

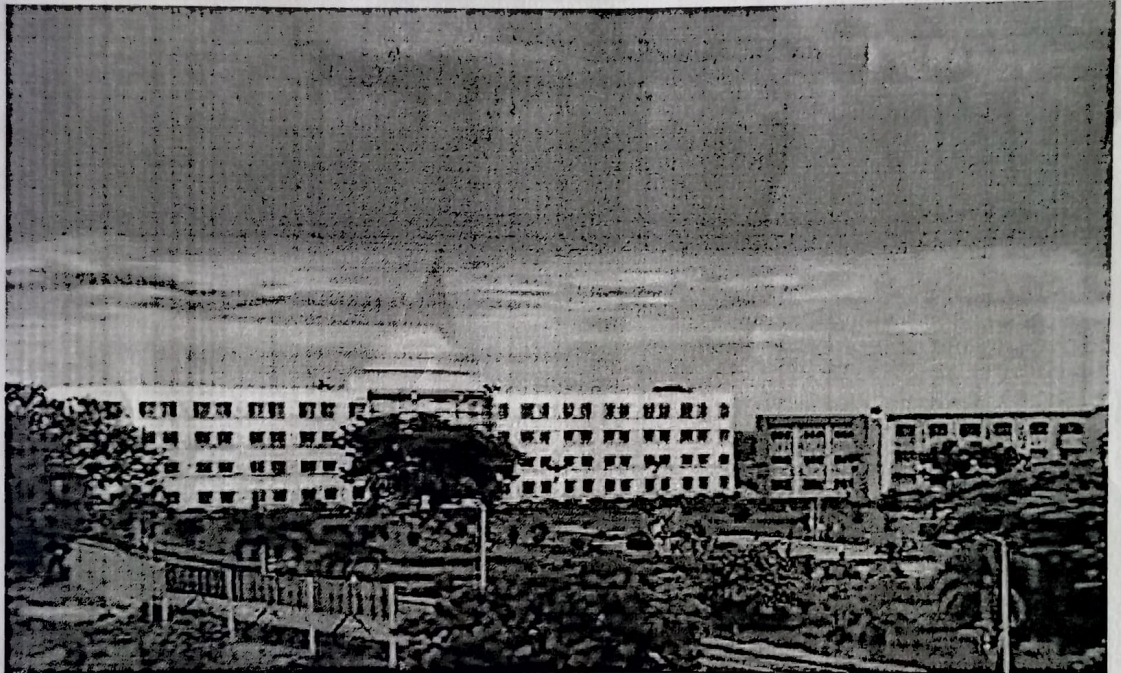
Internal Quality Assurance Cell

Einstein Academy of Technology and Management
(EATM),
Bhubaneswar

Minutes of IQAC Meetings



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



Einstein Academy of Technology and
Management (EATM),
Bhubaneswar

Office of the Principal



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

Office Order

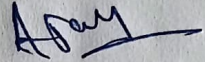
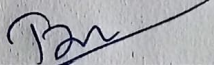
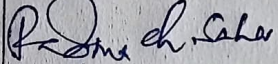
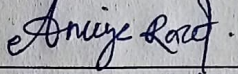
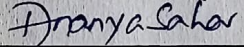
Ref. No.: EATM/OO/18/22-23

Date: 04/07/2022

IQAC Committee

Objective: To help different departments of the institution in preparing for NBA accreditation from the competent authority in order to provide quality education and create research culture among faculties.

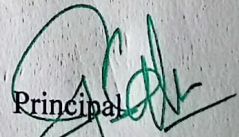
Sl.No	Name with Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof.(Dr.) Biswajit Nayak, Dean Academics	Coordinator	
3	Prof. Sanat Rout, Dean MBA	Member (Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof. (Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
7	Prof. (Dr.) Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Biswajit Mahapatra, Asst. Professor.		
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	

14	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
15	Mr. Tapan Kumar Palai	Member (Alumni)	
16	Mr. Padma Charan Sahoo	Member(Parent)	
17	Mr. Amiya Ranjan Rout	Member (student)	
18	Ms. Ananya Sruti Sahoo	Member (student)	

Roles and responsibilities:

- To frame, structure and guide all the staffs with respect to meeting the requirements of accreditation process.
- To provide proper guidance to faculty and students for the cultivation of research and activities.
- To monitor the academic and non-academic activities structured and framed by academic council and prescribed by the AICTE and University.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will be held responsible and the higher authority will have every right to take necessary action as deemed fit.



Principal
EATM, BBSR

Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

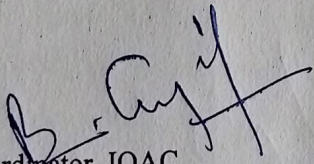
Ref: EATM/IQAC/01/22-23

Date: 08-07-2022

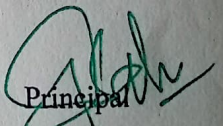
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.09-07-2022 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 27.04.2022
- 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.
- 9) Any other items with the permission of the Chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal
EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



IQAC Meeting's Minutes & Action Taken Reports

2022-23

IQAC Meetings Minutes of the Meeting held on Dt.09.07.2022

The meeting of the IQAC was held on Dt.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.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof.(Dr.) Biswajit Nayak, Dean Academics
3. Prof. Sanat Rout, Dean MBA
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof.(Dr.) Bijaya Kumar Mohapatra, Dept. of EEE
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Biswajit Mohapatra, Dept. of EE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Padma Charan Sahoo, Parent
17. Mr. Amiya Ranjan Rout, Student of 3rd year (EEE) at EATM. Regd. No: 2001322174.
18. Ms.Ananya Sruti Sahoo, Student of 2nd year (CSE) at EATM. Regd. No: 2101322048.



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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.
- 9) Any other items with the permission of the Chair.

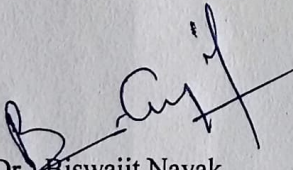
Discussions and Resolutions of the meeting:-

1. The MoM of the last IQAC meeting held on 25.05.2022 was reviewed and confirmed by the attendees.
2. The academic calendar for the odd semester 2022-23 has been finalized and the classes for the odd semester will start from 20th 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.
3. 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.
4. Number of recruiters visited to the institute are 34 and 278 students got recruited.
5. 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

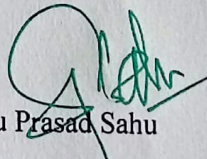


department should conduct at least one conference / workshop / FDP / STTP in the department in one academic year.

6. 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.
7. 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.
8. Correspondences have been made for the establishment of NCC wing in the institute. For information our application is in queue at number 13.
9. The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. (Dr.) Biswajit Nayak

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

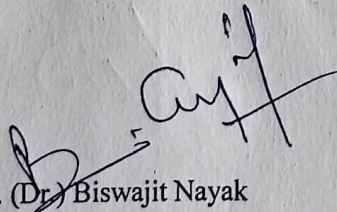
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



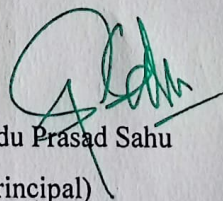
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Action Taken Report

1. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and communicated to relevant stakeholders.
2. 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 1st class test till the semester examination.
3. 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 training of students so that they will be ready for the placement. They are also instructed to conduct career guidance session for students.
4. 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.
5. Corrective actions based on the internal academic audit analysis have been implemented, ensuring continuous improvement in academic processes and standards.


Prof. (Dr.) Biswajit Nayak
(Coordinator IQAC)

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


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

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



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Internal Quality Assurance Cell (IQAC)

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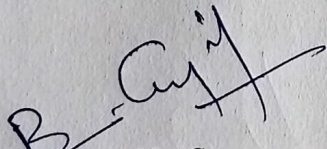
Ref: EATM/IQAC/02/22-23

Date: 25-11-2022

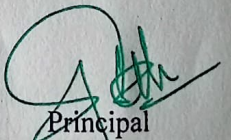
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.26-11-2022 at 3.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 09.07.2022
- 2) Review of odd semester classes for the academic session 2022-23 and initiation for the academic audit.
- 3) Review of teaching and learning activities enhanced with ICT tools and various pedagogies.
- 4) Regarding the placement activities for the session 2022-23
- 5) Review of the work progress related to NBA visit for CSE and ME departments.
- 6) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 7) Review of co-curricular and extracurricular activities conducted and to be conducted.
- 8) Review of 1st year classes for the academic session 2022-23.
- 9) Any other items with the permission of the Chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof.(Dr.) Biswajit Nayak, Dean Academics
3. Prof. Sanat Rout, Dean MBA
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof.(Dr.) Bijaya Kumar Mohapatra, Dept. of EEE
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Biswajit Mohapatra, Dept. of EE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Padma Charan Sahoo, Parent
17. Mr. Amiya Ranjan Rout, Student of 3rd year (EEE) at EATM. Regd. No: 2001322174.
18. Ms.Ananya Sruti Sahoo, Student of 2nd year (CSE) at EATM. Regd. No: 2101322048.



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Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting held on 09.07.2022
- 2) Review of odd semester classes for the academic session 2022-23 and initiation for the academic audit.
- 3) Review of teaching and learning activities enhanced with ICT tools and various pedagogies.
- 4) Regarding the placement activities for the session 2022-23
- 5) Review of the work progress related to NBA visit for CSE and ME departments.
- 6) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 7) Review of co-curricular and extracurricular activities conducted and to be conducted.
- 8) Review of 1st year classes for the academic session 2022-23.
- 9) Any other items with the permission of the Chair.

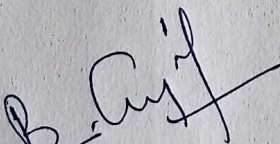
Discussions and Resolutions of the meeting:-

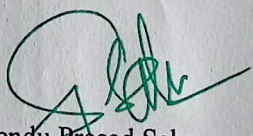
1. The MoM of the last IQAC meeting held on 09.07.2022 was reviewed and confirmed by the attendees.
2. The progress and quality of odd semester classes for the academic session 2022-23 were discussed. The classes for the 7th and 5th semester students of B. Tech are almost finished and for 3rd and 1st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



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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 22nd Dec. 2022 to 25th 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. 1st Year classes for the session has started from 20th September 2022 with induction classes of 21 days. The 1st 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.
9. The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. (Dr.) Biswajit Nayak
(Coordinator IQAC)
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**

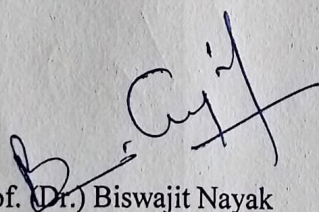

Prof. (Dr.) Suwendu Prasad Sahu
(Principal)
**Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda**



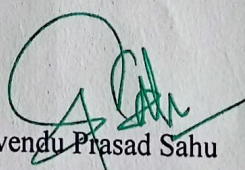
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Action Taken Report

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.
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 form public awareness.


Prof. (Dr.) Biswajit Nayak

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

(Principal)
Principal
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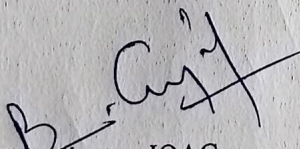
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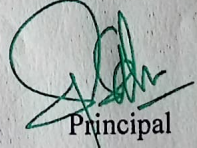
Date: 02-02-2023

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.03-02-2023 at 3.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

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 23rd Dec to 25th Dec 2022
- 6) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 7) Review on final year project work of students.
- 8) Any other items with the permission of the Chair.


Coordinator, IQAC
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


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

Copy to: All concerned member of IQAC



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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.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof.(Dr.) Biswajit Nayak, Dean Academics
3. Prof. Sanat Rout, Dean MBA
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof.(Dr.) Bijaya Kumar Mohapatra, Dept. of EEE
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9. Prof. Biswajit Mohapatra, Dept. of EE
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11. Mr. Dhaneswar Chotray, PRO.
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13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Padma Charan Sahoo, Parent
17. Mr. Amiya Ranjan Rout, Student of 3rd year (EEE) at EATM. Regd. No: 2001322174.
18. Ms.Ananya Sruti Sahoo, Student of 2nd year (CSE) at EATM. Regd. No: 2101322048.



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Agenda:-

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- 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 23rd Dec to 25th Dec 2022
- 6) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 7) Review on final year project work of students.
- 8) Any other items with the permission of the Chair.

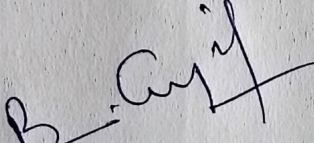
Discussions and Resolutions of the meeting:-

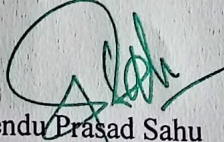
1. The MoM of the last IQAC meeting held on 26.11.2022 was reviewed and confirmed by the attendees.
2. The academic calendar for the even semester 2022-23 has been finalized and the classes for the even semester (6th and 4th) will start from 02nd March 2023 and for 2nd semester from 20th Mar. 2023. In 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 2nd cycle NAAC visit.



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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.
8. The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. (Dr.) Biswajit Nayak
(Coordinator IQAC)
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**

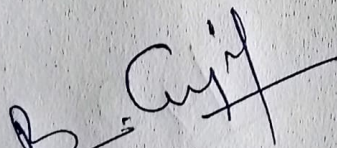

Prof. (Dr.) Suvendu Prasad Sahu
(Principal)
**Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda**



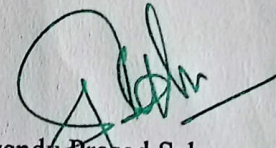
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Action Taken Report

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 2nd 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.) Biswajit Nayak
(Coordinator IQAC)

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


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

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



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Internal Quality Assurance Cell (IQAC)

Notice

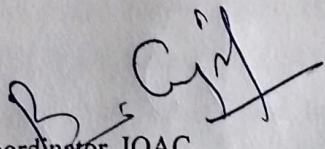
Ref: EATM/IQAC/04/22-23

Date: 13-05-2023

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.15-05-2023 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

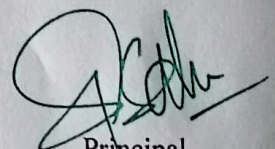
AGENDA:

- 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.
- 9) Any other items with the permission of the Chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**

Copy to: All concerned member of IQAC


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.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof.(Dr.) Biswajit Nayak, Dean Academics
3. Prof. Sanat Rout, Dean MBA
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof.(Dr.) Bijaya Kumar Mohapatra, Dept. of EEE
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Biswajit Mohapatra, Dept. of EE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Padma Charan Sahoo, Parent
17. Mr. Amiya Ranjan Rout, Student of 3rd year (EEE) at EATM. Regd. No: 2001322174.
18. Ms.Ananya Sruti Sahoo, Student of 2nd year (CSE) at EATM. Regd. No: 2101322048.



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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.
- 9) Any other items with the permission of the Chair.

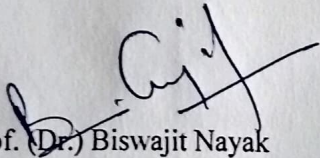
Discussions and Resolutions of the meeting:-

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.

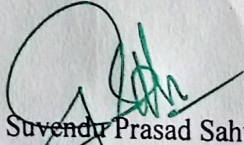


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7. Certification courses conducted by the institute were discussed. It is observed that departments are offering certification courses to the students in each year, besides departments are also advised to aware students to enroll for courses in MOOCS/ SWAYAM portal.
8. The odd semester 2022-23 result was reviewed and it is found that the students performed well except few.
9. The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. (Dr.) Biswajit Nayak

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

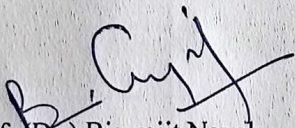

Prof. (Dr.) Suvendra Prasad Sahu

(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

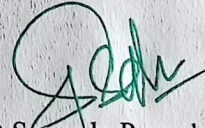


Action Taken Report

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.
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 re appearing the examination of the subjects.


Prof. (Dr.) Biswajit Nayak
(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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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 Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof.(Dr.) Biswajit Nayak, Dean Academics	Coordinator	
3	Prof. Sanat Rout, Dean MBA	Member (Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof. (Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	



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7	Prof. (Dr.) Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Biswajit Mahapatra, Asst. Professor.		
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
14	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
15	Mr. Tapan Kumar Palai	Member (Alumni)	
16	Mr. Padma Charan Sahoo	Member(Parent)	
17	Mr. Amiya Ranjan Rout	Member (student)	
18	Ms. Ananya Sruti Sahoo	Member (student)	

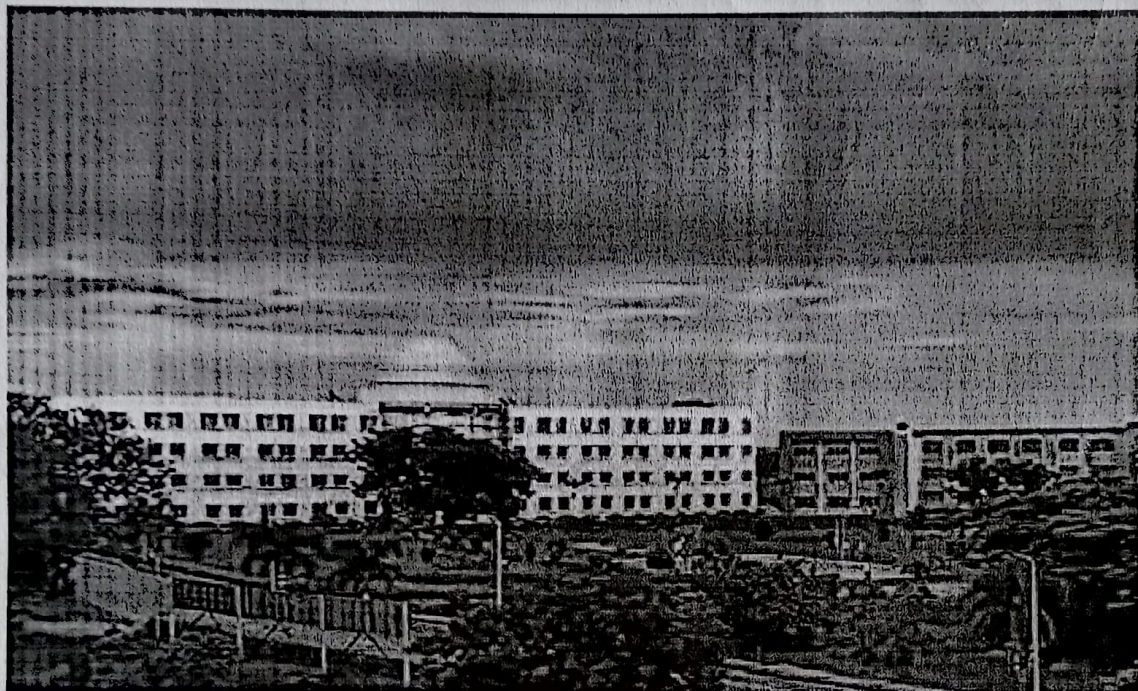
Significant contribution made by IQAC in the year 2022-23:

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 rd to 25 th Dec. 2022
02	Industrial Talks	Industry experts are invited for presenting their expertise before students for an exposure addressing various technical issues.	4 th Feb 2023

Prof. (Dr.) Biswajit Nayak
(Coordinator, IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

Prof. (Dr.) Suryendu Prasad Sahu
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

IQAC Meetings Minutes & Action Taken Reports: 2021-22



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

Office of the Principal



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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

Office Order

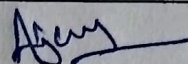
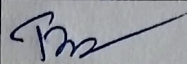
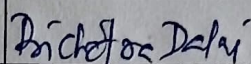
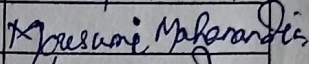
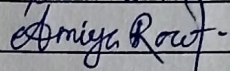
Ref. No.: EATM/OO/53/21-22

Date: 03/08/2021

IQAC Committee

Objective: To help different departments of the institution in preparing for NBA accreditation from the competent authority in order to provide quality education and create research culture among faculties.

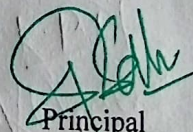
Sl.No	Name with Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. (Dr.) Dilip Kumar Nayak, Asso. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. Sanat Rout, Dean MBA	Member(Teacher)	
5	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
6	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
7	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	

14	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
15	Mr. Tapan Kumar Palai	Member (Alumni)	
16	Mr. Bichitra Dalai	Member (Parent)	
17	Ms. Mousumi Mahanandia	Member (student)	
18	Mr. Amiya Ranjan Rout	Member (student)	

Roles and responsibilities:

- To frame, structure and guide all the staffs with respect to meeting the requirements of accreditation process.
- To provide proper guidance to faculty and students for the cultivation of research and activities.
- To monitor the academic and non-academic activities structured and framed by academic council and prescribed by the AICTE and University.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will be held responsible and the higher authority will have every right to take necessary action as deemed fit.


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
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Internal Quality Assurance Cell (IQAC)

Notice

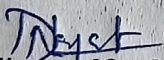
Ref: EATM/IQAC/01/21-22

Date: 16-08-2021

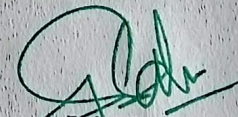
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.17-08-2021 at 2.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Approval of minutes of meeting of last IQAC meeting which held on 07.07.2021.
- 2) Academic activities proposed for the year 2021-22.
- 3) Academic calendar for the academic year 2021-22.
- 4) Budget proposals for the year 2021-22.
- 5) Career guided program for the students to be started.
- 6) Strict mentoring action to be conducted
- 7) Action plan for filling AQAR for the academic year 2021-22.
- 8) Any other matter with permission of the chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2021-22

IQAC Meetings Minutes of the Meeting held on 17.08.2021

Under the Chairmanship of Principal, IQAC meeting is conducted on 17.08.2021 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. (Dr.) Dilip Kumar Nayak, Dept. of ECE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Bichitra Dalai, Parent
17. Ms. Mousumi Mahanandia, Student of 3rd year (CSE) at EATM. Regd. No: 1901322080.
18. Mr. Amiya Ranjan Rout, Student of 2nd year (EEE) at EATM. Regd. No: 2001322174.

Agenda:-

- 1) Approval of minutes of meeting of last IQAC meeting which held on 07.07.2021.
- 2) Academic activities proposed for the year 2021-22.



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- 3) Academic calendar for the academic year 2021-22.
- 4) Budget proposals for the year 2021-22.
- 5) Career guided program for the students to be started.
- 6) Strict mentoring action to be conducted
- 7) Action plan for filling AQAR for the academic year 2021-22.
- 8) Any other matter with permission of the chair.

Discussions and Resolutions of the meeting:-

- 1) The Principal welcomes the new members of IQAC cell and the minutes of the last IQAC meeting held on 07.07.2021 were reviewed and approved.
- 2) It is discussed to prepare the time table for the Odd Semester 2021-22 and to submit lesson plans of each course on or before 28.08.2021. Also the chair discussed the FDP/Seminar/workshop/conference to be conducted by all departments and the proposal to be submitted within 15 days.
- 3) It was decided to prepare academic calendar for the year 2021-22 on or before 25.08.2021.
- 4) All HODs were informed to submit departmental budget proposal for the academic year 2021-22.
- 5) It was decided and advised to all departmental HODs to provide different career guided programs for the students for enhancing curricular knowledge for their career.
- 6) 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 coordinator by the end of each month.
- 7) All members of the IQAC were informed to provide necessary and related supporting documents of each department for filling AQAR-2021-22.
- 8) The meeting was ended with the vote of thanks to the chair by the IQAC coordinator.



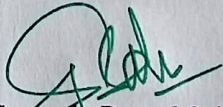
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Action Taken

1. Approved minutes of the last meeting were documented and recorded.
2. Within the stipulated time the time table, course plan have been prepared and the FDP/Seminar/workshop/conference by the different departments were conducted.
3. The academic calendar for the year 2021-22 has been prepared and submitted to the Principal and the chair person suggested that to adhere strictly the academic activities w.r.t the academic calendar.
4. Budget proposals from all the departments were discussed and forwarded to Principal
5. All Department HODs proposed Academic activities such as workshops, summer internships for students, Faculty development Programs, for the year 2021-22. All these proposals were recommended by IQAC and forwarded to the Principal.
6. The proposal submitted by the departments for career guided program were discussed and finalized to start the program after a month.
7. All HOD's submitted the detail proctorial report to IQAC coordinator and the issues raised by the students were resolved.
8. The filling of supporting documentation for AQAR-2021-22 is in progress.


Prof. (Dr.) Dilip Kumar Nayak

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
Bhubaneswar


Prof. (Dr.) Suvendu Prasad Sahu

(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

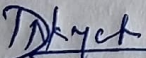
Ref: EATM/IQAC/02/21-22

Date: 04-10-2021

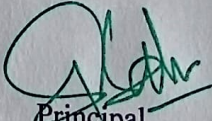
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.04-10-2021 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 17.08.2021.
- 2) Monitoring of the academic session 2021-22.
- 3) Modification of prepared time table.
- 4) Review of research and development activities.
- 5) Involvement of students in curricular/ co-curricular/extra-curricular activities.
- 6) Discussion on inviting eminent guest speakers from premier institutions.
- 7) Updating information of scholarship for poor but academically good students.
- 8) Motivating students to do social work.
- 9) Any other points with the permission of the chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Principal

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

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2021-22

IQAC Meetings Minutes of the Meeting held on 05.10.2021

Under the Chairmanship of Principal, IQAC meeting is conducted on 05.10.2021 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. (Dr.) Dilip Kumar Nayak, Dept. of ECE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Bichitra Dalai, Parent
17. Ms. Mousumi Mahanandia, Student of 3rd year (CSE) at EATM. Regd. No: 1901322080.
18. Mr. Amiya Ranjan Rout, Student of 2nd year (EEE) at EATM. Regd. No: 2001322174.

Agenda:-

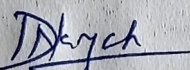
- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 17.08.2021.
- 2) Monitoring of the academic session 2021-22.



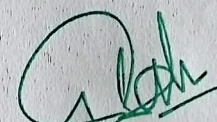
- 3) Modification of prepared time table.
- 4) Review of research and development activities.
- 5) Involvement of students in curricular/ co-curricular/extra-curricular activities.
- 6) Discussion on inviting eminent guest speakers from premier institutions.
- 7) Updating information of scholarship for poor but academically good students.
- 8) Motivating students to do social work.
- 9) Any other points with the permission of the chair.

Discussions and Resolutions of the meeting:-

1. The minutes of the last IQAC meeting held on 17.08.2021 were reviewed and confirmed.
2. Progress in the ongoing academic session 2021-22 was monitored, including student performance, faculty activities, and overall academic activities.
3. Changes and modifications to the prepared timetable were discussed and approved.
4. An overview of ongoing research and development activities was conducted with giving emphasis on outcomes, collaborations, and future directions.
5. Strategies made to increase student participation in curricular, co-curricular, and extra-curricular activities for implementation.
6. Principal advice to HODs to submit proposal for inviting eminent guest speakers from premier institutions to enrich academic discourse and providing exposure to students.
7. It was decided to avail scholarships to poor and good academic students for their better living and to maintain healthy academic environment.
8. Strategies were made to motivate and engage students for various social activities such as blood donation, Plantation, Swachh Bharat Abhiyan and actively participation during flood, cyclone etc.
9. The chairperson thanks to all participated members at the end of the meeting.


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

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

Principal
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Bhubaneswar, Khurda



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Action Taken

1. Confirmed minutes of the last meeting were documented and archived.
2. Monitoring mechanisms for the academic session 2021-22 were reinforced to track progress effectively.
3. Modified timetable discussed and implemented.
4. More emphasis given to faculty members for research and development activities by providing financial support by the institution.
5. Strategies made to increase student participation in curricular, co-curricular, and extra-curricular activities and implemented.
6. Proposal submitted by the HODs for conducting guest lecturers were approved and conducted.
7. Economically backward but academically good students were listed out and financially supported by the institute.
8. Students were motivated and counseled. It was found that more number of students has been participating in different social activities.

Dilip

Prof. (Dr.) Dilip Kumar Nayak

(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

Suwendu

Prof.(Dr.) Suwendu Prasad Sahu

(Principal)

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

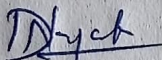
Ref: EATM/IQAC/03/21-22

Date: 13-01-2022

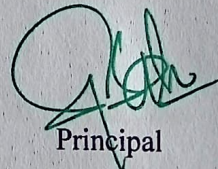
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.15-01-2022 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 05.10.2021.
- 2) Work progress of NBA for Mechanical and CSE Dept.
- 3) Completion of syllabus before the semester examination.
- 4) Conduction of the virtual labs.
- 5) Analysis of student's feedback for teaching learning process.
- 6) Submission of data for the AISHE 2021-22.
- 7) Due to COVID-19 avoiding cash receipts and encouraging digital payments.
- 8) Proposal for increasing new edited book and e-resources material.
- 9) Any other points with the permission of the chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR



Principal
EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2021-22

IQAC Meetings Minutes of the Meeting held on Dt.15.01.2022

The meeting of the IQAC was held on Dt.15.01.2022 under the chairmanship of Principal at the principal's office and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. (Dr.) Dilip Kumar Nayak, Dept. of ECE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Bichitra Dalai, Parent
17. Ms. Mousumi Mahanandia, Student of 3rd year (CSE) at EATM. Regd. No: 1901322080.
18. Mr. Amiya Ranjan Rout, Student of 2nd year (EEE) at EATM. Regd. No: 2001322174.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 05.10.2021.
- 2) Work progress of NBA for Mechanical and CSE Dept.



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- 3) Completion of syllabus before the semester examination.
- 4) Conduction of the virtual labs.
- 5) Analysis of student's feedback for teaching learning process.
- 6) Submission of data for the AISHE 2021-22.
- 7) Due to COVID-19 avoiding cash receipts and encouraging digital payments.
- 8) Proposal for increasing new edited book and e-resources material.
- 9) Any other points with the permission of the chair.

Discussions and Resolutions of the meeting:-

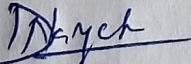
1. The minutes of the last IQAC meeting held on 05.10.2021 were reviewed and confirmed.
2. It was thoroughly discussed regarding the work progress of NBA and advised complete documentation work as soon as possible.
3. The syllabus competition report given by concerned faculty members are discussed and informed to complete 100% syllabus before the class test-2. Also it was advised to solve previous university question papers for betterment of students.
4. Due to the COVID-19 scenario the chairperson instructed to conduct virtual labs for different courses.
5. The feedbacks collected by the students were analyzed and the drawbacks were resolved and intimated to the concerned person for the improvement.
6. It was decided that to submit the All India Survey on Higher Education (AISHE) of 2021-22 based on different parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure of the institute.
7. It was decided due to COVID-19 situation and SOP given by the government for avoiding cash receipts and encouraging digital payments for easy transaction process for both student as well as account section.
8. For the students benefit it was proposed by the maximum members of IQAC to increase number of new edition books as well as e-resource material in the library.



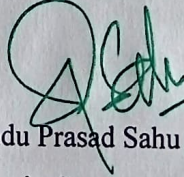
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Action Taken

1. Confirmed minutes of the last meeting were documented and recorded.
2. The updated documents of different criteria were submitted to the NBA coordinator and Principal.
3. The syllabus competition report submitted to the Principal and previous university question papers were solved.
4. Virtual labs for different courses were conducted and students were submitted the soft copies of the lab records.
5. The drawbacks from the students feedback report intimated to the concerned persons have been improved.
6. All India Survey on Higher Education (AISHE) of 2021-22 submitted on the prescribed date.
7. Completely avoided the cash receipt and encouraged the digital payments.
8. Few number of new edition books have been purchased including e-resource materials for the library.


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

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

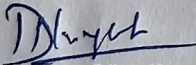
Ref: EATM/IQAC/04/21-22

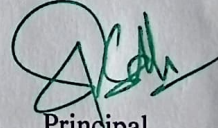
Date: 26-04-2022

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.27-04-2022 at 3.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 15.01.2022.
- 2) Review of NBA work.
- 3) Review of Quality initiatives by IQAC
- 4) Report of training and placement of students.
- 5) Registering in different professional bodies
- 6) Review of research and development activities.
- 7) Utilization of the library by the students.
- 8) Any other relevant point with the permission of Chair.


Coordinator, IQAC
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



IQAC Meetings Minutes & Action Taken Reports

2021-22

IQAC Meetings Minutes of the Meeting held on 27.04.2022

The meeting of the IQAC was held on 27.04.2022 under the chairmanship of Principal at the principal's office and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. (Dr.) Dilip Kumar Nayak, Dept. of ECE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Prof. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Bichitra Dalai, Parent
17. Ms. Mousumi Mahanandia, Student of 3rd year (CSE) at EATM. Regd. No: 1901322080.
18. Mr. Amiya Ranjan Rout, Student of 2nd year (EEE) at EATM. Regd. No: 2001322174.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 15.01.2022.
- 2) Review of NBA work.



- 3) Review of Quality initiatives by IQAC
- 4) Report of training and placement of students.
- 5) Registering in different professional bodies
- 6) Review of research and development activities.
- 7) Utilization of the library by the students.
- 8) Any other relevant point with the permission of Chair.

Discussions and Resolutions of the meeting:-

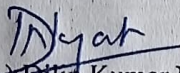
- 1) The minutes of the last IQAC meeting held on 15.01.2022 were reviewed and confirmed.
- 2) The chair person reviewed the progress of the NBA work of both CSE & ME Department. The HODs were informed to distribute the remaining works among the faculty members so as to finish by the end of May.
- 3) IQAC Coordinator reviewed the activities executed by IQAC during August 2021 to April 2022. The strategic planning is defined for the institute. The key performance indicators with targets are set for Academic year 2022-23. Academic and Administrative Audit was conducted for Academic year 2021-22.
- 4) An overview of the placement activities conducted during the session was presented. It was informed to T & P officer to conduct more on campus on core company to place more number of students.
- 5) The Principal sir advised to all HODs that all faculty member must be enrolled in professional bodies to avail various benefits given by the professional bodies time to time.
- 6) The progress and outcomes of research and development activities, including seminars, conferences, and workshops, were reviewed. Suggestions for further enhancing R&D initiatives were proposed.
- 7) It was suggested to HODs to convey the information to the students for availing the library in the evening time from 5.00PM to 9.00PM. Also it was advised attendance report of the students during library study hour.
- 8) The chairperson thanks to all participated members at the end of the meeting.



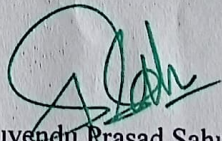
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Action Taken Report

- 1) The minutes of the previous meeting have been confirmed and documented.
- 2) The remaining NBA work distributed among other faculty members and advised to finish by the end of month of May.
- 3) The IQAC Coordinator reviewed the activities executed by IQAC and submitted to the chair person of final report of academic and administrative audit for the academic year 2021-22.
- 4) The T & P officer submitted the list of upcoming core campus to the chair person.
- 5) The faculty members were enrolled in ISTE, IEEE, IETE etc.
- 6) The proposed lists of research and development activities by all departments have been submitted to the Principal for further process.
- 7) The students are encouraged and the utilization of library attendance report submitted to the Principal.


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

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Annual Report (2021-22)

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 Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. (Dr.) Dilip Kumar Nayak, Asso. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. Sanat Rout, Dean MBA	Member(Teacher)	
5	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
6	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	



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7	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
14	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
15	Mr. Tapan Kumar Palai	Member (Alumni)	
16	Mr. Bichitra Dalai	Member(Parent)	
17	Ms. Mousumi Mahanandia	Member (student)	
18	Mr. Amiya Ranjan Rout	Member (student)	

Significant contribution made by IQAC in the year 2021-22:

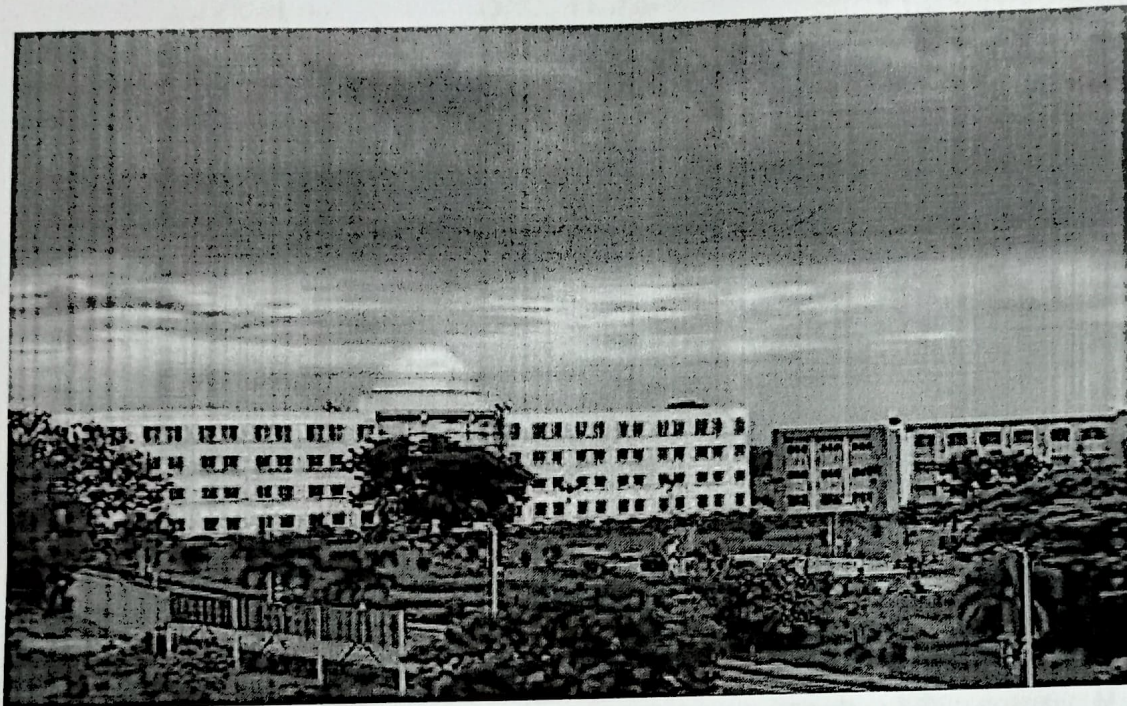
Sl. No.	Type	Title	Duration
01	Technical Talk	Scopes of higher studies in interdisciplinary engineering.	06 th Oct. 2021
02	Technical Talk	Student preparedness towards achieving employability skills.	22 nd Dec. 2021

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

CO-ORDINATOR
IQAC, EATM
SV

Prof.(Dr.) Suwendu Prasad Sahu
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

IQAC Meetings Minutes & Action Taken Reports: 2020-21



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

Office of the Principal



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

Office Order

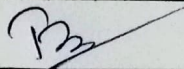
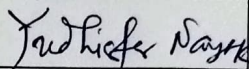
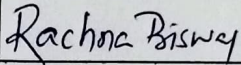
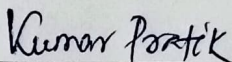
Ref. No.: EATM/OO/23/20-21

Date: 03/08/2020

IQAC Committee

Objective: To help different departments of the institution in preparing for NBA accreditation from the competent authority in order to provide quality education and create research culture among faculties.

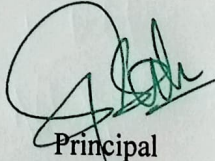
Sl.No	Name with Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. Biswajit Mohapatra, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. Sanat Rout, Dean MBA	Member(Teacher)	
5	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
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7	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	

14	Mr. Tapan Kumar Palai	Member (Alumni)	
15	Mr. Yudhister Nayak	Member (Parent)	
16	Ms. Rachna Biswal	Member(student)	
17	Mr. Kumar Pratik	Member (student)	

Roles and responsibilities:

- To frame, structure and guide all the staffs with respect to meeting the requirements of accreditation process.
- To provide proper guidance to faculty and students for the cultivation of research and activities.
- To monitor the academic and non-academic activities structured and framed by academic council and prescribed by the AICTE and University.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will be held responsible and the higher authority will have every right to take necessary action as deemed fit.



Principal

EATM, BBSR

Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

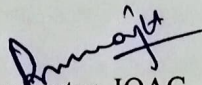
Ref: EATM/IQAC/01/20-21

Date: 04-08-2020

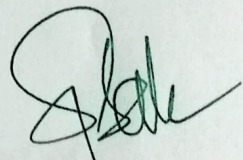
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.05-08-2020 at 11.00 AM in online mode to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Approval of minutes of meeting of last IQAC meeting which held on 04.05.2020.
- 2) Academic activities proposed for the year 2020-21.
- 3) Academic calendar for the academic year 2020-21.
- 4) Departmental Budget proposals for the year 2020-21.
- 5) Proposal for Career guided program for the students
- 6) Action plan for filling AQAR for the academic year 2020-21.
- 7) Any other matter with permission of the chair.


Coordinator, IQAC

COORDINATOR
EATM, BBSR


Principal

EATM, BBSR

Principal
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Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2020-21

IQAC Meetings Minutes of the Meeting held on Dt.05.08.2020

Under the Chairmanship of Principal, IQAC meeting is conducted in online mode on Dt.05.08.2020 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Biswajit Mohapatra, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Adhibas Jena, Parent
17. Mr. Kumar Pratik, Student of 3rd year (ECE) at EATM. Regd. No: - 1801322088.
18. Ms. Mousumi Mahanandia, Student of 2nd year (CSE) at EATM. Regd. No: 1901322080.

Agenda:-

- 1) Approval of minutes of meeting of last IQAC meeting which held on 04.05.2020.
- 2) Academic activities proposed for the year 2020-21.

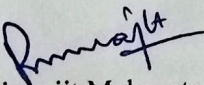


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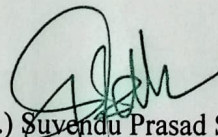
- 3) Academic calendar for the academic year 2020-21.
- 4) Departmental Budget proposals for the year 2020-21.
- 5) Proposal for Career guided program for the students
- 6) Action plan for filling AQAR for the academic year 2020-21.
- 7) Any other matter with permission of the chair.

Discussions and Resolutions of the meeting:-

- 1) The Principal welcomes the new members of IQAC cell and the minutes of the last IQAC meeting held on 04.05.2020 were reviewed and approved.
- 2) It is discussed to prepare the time table for the Odd Semester 2020-21 and to submit lesson plans of each course on or before 12.08.2020. Also the chair discussed the FDP/Seminar/workshop/conference to be conducted by all departments and the proposal to be submitted within 20 days.
- 3) It was decided to prepare academic calendar for the year 2020-21 on or before 12.08.2020.
- 4) All HODs were informed to submit departmental budget proposal for the academic year 2020-21.
- 5) It was decided and advised to all departmental HODs to provide different career guided programs for the students for enhancing curricular knowledge for their career.
- 6) All members of the IQAC were informed to provide necessary and related supporting documents of each department for filling AQAR-2021-22.
- 7) The meeting was ended with the vote of thanks to the chair by the IQAC coordinator.


Prof. Biswajit Mohapatra

(Coordinator IQAC)
COORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

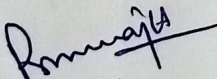
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



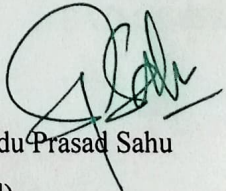
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Action Taken

1. Approved minutes of the last meeting were documented and recorded.
2. Within the stipulated time the time table, course plan have been prepared and the FDP/Seminar/workshop/conference by the different departments were conducted.
3. The academic calendar for the year 2020-21 has been prepared and submitted to the Principal and the chair person suggested that to adhere strictly the academic activities w.r.t the academic calendar.
4. Budget proposals from all the departments were discussed and forwarded to Principal
5. The proposal submitted by the departments for career guided program were discussed and finalized to start the program after a month.
6. The filling of supporting documentation for AQAR-2020-21 is in progress.


Prof. Biswajit Mohapatra

(Coordinator IQAC, EATM)
Bhubaneswar


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

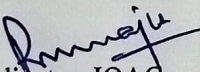
Ref: EATM/IQAC/02/20-21

Date: 09-12-2020

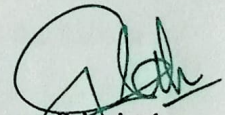
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.10-12-2020 at 11.00 AM in online mode to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.05.08.2020.
- 2) Strategy for student admission for academic year 2020-21 due to Covid-19.
- 3) Introduction of new PG course in management program.
- 4) Recruitment of new faculty for academic year 2020-21.
- 5) Work progress of NBA for Mechanical and CSE Dept.
- 6) Proposal for Conduction of the virtual labs.
- 7) Submission of data for the AISHE 2020-21.
- 8) Due to COVID-19 avoiding cash receipts and encouraging digital payments.
- 9) Any other points with the permission of the chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

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IQAC Meetings Minutes & Action Taken Reports

2020-21

IQAC Meetings Minutes of the Meeting held on Dt.10.12.2020

The meeting of the IQAC was held on Dt.10.12.2020 under the chairmanship of Principal in online mode and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Biswajit Mohapatra, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Adhibas Jena, Parent
17. Mr. Kumar Pratik, Student of 3rd year (ECE) at EATM. Regd. No: - 1801322088.
18. Ms. Mousumi Mahanandia, Student of 2nd year (CSE) at EATM. Regd. No: 1901322080.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.05.08.2020.
- 2) Strategy for student admission for academic year 2020-21 due to Covid-19.



- 3) Introduction of new PG course in management program.
- 4) Recruitment of new faculty for academic year 2020-21.
- 5) Work progress of NBA for Mechanical and CSE Dept.
- 6) Proposal for Conduction of the virtual labs.
- 7) Submission of data for the AISHE 2020-21.
- 8) Due to COVID-19 avoiding cash receipts and encouraging digital payments.
- 9) Any other points with the permission of the chair.

Discussions and Resolutions of the meeting:-

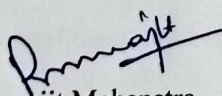
1. The minutes of the last IQAC meeting held on Dt. 05.08.2020 were reviewed and confirmed.
2. The chair person pointed the ways of student counseling due to Covid-19 and targeted the admission number should be more irrespective of direct physical contact.
3. It was discussed regarding the introduction of new PG course as MBA in Marketing Management and Finance Management in EATM group.
4. IQAC Coordinator suggested recruitment of new faculty to maintain faculty-student ratio for the academic year 2020-2021.
5. It was thoroughly discussed regarding the work progress of NBA and advised complete documentation work as soon as possible.
6. Due to the COVID-19 scenario the chairperson instructed to conduct virtual labs for different courses.
7. It was decided that to submit the All India Survey on Higher Education (AISHE) of 2020-21 based on different parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure of the institute.
8. It was decided due to COVID-19 situation and SOP given by the government for avoiding cash receipts and encouraging digital payments for easy transaction process for both student as well as account section.



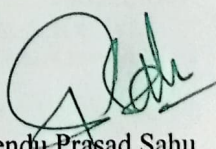
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Action Taken

1. The confirmed minutes of the last meeting will be documented and recorded.
2. The faculty members contacted to students through phone calls and convinced them to take the admission in EATM for their better future. The contact list submitted to the Principal. The chair person suggested continuing the process till the end of the admission process.
3. The new PG courses as MBA in Marketing Management and Finance Management are introduced with the capacity of 60 intakes in each course.
4. New faculties are recruited in different program.
5. IQAC Coordinator suggested recruitment of new faculty to maintain faculty-student ratio for the academic year 2020-2021.
6. The updated documents of different criteria were submitted to the NBA coordinator and Principal.
7. Virtual labs for different courses were conducted and students were submitted the soft copies of the lab records.
8. All India Survey on Higher Education (AISHE) of 2020-21 submitted on the prescribed date.
9. Completely avoided the cash receipt and encouraged the digital payments.


Prof. Biswajit Mohapatra
(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

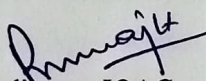
Ref: EATM/IQAC/03/20-21

Date: 13-04-2021

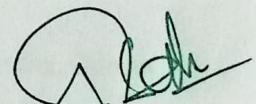
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.14-04-2021 at 11.00 AM in online mode to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Activities during Covid-19 Pandemic and Planning.
- 2) Online class completion report.
- 3) Online courses registration.
- 4) Teaching and learning activities enhanced with combination of ICT tools and various pedagogies during Covid-19
- 5) Proposal for seminar/ conference/FDP in online mode.


Coordinator, IQAC

COORDINATOR
IQAC, EATM,
Bhubaneswar


Principal

EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2020-21

IQAC Meetings Minutes of the Meeting held on 14.04.2021

Under the Chairmanship of Principal, IQAC meeting is conducted on 14.04.2021 in online mode and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Biswajit Mohapatra, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Adhibas Jena, Parent
17. Mr. Kumar Pratik, Student of 3rd year (ECE) at EATM. Regd. No: - 1801322088.
18. Ms. Mousumi Mahanandia, Student of 2nd year (CSE) at EATM. Regd. No: 1901322080.

Agenda:-

- 1) Activities during Covid-19 Pandemic and Planning.
- 2) Online class completion report.



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- 3) Online courses registration.
- 4) Teaching and learning activities enhanced with combination of ICT tools and various pedagogies during Covid-19
- 5) Proposal for seminar/ conference/FDP in online mode.
- 6) Research and publication.
- 7) Conducting final year project in online mode.
- 8) Any other points with the permission of the chair.

Discussions and Resolutions of the meeting:-

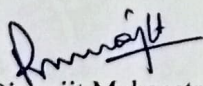
1. The IQAC cell reviewed the activities undertaken during the Covid-19 pandemic and discussed the planning for future tasks. It was noted that the institution successfully transitioned to online learning and implemented safety measures as per the SOP of government guidelines.
2. The review made and discussed regarding the course completion report by individual faculty members before the semester exam. The faculty members were advised to guide the students properly for the semester exam in online mode.
3. The Principal advised to all HODs to inform their faculty members for enrolling in online platforms such as NPTEL, SWAYAM, and MOOCs etc.
4. Chairperson suggested that teaching and learning must be enhanced with combination of ICT tools and various pedagogies.
5. The HODs of all departments were advised to arrange few departmental activities such as technical talks, seminars, webinars etc.
6. The IQAC cell emphasized the importance of research and publication among faculty members. Plans to encourage and support research activities, including funding opportunities and collaboration with industry partners, were discussed.
7. With ongoing situation, the IQAC cell deliberated on conducting final year projects in an online mode. Guidelines and support mechanisms for students and faculty members were reviewed and updated.



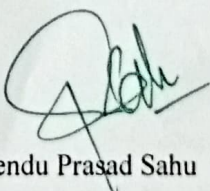
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Action Taken

1. A task force will be formed to oversee the planning and execution of COVID-19-related activities.
2. The course completion reports by individual faculty members were reviewed and a report was submitted to the Principal. by the Principal. The students were properly guided by their assigned proctor for their semester examination in online mode.
3. The faculty members were enrolled in NPTEL, SWAYAM, and MOOCs platform etc.
4. The faculty members were adopted ICT tools for teaching & learning process.
5. The Various departmental activities such as technical talks, seminars, webinars etc. were conducted.
6. The HODs of different departments were submitted their departmental research activities to the Principal.
7. The final year projects were conducted successfully in online mode.


Prof. Biswajit Mohapatra
(Coordinator IQAC)

CO-ORDINATOR
IQAC
EATM
BHUBANESWAR


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

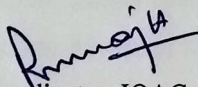
Ref: EATM/IQAC/04/20-21

Date: 06-07-2021

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.06-07-2021 at 11.00 AM in online mode to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

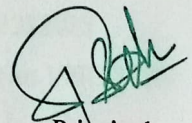
AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 14.04.2021.
- 2) Road-map for the academic session 2021-22 & finalization of academic calendar for the session 2021-22.
- 3) Approval of prepared time table.
- 4) Review of Research and Development activities.
- 5) Inviting eminent guest speakers from premier institutions.
- 6) Review of FDPs attended by faculties.
- 7) Impact analysis of outcome based teaching and learning.
- 8) Any other points with the permission of chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**

Copy to: All concerned member of IQAC


Principal

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



IQAC Meetings Minutes & Action Taken Reports

2020-21

IQAC Meetings Minutes of the Meeting held on 07.07.2021

The meeting of the IQAC was held on 07.07.2021 under the chairmanship of Principal in online mode and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. Biswajit Mohapatra, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. Sanat Rout, Dean MBA
5. Prof. (Dr.) Haripriya Mishra, Dept. of CE
6. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
7. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
8. Prof. K. Pitambar Patra, Dept. of ECE.
9. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
10. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
11. Mr. Dhaneswar Chotray, PRO.
12. Mr. Kishore Chandra Barik, AO.
13. Prof. (Dr.) Satyasis Mishra, External Professor
14. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
15. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
16. Mr. Adhibas Jena, Parent
17. Mr. Kumar Pratik, Student of 3rd year (ECE) at EATM. Regd. No: - 1801322088.
18. Ms. Mousumi Mahanandia, Student of 2nd year (CSE) at EATM. Regd. No: 1901322080.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on 14.04.2021.



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- 2) Road-map for the academic session 2021-22 & finalization of academic calendar for the session 2021-22.
- 3) Approval of prepared time table.
- 4) Review of Research and Development activities.
- 5) Inviting eminent guest speakers from premier institutions.
- 6) Review of FDPs attended by faculties.
- 7) Impact analysis of outcome based teaching and learning.
- 8) Any other points with the permission of chair.

Discussions and Resolutions of the meeting:-

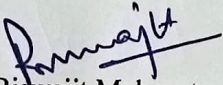
1. The minutes of the last IQAC meeting held on 14.04.2021 were reviewed and confirmed.
2. Since Covid pandemic situation is continuing, the duration of the academic year is delayed by 4-5 months. So the chair person informed to plan out the road map for the academic session 2021-22.
3. The prepared timetable was presented and approved after discussions and necessary adjustments.
4. The Research and Development activities done during the previous session was discussed and suggested for further improvements.
5. Suggestion made to invite guest speakers from premier institutions to enrich academic discourse and provide exposure to students.
6. It was discussed to attend FDPs through online mode in many numbers to utilize the Covid time in order to enhance teaching learning knowledge.
7. It was discussed regarding the outcome the online mode teaching learning process and faculties shared their views how students are responding while teaching in online mode.
8. The meeting ended with thanking to chair by the IQAC coordinator.



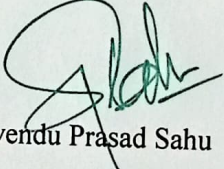
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Action Taken

1. The confirmed minutes of the last meeting will be documented and recorded.
2. The IQAC cell discussed and finalized the road-map for the academic session 2021-22, including the academic calendar.
3. The approved timetable implemented after approval by the chair person for the upcoming session.
4. Research and Development activities were submitted and discussed for further improvements.
5. The lists of guest speakers from the different departments were submitted to the chair person for the final decision.
6. The list of FDPs attended by faculty members was submitted to the Principal.
7. The impact analysis was made and submitted.


Prof. Biswajit Mohapatra

(Coordinator IQAC)
COORDINATOR
IQAC, EATM
BHUBANESWAR


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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Annual Report (2020-21)

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	Chairperson	
2	Prof. Biswajit Mohapatra, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. Sanat Rout, Dean MBA	Member(Teacher)	
5	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	



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6	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
7	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
8	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
9	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
10	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
11	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
12	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
13	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
14	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
15	Mr. Tapan Kumar Palai	Member (Alumni)	
16	Mr. Adhibas Jena	Member(Parent)	
17	Mr. Kumar Pratik	Member (student)	
18	Ms. Mousumi Mahanandia	Member (student)	

Significant contribution made by IQAC in the year 2020-21:

Sl. No.	Type	Title	Duration
1	Workshop	Advanced mathematical modeling tools and its uses	10 th Sept.2020 - 11 th Sept. 2020
2	Workshop	Artificial Intelligence and its real-time application in different fields	5 th Oct. 2020 - 6 th Oct. 2020
3	Workshop	How to write a good research manuscripts	16 th Oct.2020 - 17 th Oct. 2020
4	Workshop	Advances in Composites and Coatings(Online)	2 nd Feb. 2021 - 6 th Feb. 2021
5	Workshop	Power Quality Issues and Energy Management in a Grid Integrated with Renewable Sources (Online)	22 nd Feb. 2021 - 26 th Feb. 2021



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6	Workshop	State of Art Techniques in Communication Engineering and Signal Processing(Online)	24 th Feb. 2021 - 28 th Feb. 2021
7	Workshop	A brief about Intellectual Property Rights (IPR)	5 th Mar. 2021 - 6 th Mar. 2021
8	Workshop	How to become an entrepreneur	7 th May. 2021 - 8 th May. 2021

Prof. Biswajit Mohapatra.

(Coordinator, IQAC)

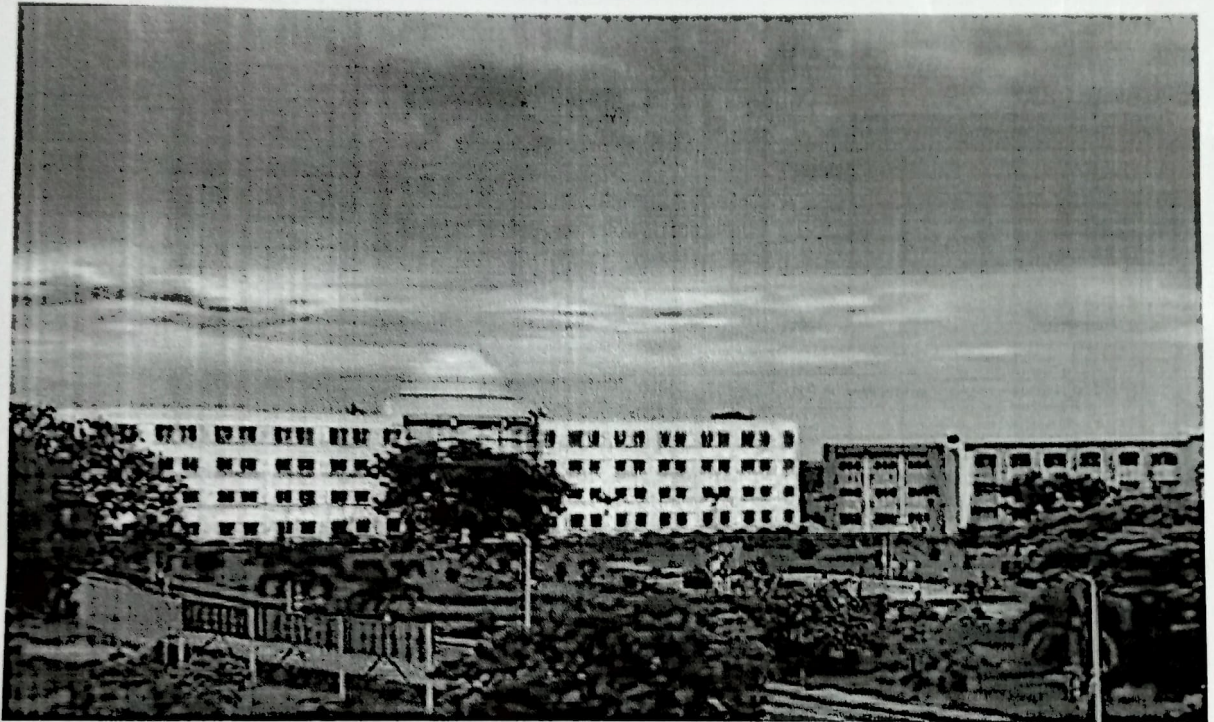
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

Prof.(Dr.) Suyendu Prasad Sahu

(Principal)

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

IQAC Meetings Minutes & Action Taken Reports: 2019-20



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

Office of the Principal



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

Approved by AICTE, Affiliated to BPUT, Odisha

At: Baniatangi, PO: Bajapur, Khordha, PIN: 752060

Office Order

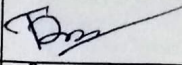
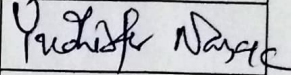
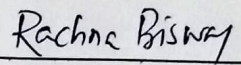
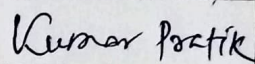
Ref. No.: EATM/OO/33/19-20

Date: 14/06/2019

IQAC Committee

Objective: To help different departments of the institution in preparing for NBA accreditation from the competent authority in order to provide quality education and create research culture among faculties.

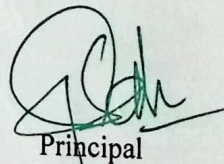
Sl.No	Name with Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. Bibhu Prasad Nanda, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
7	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
8	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
9	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
10	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
11	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
12	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
13	Mr. Ajaya Kumar Jagdev	Member (Local Society)	

14	Mr. Tapan Kumar Palai	Member (Alumni)	
15	Mr. Yudhister Nayak	Member (Parent)	
16	Ms. Rachna Biswal	Member(student)	
17	Mr. Kumar Pratik	Member (student)	

Roles and responsibilities:

- To frame, structure and guide all the staffs with respect to meeting the requirements of accreditation process.
- To provide proper guidance to faculty and students for the cultivation of research and activities.
- To monitor the academic and non-academic activities structured and framed by academic council and prescribed by the AICTE and University.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will be held responsible and the higher authority will have every right to take necessary action as deemed fit.



Principal

EATM,BBSR

Principal

Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

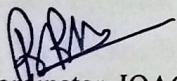
Ref: EATM/IQAC/01/19-20

Date: 17-06-2019

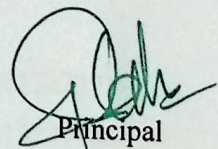
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.18-06-2019 at 2.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Approval of minutes of meeting of last IQAC meeting.
- 2) Academic activities proposed for the year 2019-20.
- 3) Proposal for the career guided program for the students.
- 4) Continuation of the proctoring process
- 5) Review of student centric teaching methodology adopted by teachers.
- 6) Participation of students in different co-curricular & extra-curricular activities.
- 7) Action plan for filling AQAR for the academic year 2019-20.
- 8) Any other matter with permission of the chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Principal

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

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2019-20

IQAC Meetings Minutes of the Meeting held on Dt.18.06.2019

Under the Chairmanship of Principal, IQAC meeting is conducted on 18.06.2019 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Yudhister Nayak, Parent
16. Ms. Rachna Biswal, Student of 3rd year (EEE) at EATM. Regd. No: - 1701322391.
17. Mr. Kumar Pratik, Student of 2nd year (ECE) at EATM. Regd. No: - 1801322088.

Agenda:-

- 1) Approval of minutes of meeting of last IQAC meeting which held on Dt.11.05.2019.
- 2) Academic activities proposed for the year 2019-20.
- 3) Proposal for the career guided program for the students.
- 4) Continuation of the proctoring process

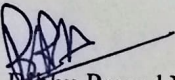


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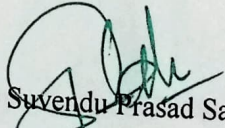
- 5) Review of student centric teaching methodology adopted by teachers.
- 6) Participation of students in different co-curricular & extra-curricular activities.
- 7) Action plan for filling AQAR for the academic year 2019-20.
- 8) Any other matter with permission of the chair.

Discussions and Resolutions of the meeting:-

- 1) The Principal welcomes the new members of IQAC cell and the minutes of the last IQAC meeting held on Dt.11.05.2019 were reviewed and approved.
- 2) It was discussed to prepare and submit academic calendar, time table, course plan and departmental budget proposal for the Odd Semester on or before Dt.01.07.2019.
- 3) It was decided and advised to all departmental HODs to provide different career guided programs for the students. The department must ensure the designed courses are to equip the students to face the emerging challenges in the job market.
- 4) 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 coordinator by the end of each month.
- 5) It was discussed to provide more effective way of teaching methodology by maintaining the class room more vigilant while teaching and to discuss more time with students for helping them to develop critical thinking skills, rather than simply imparting knowledge.
- 6) The chair person informed to all HODs that the students of each program must participate / learn extra-curricular and co-curricular activities in a regular practice and the departmental faculty members must ensure the students participation.
- 7) All members of the IQAC were informed to provide necessary and related supporting documents of each department for filling AQAR-2019-20.
- 8) The meeting was ended with the vote of thanks to the chair by the IQAC coordinator.


Prof. Binu Prasad Nanda

(Coordinator IQAC)
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Prof. (Dr.) Suvendu Prasad Sahu

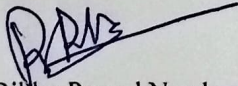
(Principal)
**Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda**



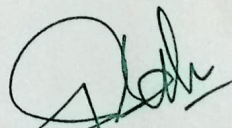
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Action Taken

1. Approved minutes of the last meeting were documented and recorded.
2. The prepared academic calendar, time table, course plan and departmental budget proposal submitted for the odd semester 2018-19.
3. The proposal submitted by the departments for career guided program were discussed and finalized to start the program as soon as possible.
4. The monthly proctorial report submitted to the chair and the feedback given by the students were resolved.
5. The faculty members are more vigilant and giving more focus to slow learners in the class room.
6. It has been seen that more number of students are participating in different extra-curricular and co-curricular activities and the list is submitted to the Principal.
7. The filling of supporting documentation for AQAR-2019-20 is in progress.


Prof. Bibhu Prasad Nanda

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

(Principal)

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

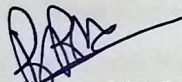
Ref: EATM/IQAC/02/19-20

Date: 04-12-2019

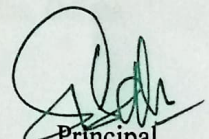
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.05-12-2019 at 3.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.18.06.2019.
- 2) Monitoring of the academic session 2019-20.
- 3) Review of research and development activities.
- 4) Discussion on inviting eminent guest speakers from premier institutions.
- 5) Updating information of scholarship for poor but academically good students.
- 6) Motivating students for participating NSS activities.
- 7) Any other points with the permission of the chair.


Coordinator, IQAC

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Principal
EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2019-20

IQAC Meetings Minutes of the Meeting held on Dt.05.12.2019

Under the Chairmanship of Principal, IQAC meeting is conducted on 05.12.2019 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Yudhister Nayak, Parent
16. Ms. Rachna Biswal, Student of 3rd year (EEE) at EATM. Regd. No: - 1701322391.
17. Mr. Kumar Pratik, Student of 2nd year (ECE) at EATM. Regd. No: - 1801322088.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.18.06.2019.
- 2) Monitoring of the academic session 2019-20.
- 3) Review of research and development activities.
- 4) Discussion on inviting eminent guest speakers from premier institutions.




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- 5) Updating information of scholarship for poor but academically good students.
- 6) Motivating students for participating NSS activities.
- 7) Any other points with the permission of the chair.

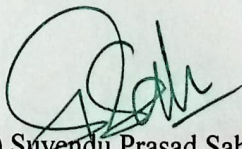
Discussions and Resolutions of the meeting:-

1. The minutes of the last IQAC meeting held on Dt.18.06.2019 were reviewed and confirmed.
2. Progress in the ongoing academic session 2019-20 was monitored, including student performance, faculty activities, and overall academic activities.
3. An overview of ongoing research and development activities was conducted with giving emphasis on outcomes, collaborations, and future directions.
4. Principal advice to HODs to submit proposal for inviting eminent guest speakers from premier institutions to enrich academic discourse and providing exposure to students.
5. It was decided to avail scholarships to poor and good academic students for their better living and to maintain healthy academic environment.
6. Strategies were made to motivate and engage students for various NSS activities such as blood donation, Plantation, Swachh Bharat Abhiyan and actively participation during flood, cyclone etc.
7. The chairperson thanks to all participated members at the end of the meeting.


Prof. Bibhu Prasad Nanda

(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM


Prof.(Dr.) Suwendu Prasad Sahu

(Principal)

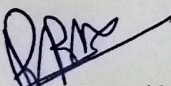
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

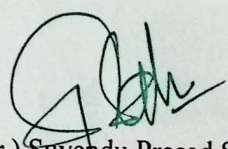


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Action Taken

1. Confirmed minutes of the last meeting were documented and archived.
2. Monitoring mechanisms for the academic session 2019-20 were reinforced to track progress effectively.
3. More emphasis given to faculty members for research and development activities by providing financial support by the institution.
4. Proposal submitted by the HODs for conducting guest lecturers were approved and conducted.
5. Economically backward but academically good students were listed out and financially supported by the institute.
6. Students were motivated and counseled. It was found that more number of students has been participating in different social activities.


Prof. Bishu Prasad Nanda
(Coordinator IQAC)
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Prof.(Dr.) Suvendu Prasad Sahu
(Principal)
**Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda**



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Internal Quality Assurance Cell (IQAC)

Notice

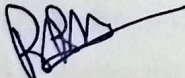
Ref: EATM/IQAC/03/19-20

Date: 11-02-2020

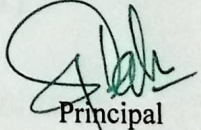
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.12-02-2020 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.05.12.2019.
- 2) Work progress of NBA for Mechanical and CSE Dept.
- 3) Submission of data for the AISHE 2019-20.
- 4) Review of odd semester result 2019-20.
- 5) Review of annual sports and cultural activities.
- 6) Review of the course progress.
- 7) Live project for final year students
- 8) Any other points with the permission of the chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC EATM
Bhubaneswar


Principal

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

Copy to: All concerned member of IQAC



IQAC Meetings Minutes & Action Taken Reports

2019-20

IQAC Meetings Minutes of the Meeting held on Dt.12.02.2020

Under the Chairmanship of Principal, IQAC meeting is conducted on Dt.12.02.2020 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Yudhister Nayak, Parent
16. Ms. Rachna Biswal, Student of 3rd year (EEE) at EATM. Regd. No: - 1701322391.
17. Mr. Kumar Pratik, Student of 2nd year (ECE) at EATM. Regd. No: - 1801322088.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.05.12.2019.
- 2) Work progress of NBA for Mechanical and CSE Dept.
- 3) Submission of data for the AISHE 2019-20.
- 4) Review of odd semester result 2019-20.

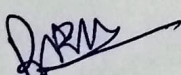


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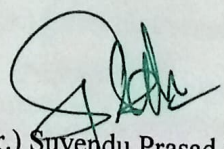
- 5) Review of annual sports and cultural activities.
- 6) Review of the course progress.
- 7) Live project for final year students
- 8) Any other points with the permission of the chair.

Discussions and Resolutions of the meeting:-

1. The minutes of the last IQAC meeting held on 05.12.2019 were reviewed and confirmed.
2. It was thoroughly discussed regarding the work progress of NBA and advised complete documentation work as soon as possible.
3. It was decided that to submit the All India Survey on Higher Education (AISHE) of 2019-20 based on different parameters such as teachers, student enrolment, programmes, examination results, education finance, infrastructure of the institute.
4. The Director of Examination presented the odd semester result and it is discussed among all members. Suggestion made to improve the result grades of the weaker students by providing extra classes.
5. The review made for annual sports and cultural activities of 2019-20. The member suggested the participation of the student should be more.
6. The even semester course progress is reviewed. The chair person suggested the course progress should be matched with the course plan and the action should be taken accordingly.
7. The implementation of live projects for final year students was discussed to enhance practical learning and industry exposure. Project topics, industry collaborations, and evaluation criteria were discussed and finalized.
8. The chairperson thanks to all participated members at the end of the meeting.


Prof. Bibhu Prasad Nanda

(Coordinator IQAC)
**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**


Prof.(Dr.) Suwendu Prasad Sahu

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



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Action Taken

1. Confirmed minutes of the last meeting were documented and recorded.
2. The updated documents of different criteria were submitted to the NBA coordinator and Principal.
3. All India Survey on Higher Education (AISHE) of 2019-20 submitted on the prescribed date.
4. Extra classes are provided for the weaker students to improve their semester result.
5. Students are encouraged by the faculty members for more number of participation in sports and cultural activities.
6. Extra classes are taken by the faculty members for those who have not covered the syllabus matched with the lesson plan. The attendance sheet of the extra classes submitted the chair person.
7. Live projects for final year students have been initiated, with project topics identified, industry collaborations established, and evaluation processes takes place.

Prof. Bibhu Prasad Nanda

(Coordinator IOAC)
CO-ORDINATOR
IOAC, EATM
ANESWAR

Prof.(Dr.) Suwendu Prasad Sahu

(Principal)
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

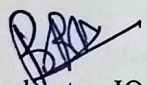
Ref: EATM/IQAC/04/19-20

Date: 02-05-2020

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.04-05-2020 at 11.00 AM in online mode to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.12.02.2020.
- 2) Review of online classes due to covid-19
- 3) Strategy for conduction of lab classes due to covid-19
- 4) Strategy for submission of final year project
- 5) Plan for conducting internal examination
- 6) Any other relevant point with the permission of Chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal

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

Copy to: All concerned member of IQAC



IQAC Meetings Minutes & Action Taken Reports

2019-20

IQAC Meetings Minutes of the Meeting held on Dt. 04.05.2020

The meeting of the IQAC was held in online mode on Dt.04.05.2020 under the chairmanship of Principal and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Yudhister Nayak, Parent
16. Ms. Rachna Biswal, Student of 3rd year (EEE) at EATM. Regd. No: - 1701322391.
17. Mr. Kumar Pratik, Student of 2nd year (ECE) at EATM. Regd. No: - 1801322088.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting which held on Dt.12.02.2020.
- 2) Review of online classes due to covid-19
- 3) Strategy for conduction of lab classes due to covid-19
- 4) Strategy for submission of final year project



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- 5) Plan for conducting internal examination
- 6) Any other relevant point with the permission of Chair.

Discussions and Resolutions of the meeting:-

- 1) The minutes of the last IQAC meeting held on Dt.12.02.2020 were reviewed and confirmed.
- 2) Due to Covid-19 situation the online classes are being conducted for completion of the syllabus.
- 3) It was discussed to conduct the virtual lab classes provided by MHRD for the different department.
- 4) It was discussed to conduct final year project viva in online mode and hard copies of the project report to be submitted after the lock down period.
- 5) It has discussed to conduct the class test in online mode and the date also finalized.
- 6) The chairperson thanks to all participated members at the end of the meeting.

Prof. Bibhu Prasad Nanda

(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
Bhubaneswar

Prof.(Dr.) Suvendu Prasad Sahu

(Principal)
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Action Taken Report

- 1) The minutes of the previous meeting have been confirmed and documented.
- 2) Online classes are monitored by the HODs and report is submitted to the chair person.
- 3) Virtual lab classes are conducted for different laboratory and the lab records are collected in soft copies.
- 4) The final year projects viva voce and evaluation done in online mode by external examiner and a report submitted to the chair person.
- 5) The class test was conducted in online mode successfully.

Prof. Bibhu Prasad Nanda
(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
Bhubaneswar, Khurda

Prof. (Dr.) Suwendu Prasad Sahu

(Principal)
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Annual Report (2019-20)

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 Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suwendu Prasad Sahu, Principal	Chairperson	
2	Prof. Bibhu Prasad Nanda, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	



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7	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
8	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
9	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
10	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
11	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
12	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
13	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
14	Mr. Tapan Kumar Palai	Member (Alumni)	
15	Mr. Yudhister Nayak	Member (Parent)	
16	Ms. Rachna Biswal	Member(student)	
17	Mr. Kumar Pratik	Member (student)	

Significant contribution made by IQAC in the year 2019-20:

Sl. No.	Type	Title	Duration
1	Paper Presentation	Advanced materials in Engineering	27 th August 2019
2	Motivational Talk	Key to stress management and natural well being.	12 th Oct.2019
3	Technical Talk	Implementation of Optimization techniques in power supply system.	23 rd Nov. 2019
4	Technical Talk	MICRO-Electro mechanical systems.	20 th Feb.2020

Prof. Bibhu Prasad Nanda.
(Coordinator, IQAC)

COORDINATOR
IQAC, EATM
BHUBANESWAR

Prof.(Dr.) Suvendu Prasad Sahu
(Principal)
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

IQAC Meetings Minutes & Action Taken Reports: 2018-19



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

Office of the Principal



EINSTEIN ACADEMY OF TECHNOLOGY AND MANAGEMENT

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

Office Order

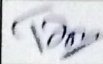
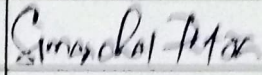
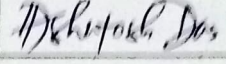
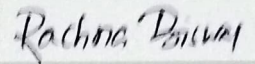
Ref. No.: EATM/OO/23/18-19

Date: 12/06/2018

IQAC Committee

Objective: To help different departments of the institution in preparing for NBA accreditation from the competent authority in order to provide quality education and create research culture among faculties. Also, IQAC need to prepare the AQAR and submit to NAAC as per the schedule.

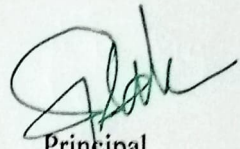
Sl.No	Name with Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. Bibhu Prasad Nanda, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	
7	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
8	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
9	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
10	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
11	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
12	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
13	Mr. Ajaya Kumar Jagdev	Member (Local Society)	

14	Mr. Tapan Kumar Palai	Member (Alumni)	
15	Mr. Simanchal Patra	Member(Parent)	
16	Mr. Ashutosh Das	Member(student)	
17	Ms. Rachna Biswal	Member (student)	

Roles and responsibilities:

- To guide all the staffs to meet the requirements of accreditation process.
- To provide proper guidance to faculty and students for the cultivation of research and development activities.
- To monitor and be vigilant in all academic and non-academic activities structured and framed by academic council and prescribed by the AICTE and university.

NB: It is the responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, convener, co-convener and all the members will be held responsible and the higher authority will have every right to take necessary action as deemed fit.



Principal

EATM,BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

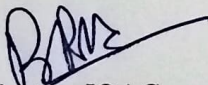
Ref: EATM/IQAC/01/18-19

Date: 16-06-2018

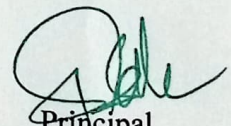
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt.18-06-2018 at 3.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Review of pending issues of previous meeting.
- 2) Academic activities proposed for the year 2018-19.
- 3) Review of the status of students Qualified in National/ International level of examinations and motivating them for higher study.
- 4) Review of student centric teaching methodology adopted by teachers.
- 5) Regarding engagement of students in different co-curricular & extra- curricular activities.
- 6) Review of Mentor calling, parents meet.
- 7) Proposal for different skill training programs for students.
- 8) Any other items with the permission of the Chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Principal
EATM, BBSR

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda

Copy to: All concerned member of IQAC



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IQAC Meetings Minutes & Action Taken Reports

2018-19

IQAC Meetings Minutes of the Meeting held on Dt.18.06.2018

Under the Chairmanship of Principal, IQAC meeting is conducted on Dt.18.06.2018 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Simanchal Patra, Parent
16. Mr. Ashutosh Das, Student of 3rd year (ME) at EATM. Regd. No:- 1601322207.
17. Ms. Rachna Biswal, Student of 2nd year (EEE) at EATM. Regd. No: - 1701322391.

Agenda:-

- 1) Review of pending issues of previous meeting.
- 2) Academic activities proposed for the year 2018-19.
- 3) Review of the status of students Qualified in National/ International level of examinations and motivating them for higher study.
- 4) Review of student centric teaching methodology adopted by teachers.

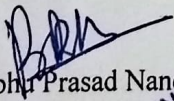


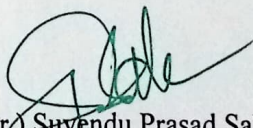
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- 5) Regarding engagement of students in different co-curricular & extra-curricular activities.
- 6) Review of Mentor calling, parents meet.
- 7) Proposal for different skill training programs for students.
- 8) Any other items with the permission of the Chair.

Discussions and Resolutions of the meeting:-

- 1) The minutes of the previous meeting were reviewed and approved by the attendees.
- 2) It was discussed to prepare and submit academic calendar, time table, course plan and departmental budget proposal for the Odd Semester on or before 25.06.2018.
- 3) A review was done on the report submitted by the heads of the departments based on the students qualified in national/ international exams for higher study. It was observed that a very less number of students were qualified for higher studies such as M. Tech., M.B.A. etc. The chair person suggested motivating the students to prepare for higher studies for their better prospectus.
- 4) It was discussed to continue the same teaching methodology as usual but the chair person advised to maintain the class room more vigilant while teaching and to discuss more time with students for better understanding.
- 5) The chair person informed to all HODs that the students of each program must participate / learn extra-curricular and co-curricular activities in a regular practice and the departmental faculty members must ensure the students participation.
- 6) It was decided to submit mentoring report of students in each month to keep in updating the student status for better academic activities.
- 7) It was discussed to submit proposals from different departments for conducting different skill training programs for students.
- 8) The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. Bibh Prasad Nanda
(Coordinator IQAC, EATM
Bhubaneswar)

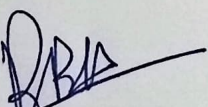

Prof. (Dr.) Suvendu Prasad Sahu
(Principal)
Einstein Academy of Technology & Management
Bhubaneswar, Odisha

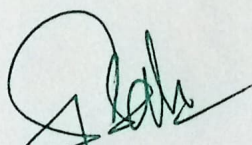


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Action Taken Report

- 1) Minutes of the previous meeting have been approved and circulated to all members for reference.
- 2) The prepared academic calendar, time table, course plan and departmental budget proposal submitted for the Odd Semester 2018-19.
- 3) The students are motivated and counseled for higher studied by their faculty members.
- 4) The faculty members are more vigilant and giving more focus to slow learners in the class room.
- 5) It has been seen that more number of students are participating in different extra-curricular and co-curricular activities and the list is submitted to the Principal.
- 6) The mentoring report of students are updated and submitted.
- 7) The proposals for skill training programs for students have submitted to the Principal.


Prof. Bibhu Prasad Nanda
(Coordinator IQAC)
COORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suwendu Prasad Sahu
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

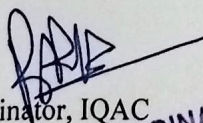
Ref: EATM/IQAC/02/18-19

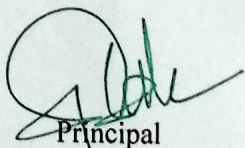
Date: 23-11-2018

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt. 24-11-2018 at 11.00 AM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Approval of previous minutes of Meeting.
- 2) Documentation for AQAR-2018-19.
- 3) Review of workshops/seminars conducted/scheduled.
- 4) Review of Publication of research papers in journals/books/papers in National International conferences.
- 5) Planning for going NBA.
- 6) Conduction of ICT classes.
- 7) Review of Alumni activity & their contribution.
- 8) Any other items with the permission of the Chair.


Coordinator, IQAC
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

Copy to: All concerned member of IQAC



IQAC Meetings Minutes & Action Taken Reports

2018-19

IQAC Meetings Minutes of the Meeting held on Dt. 24.11.2018

Under the Chairmanship of Principal, IQAC meeting is conducted on 24.11.2018 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Simanchal Patra, Parent
16. Mr. Ashutosh Das, Student of 3rd year (ME) at EATM. Regd. No:- 1601322207.
17. Ms. Rachna Biswal, Student of 2nd year (EEE) at EATM. Regd. No: - 1701322391.

Agenda:-

- 1) Approval of previous minutes of Meeting.
- 2) Documentation for AQAR-2018-19.
- 3) Review of workshops/seminars conducted/scheduled.
- 4) Review of Publication of research papers in journals/books/papers in National International conferences.



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- 5) Planning for going NBA.
- 6) Conduction of ICT classes.
- 7) Review of Alumni activity & their contribution.
- 8) Any other items with the permission of the Chair.

Discussions and Resolutions of the meeting:-

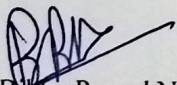
- 1) The minutes of the previous meeting were reviewed and approved by the attendees.
- 2) Progress on the documentation for the Annual Quality Assurance Report (AQAR) for the year 2018-19 was discussed. Action points were assigned to complete and submit the AQAR documentation.
- 3) It was discussed for organizing department-wise seminars/workshops etc. The chair person informed to all HODs to submit the proposal.
- 4) The list of articles/journal/Book chapters written by faculty members were submitted to principal and it was discussed to publish more number of research articles in reputed research journals. Also it was informed to motivate the students to write articles.
- 5) It was pleased to inform to all presented members that the institution is going for NBA for two programs i.e. Computer Science & Engineering and Mechanical Engineering from the current session. So the chair person advised to all HODs to chalk out the strategies accordingly for the same.
- 6) Plans for conducting Information and Communication Technology (ICT) classes were discussed to enhance digital literacy and technological skills among students and faculty. Timetable for ICT classes and selection of relevant topics were finalized.
- 7) Members present in the meeting reviewed the status of Alumni activity. Discussions carried out for organizing current year meet at our institute. Principal shown his unhappiness due to non registration of the association till date.
- 8) The meeting ended with thanks to the chair by the IQAC Coordinator.



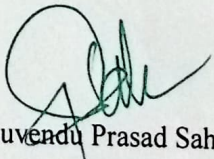
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Action Taken Report

- 1) Minutes of the previous meeting have been approved and circulated to all members for reference.
- 2) Documentation for AQAR-2018-19 is in progress, with teams working on data collection and report preparation.
- 3) The list of seminars/workshops etc from different departments is submitted to the Principal for further action.
- 4) The list of articles/journal/Book chapters written by faculty members was submitted.
- 5) The different strategies were made in order to start the NBA work.
- 6) ICT classes were started and continue.
- 7) The formation and the registration of alumni association is in progress and it is reviewed by the Principal.


Prof. Bihnu Prasad Nanda

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
Bhubaneswar


Prof. (Dr.) Suvendu Prasad Sahu

(Principal)

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

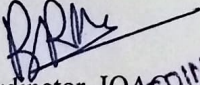
Ref: EATM/IQAC/03/18-19

Date: 02-02-2019

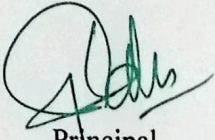
It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt. 04-02-2019 at 12.00 Noon in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

AGENDA:

- 1) Confirmation of minutes of meeting of last IQAC meeting held on Dt. 24.11.2018.
- 2) Review of even semester classes for the academic session 2018-19 and the academic audit.
- 3) Regarding the placement activities for the session 2018-19
- 4) Review of the work progress related to preparation of NBA work.
- 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 add-on courses conducted by the institute.
- 8) Any other items with the permission of the Chair.


Coordinator, IQAC
CO-ORDINATOR
IQAC, EATM
Bhubaneswar

Copy to: All concerned member of IQAC


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



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IQAC Meetings Minutes & Action Taken Reports

2018-19

IQAC Meetings Minutes of the Meeting held on Dt. 04.02.2019

Under the Chairmanship of Principal, IQAC meeting is conducted on 04.02.2019 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suvendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Simanchal Patra, Parent
16. Mr. Ashutosh Das, Student of 3rd year (ME) at EATM. Regd. No:- 1601322207.
17. Ms. Rachna Biswal, Student of 2nd year (EEE) at EATM. Regd. No: - 1701322391.

Agenda:-

- 1) Confirmation of minutes of meeting of last IQAC meeting held on Dt. 24.11.2018.
- 2) Review of even semester classes for the academic session 2018-19 and the academic audit.
- 3) Regarding the placement activities for the session 2018-19
- 4) Review of the work progress related to preparation of NBA work.

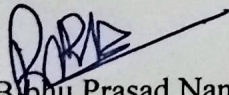


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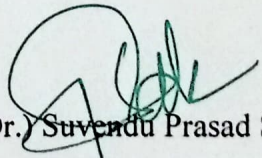
- 5) Review of Research and Development activities related to seminars, conferences, workshops conducted.
- 6) Review of co-curricular and extracurricular activities conducted and to be conducted.
- 7) Review of add-on courses conducted by the institute.
- 8) Any other items with the permission of the Chair.

Discussions and Resolutions of the meeting:-

1. The minutes of meeting of last IQAC meeting on 24.11.2018 are reviewed and confirmed.
2. The progresses of even semester classes have been reviewed. 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 2018-19 was discussed. It is decided to increase the placement of students for this academic session as compared to the previous academic session.
4. The NBA related work is in progress and informed to the Principal.
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. The different add-on courses conducted by the institute were discussed. It is observed that departments are offering add-on 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 meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. Biju Prasad Nanda

(Coordinator)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

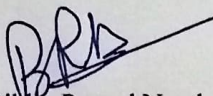
(Principal)
Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



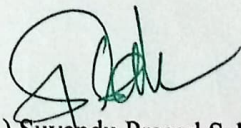
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Action Taken Report

1. Follow-up actions based on the MoM confirmation of the last IQAC meeting have been documented and recorded.
2. Even semester classes for the academic session 2018-19 reviewed and the academic audit completed. It is reported to the Principal.
3. The T&P head submitted the list of students placed and the upcoming campus drive.
4. The NBA progress work submitted to the chair and informed to expedite the work.
5. All the departments have taken necessary actions to conduct workshops, Seminars, conferences and FDPs.
6. It has been seen that more number of students are participating in different extra-curricular and co-curricular activities and the list is submitted to the Principal.
7. The different add-on courses are continuing for the students' knowledge enhancement and the report submitted to the Principal.


Prof. Bibhu Prasad Nanda

(Coordinator IQAC)
CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


Prof. (Dr.) Suvendu Prasad Sahu

(Principal)

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Notice

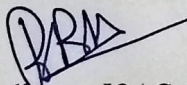
Ref: EATM/IQAC/04/18-19

Date: 10-05-2019

It is hereby informed to all members of the IQAC that a meeting of the IQAC will be held on Dt. 11-05-2019 at 2.00 PM in the Principal's office to discuss various issues as detailed in the agenda below. As such, all are requested to attend the aforementioned meeting without fail.

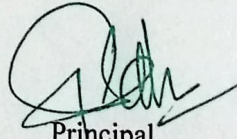
AGENDA:

- 1) Approval of previous minutes of meeting of last IQAC meeting held on 04.02.2019.
- 2) Review of NBA Documentation work.
- 3) Review of IQAC Cell.
- 4) Academic Review.
- 5) Result analysis for the odd semester 2018-19.
- 6) NSS activities.
- 7) Review of final year student projects.
- 8) Any other items with the permission of the Chair.


Coordinator, IQAC

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

Copy to: All concerned member of IQAC


Principal

EATM, BBSR

Principal

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IQAC Meetings Minutes & Action Taken Reports

2018-19

IQAC Meetings Minutes of the Meeting held on Dt. 11.05.2019

Under the Chairmanship of Principal, IQAC meeting is conducted on Dt.11.05.2019 and took the following resolutions.

Members Presents:-

1. Prof. (Dr.) Suwendu Prasad Sahu, Principal.
2. Prof. Bibhu Prasad Nanda, Dept. of EE.
3. Prof.(Dr.) Biswajit Nayak, Dean Academics
4. Prof. (Dr.) Haripriya Mishra, Dept. of CE
5. Prof. (Dr.) Biswajit Tripathy, Dept. of CSE
6. Prof.(Dr.) Jitendra Narayan Biswal, Dept. of ME
7. Prof. K. Pitambar Patra, Dept. of ECE.
8. Mr. Bijaya Kumar Mohapatra, Dept. of EEE
9. Prof. Dipak Ranjan Satapathy, Dept. of BSH.
10. Mr. Dhaneswar Chotray, PRO.
11. Mr. Kishore Chandra Barik, AO.
12. Prof. (Dr.) Satyasis Mishra, External Professor
13. Mr. Ajaya Kumar Jagdev, Local Society, Baniatangi, Bajapur, Dist-Khordha, Odisha
14. Mr. Tapan Kumar Palai, (Alumni of EATM, 2013 pass out, Civil Branch.)
15. Mr. Simanchal Patra, Parent
16. Mr. Ashutosh Das, Student of 3rd year (ME) at EATM. Regd. No:- 1601322207.
17. Ms. Rachna Biswal, Student of 2nd year (EEE) at EATM. Regd. No: - 1701322391.

Agenda:-

- 1) Approval of previous minutes of meeting of last IQAC meeting held on 04.02.2019.
- 2) Review of NBA Documentation work.
- 3) Review of IQAC Cell.
- 4) Academic Review.
- 5) Result analysis for the odd semester 2018-19.

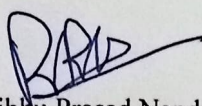


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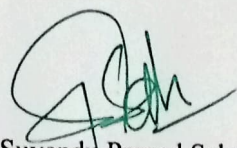
- 6) NSS activities.
- 7) Review of final year student projects.
- 8) Any other items with the permission of the Chair.

Discussions and Resolutions of the meeting:-

- 1) The minutes of the previous IQAC meeting held on 04.02.2019 were reviewed and approved by the attendees.
- 2) Progress on the documentation for National Board of Accreditation (NBA) accreditation was discussed. Updates on the status of NBA documentation work, including data collection and report preparation, were provided.
- 3) The performance and effectiveness of the IQAC Cell were evaluated; including its role in quality assurance and enhancement activities. Recommendations for improving the functioning of the IQAC Cell were discussed.
- 4) An overview of academic performance and quality indicators was presented and reviewed. Areas of strength and areas needing improvement were identified for further action.
- 5) The odd semester 2022-23 result was reviewed and it is found that the students performed well except few.
- 6) For the NSS activities the implementation of a plantation program was proposed and discussed as part of environmental sustainability initiatives. Details regarding the program, including the type of plants, locations, and responsibilities, were finalized.
- 7) The projects submitted by final year students were reviewed and the proposal was made to award the best project based on environment sustainability.
- 8) The meeting ended with thanks to the chair by the IQAC Coordinator.


Prof. Bibhu Prasad Nanda
(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR


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

principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Action Taken Report

- 1) Approval of previous meeting minutes has been recorded, and the approved minutes have been circulated to all members.
- 2) Progress on NBA documentation work has been reviewed, with teams working on data compilation and report preparation as per the accreditation requirements.
- 3) A review of the IQAC Cell has been conducted, and suggestions for enhancing its effectiveness have been noted for implementation.
- 4) Academic performance has been assessed, and action plans have been formulated to address identified areas of improvement.
- 5) The departments are instructed to carry out remedial classes for the failure candidates before their re-appearing the examination of the subjects.
- 6) The plantation program done on Dt. 25.05.2019 for NSS activities to contributing environmental sustainability efforts.
- 7) The final year projects reviewed by the presented members and the list of best selected projects submitted to the Principal for final decision.

Prof. Bibhu Prasad Nanda
(Coordinator IQAC)

CO-ORDINATOR
IQAC, EATM
BHUBANESWAR

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

Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Internal Quality Assurance Cell (IQAC)

Annual Report (2018-19)

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 Designation	Role in IQAC	Signature
1	Prof.(Dr.) Suvendu Prasad Sahu, Principal	Chairperson	
2	Prof. Bibhu Prasad Nanda, Asst. Professor.	Coordinator	
3	Prof.(Dr.) Biswajit Nayak, Dean Academics	Member(Teacher)	
4	Prof. (Dr.) Haripriya Mishra, Asso.Prof.	Member(Teacher)	
5	Prof. (Dr.) Biswajit Tripathy, Professor.	Member(Teacher)	
6	Prof.(Dr.) Jitendra Narayan Biswal, Asso.Prof.	Member(Teacher)	



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7	Prof. K. Pitambar Patra, Asst. Professor.	Member(Teacher)	
8	Prof. Bijaya Kumar Mohapatra, Asst. Professor.	Member(Teacher)	
9	Prof. Dipak Ranjan Satapathy, Asst. Professor.	Member(Teacher)	
10	Mr. Dhaneswar Chhotray, PRO.	Member(Administration)	
11	Mr. Kishore Chandra Barik, Admission Officer	Member (Management Representative)	
12	Prof. (Dr.) Satyasis Mishra	Member (External Professor)	
13	Mr. Ajaya Kumar Jagdev	Member (Local Society)	
14	Mr. Tapan Kumar Palai	Member (Alumni)	
15	Mr. Simanchal Patra	Member(Parent)	
16	Mr. Ashutosh Das	Member(student)	
17	Ms. Rachna Biswal	Member (student)	

Significant contribution made by IQAC in the year 2018-19:

Sl. No.	Type	Title	Duration
1	Technical Talk	Implementation of optimization techniques in supply chain management.	30 th Aug. 2018
2	Technical Talk	Micro-matching	13 th Dec. 2018
3	Competition	Robotics Competition	06 th Feb. 2019
4	Motivational Talk	Scope for higher studies in Engineering	15 th Feb.2019

Prof. Binu Prasad Nanda.
(Coordinator, IQAC)

**CO-ORDINATOR
IQAC, EATM
BHUBANESWAR**

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

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