the Meeting held on 26.11.2022**

The meeting of the IQAC was held on 26.11.2022 under the chairmanship of the Principal at the principal's office for a discussion about the agenda and took the following resolutions

#### **Agenda**

- 9) Confirmation of minutes of meeting of last IQAC meeting held on 09.07.2022
- 10) Review of odd semester classes for the academic session 2022-23 and initiation for the academic audit.
- 11) Review of teaching and learning activities enhanced with ICT tools and various pedagogies.
- 12) Regarding the placement activities for the session 2022-23
- 13) Review of the work progress related to NBA visit for CSE and ME departments.
- 14) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 15) Review of co-curricular and extracurricular activities conducted and to be conducted.
- 16) Review of 1<sup>st</sup> year classes for the academic session 2022-23.

#### **Discussions and Resolutions of the meeting**

1. The MoM of the last IQAC meeting held on 09.07.2022 was reviewed and confirmed by the attendees.
2. The progress and quality of odd semester classes for the academic session 2022-23 were discussed. The classes for the 7<sup>th</sup> and 5<sup>th</sup> semester students of B. Tech are almost finished and for 3<sup>rd</sup> and 1<sup>st</sup> semesters, it require another one month of classes to finish. For MBA 3<sup>rd</sup> and 1<sup>st</sup> semester classes it is also required at least 10/12 classes to finish for each





subject. Internal academic audit committee has been advised to do the audit for the ongoing classes of odd semester.

3. Faculty members of the departments are advised to use more and more ICT tools for better explanation of subjects.
4. Placement department ensures that they have already finalized 14 numbers of recruiters to visit to the institute for the recruitment process in next 2 months time.
5. The NBA core committee of respective departments ensures about the completion of NBA visit related works and they also confirm that the visit will be conducted from 22<sup>nd</sup> Dec. 2022 to 25<sup>th</sup> Dec. 2022.
6. Research and development activities were evaluated, and upcoming seminars/conferences were discussed. Efforts to promote research culture and encourage participation in academic events were emphasized.
7. It is observed that few extension activities have been conducted by the NSS club of the institute in last 2 months. Further they are advised to carry out a blood donation camp in collaboration with Red Cross.
8. 1<sup>st</sup> Year classes for the session has started from 20<sup>th</sup> September 2022 with induction classes of 21 days. The 1<sup>st</sup> class test for the students has been completed and it is observed that students are happy at attending regular classes and they are enjoying their time in classes.

#### **Action Taken Report**

1. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and communicated to relevant stakeholders.
2. Instruction given to the departments to carry out doubt clearing classes for students in the evening. Internal Academic Audit has been instructed to do the audit and submit a report for the next course of action.
3. The head of the placement section is instructed to expedite the placement activities and complete the procedure before the commencement of even semester examination for the academic session 2022-23.





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4. In connection to the NBA visit Dr. Dilip Kumar Nayak, Dr. Biswajit Nayak, Dr. Abdul Kalam are instructed to visit to the respective departments to check and verify the documentation made in the department and suggest for any other thing it is required.
5. The sponsored project proposals submitted by the departments are scrutinized by the core committee and sent to the respective departments for necessary changes for submission.
6. Coordinators are advised to conduct extension activities like green initiative, Swatchta Abhiyan and other awareness programs in nearby areas of the college for public awareness.

Prof. (Dr.) Dilip Kumar Nayak  
(Coordinator IQAC)

CO-ORDINATOR  
IQAC, EATM  
BHUBANESWAR

Prof. (Dr.) Suwendu Prasad Sahu  
(Principal)

Principal  
Einstein Academy of Technology & Management  
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## **IQAC Meeting's Minutes & Action Taken Reports**

### **2022-23**

#### **IQAC Meetings Minutes of the Meeting held on 09.07.2022**

The meeting of the IQAC was held on 09.07.2022 under the chairmanship of the Principal at the principal's office for a discussion about the agenda and took the following resolutions.

#### **Agenda**

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 25.05.2022
- 2) Confirmation of academic calendar and time table for the odd semester classes of the academic session 2022-23.
- 3) Review of semester result for even semester 2021-22.
- 4) Regarding the placement activities for academic year 2021-22
- 5) Review of Research and Development activities for 2021-22 and planning for seminars and conferences to be conducted for 2022-23.
- 6) Review of certification courses offered and its effectiveness.
- 7) Analysis of Internal Academic Audit.
- 8) About the establishment NCC wing in the institute.

#### **Discussions and Resolutions of the meeting**

8. The MoM of the last IQAC meeting held on 25.05.2022 was reviewed and confirmed by the attendees.
9. The academic calendar for the odd semester 2022-23 has been finalized and the classes for the odd semester will start from 20<sup>th</sup> September 2022. In addition to this the time table prepared by the time table committee has been approved and the timing for the classes will remain as usual i.e. from 9:00 AM to 4:00 PM on week days. It is also decided that 4 number of theory classes will be offered for each subject in each department.





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10. It is found that the pass percentage for the final year students is about 90.5%, which is little less with respect to the last year pass percentage hence departments are instructed to initiate necessary steps for the better result next time.
11. Number of recruiters visited to the institute are 34 and 278 students got recruited.
12. It is reported that more than 50 number of journal papers published including all department of the institute. Hence departments are advised to expedite their research activities for better number of publications in reputed journals. It is also decided that each department should conduct at least one conference / workshop / FDP / STTP in the department in one academic year.
13. It is observed that departments are offering certification courses to the students in each year, besides departments are also advised to aware students to enroll for courses in MOOCS/ SWAYAM portal.
14. The findings of the internal academic audit for 2021-22 were analyzed, and corrective measures were discussed. Actions were taken to ensure compliance with academic standards and quality benchmarks.
15. Correspondences have been made for the establishment of NCC wing in the institute. For information our application is in queue at number 13.

### **Action Taken Report**

6. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and communicated to relevant stakeholders.
7. Strategies to improve odd semester classes have been implemented with 4 hours of classes for each subject. Further departments are also instructed to introduce evening doubt clearing classes for students after completion of 1<sup>st</sup> class test till the semester examination.
8. Instruction has been given to the placement officer to contact various other companies so that more no of recruiters can be invited for the placement of students for the academic session 2022-23. It is also advised to go for MOUs with recruiters for the in house





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training of students so that they will be ready for the placement. They are also instructed to conduct career guidance session for students.

9. It is finalized that the same financial assistance to be given to the faculty members to expedite the research and development activities in the institute.
10. Corrective actions based on the internal academic audit analysis have been implemented, ensuring continuous improvement in academic processes and standards.

Prof. (Dr.) Dilip Kumar Nayak  
(Coordinator IQAC)

CO-ORDINATOR  
IQAC, EATM

Prof. (Dr.) Suwendu Prasad Sahu  
(Principal)

Principal  
Einstein Academy of Technology & Management  
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