



Ref:002/IQAC/MM/03/SMIT/2017

15/09/2017

MINUTES OF THE IQAC MEETING HELD ON 14th September 2017

Quarterly meeting of IQAC was held on 14th Sept. 2017 in Seminar Hall, SMIT at 9:30 AM.

The following members were present:-

- 1) Col. (Dr.) Sadasivan Thekkey Veetil (Retd), Joint Director.
- 2) Prof. (Dr.) K.S. Sherpa, Associate Director (R&D) & HOD EEE.
- 3) Prof. (Dr.) Ratika Pradhan, Associate Director (SA) & HOD CA.
- 4) Prof. (Dr.) Sangeeta Jha, HOD Chemistry.
- 5) Prof. (Dr.) B.B. Pradhan, HOD ME.
- 6) Prof. (Dr.) Ajeya Jha, HOD Mgt. Studies.
- 7) Prof. (Dr.) R. N. Bera, HOD ECE.
- 8) Prof. (Dr.) Kalpana Sharma, HOD CSE.
- 9) Dr. Anjan Roy Chaudhuri, HOD Math's.
- 10) Brig Surinder Singh, Head Admin.
- 11) Mr. Udit Kr. Chakraborty, Head IT Council.
- 12) Prof. (Dr.) A.P. Tiwary, Admission Chairman.
- 13) Mr. Biswaraj Sen, Assoc. Head T&P.
- 14) Dr. Archit Yajnik, Assoc. Prof., ITGC Coordinator.

The meeting was chaired by Col. (Dr.) Sadasivan Thekkey Veetil (Retd), Joint Director, Vice Chairman, IQAC. The meeting started with a brief welcome address by Prof. (Dr.) Sanjay Dahal, IQAC Coordinator.

1. The minutes of the last meeting Ref:001/IQAC/03/SMIT/2017 was discussed briefly and all the departments and concerned IQAC members of different committees were requested to submit the pending report/s at the earliest.
2. Many of the issues raised in the last meeting had been suitably addressed and reflected satisfactory progress, especially those related to research and entrepreneurship.
3. It was stressed that the DAC (Department Academic Cell) needs to be pro-active in addressing the academic quality of the department. Minutes of the DAC meeting needs to be sent every month to the office of IQAC coordinator.
4. It was suggested that the DAC meeting can be part of monthly departmental meetings.



5. A format will be circulated by IQAC coordinator to bring about uniform quality assessment and progress amongst the departments. Departments can suitably modify the format to incorporate department specific components.

Prof. (Dr.) Sanjay Dahal
IQAC Coordinator

Copy to:

1. Director - Chairman IQAC
2. Joint Director - Vice-Chairman IQAC
3. All Associate Director
4. All HODs
5. All Head of IQAC Sub Committee
6. Concerned HOO's