

### Action taken report of the meeting held on 05.03.2021.

Sl. No.	Action Plan	Action Taken
1.	Quality Programme conducted in academic year 2020 - 21	All HODs submitted the reports to the IQAC cell about all seminar/workshop/conference conducted on quality
2	Quality initiatives by the departments in academic year 2020 - 21.	Completed and report submitted to IQAC by all Heads of Department.

  
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## Action taken report of the meeting held on 05.04.2021.

Sl. No.	Action Plan	Action Taken
1.	Value added course for the year 2021-22	All department Head submitted the annual calendar for value added course to the IQAC coordinator.
2	Career guidance program	All HODs submitted the list of students and time table for conduct of career guidance program to be conducted starting from 19.04.21 to IQAC Coordinator.
3	FDP/Seminar/workshop/conference for the year 2021-22	All HODs submitted the annual planner for conduct of FDP/Seminar/Workshop/Conference on 20.04.21 to IQAC Co-ordinator.
4	Performance based Appraisal system through Academic planning.	All HODs submitted the appraisal form filled up by their departmental faculty members on 28.04.21 to IQAC Coordinator.
5.	Mentoring and Counseling activities and its benefits to students	All faculty submitted the documents of their mentoring to IQAC coordinator through their concerned HOD for verification on 12.04.21.

  
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**Action taken report of the meeting held on 22.05.2021.**

<b>Sl. No.</b>	<b>Action Plan</b>	<b>Action Taken</b>
1.	Research and consultancy	All HOD's submitted the status report of funded research project to IQAC Co-ordinator on 08.06.21.
2	Collaborative activities	All hod submitted the documents relating to MOU and collaborative activities on 17.06.21.
3	Quality related workshop	All Heads submitted the documents relating to Quality related workshop conducted by their department to IQAC Co-ordinator on 07.06.21.
4	Schedule of departmental advisory committee	All head submitted the list of names for their departmental advisory committee and date of meeting on to IQAC Co-ordinator on 02.06.21

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## Action taken report of the meeting held on 29.06.2021

Sl. No.	Action Plan	Action Taken
1.	Up-gradation of Library	Professor in charge Library Prof. Manas Ranjan Das submitted the list of books to be purchased for the year 2021-22 to IQAC Co-ordinator on 04.07.21.
2	Purchase of Laboratory equipments	All HODs submitted list of laboratory equipments to be purchased and the copy of quotations to IQAC Co-ordinator with a copy to Principal on 08.07.21
3	Club activities	All HOD submitted the annual planning of different club activities to IQAC Co-ordinator with a copy to Principal on 10.07.21

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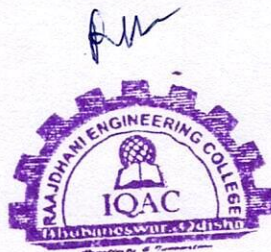


## Action taken report of the meeting held on 14.08.2021

Sl. No.	Action Plan	Action Taken
1.	Internal academic audit	The committee submitted the internal audit report to IQAC Co-ordinator with a copy to Principal office on 29.08.21.
2	Feed back from all stake holders	All HODs initiated the process of feed back of stakes holders as per date discussed in the meeting.
3	Attainment of PO/CO/PSO	A monitoring committee under co-ordinateship of Prof. U. K. Jena has been formed and the evaluation process started from 24.08.21 with an intimation to IQAC coordinator.



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## Action taken report of the meeting held on 13.09.2021

Sl. No.	Action Plan	Action Taken
1.	Registration for SWAYAM and NPTEL courses	All HODs submitted the registration status of students and faculty for forthcoming courses of SWAYAM and NPTEL courses to Principal office with a copy to IQAC Co-ordinator on 19.09.21.
2	Training and placement activities	All HODs submitted the report of different placement activities undertaken by Training and Placement department and submitted the list students placed in different companies of their department on 25.09.21.
3	Performance based Appraisal system through Academic planning	All HODs submitted the copy of self appraisal of their faculty members to IQAC Co-ordinator on 20.09.21.
4	Mentoring and Counseling activities	All HODs of various department submitted the report of mentoring and counseling activities of their department including various issues of students to Principal office with a copy to IQAC Co-ordinator on 29.09.21.
5	ISTE activities	All HOD submitted the annual planning of ISTE activities of their department on 26.09.21.

  
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## Action taken report of the meeting held on 23.10.2021

Sl. No.	Action Plan	Action Taken
1.	Administrative Audit (AA)	To initiate the process for Administrative Audit, a co-ordination committee has been formed under the chairmanship of Principal on 30.10.21.
2	Participation in NIRF	To initiate the process for NIRF participation by the college,a committee has been formed with Prof Soren Sahoo,Associate Professor of Department of Computer Science and Engineering as chief coordinator on 28.03.21. A copy of the same has been sent to IQAC co-ordinator on 26.10.21.
3	ISO Certification	A committee under coordinateship of Prof. Dambarudhar Dash has been formed to look into ISO certification process A copy of same has been sent to IQAC co-ordinator on 29.10.21.
4	NBA	A committee under coordinateship of Prof. Ranjan Kumar Mallick has been formed to initiate NBA accreditation process. A copy of same has been sent to IQAC co-ordinator on 03.11.21.

  
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## Action taken report of the meeting held on 24.11.2021

Sl. No.	Action Plan	Action Taken
1.	Faculty requirements of the departments.	All head of various department submitted the list of faculty requirement of their department on 28.11.21 to Principal office with a copy to IQAC Co-ordinator.
2	Review of academic performance of even semester	PIC (Exam) has submitted the report of performance of students for odd sem examination 2021
3	Review of departmental committee	A review committee has been formed under the coordinatship of Prof. U. K. Jena have been formed on 30.11.21 and a copy has been sent to IQAC Co-ordinator.
4	Research activities progress	All research activities of different department has been reviewed by Principal in presence of HOD and faculty members in their respective department on 1 <sup>ST</sup> and 2 <sup>nd</sup> Nov.2021.All hod has submitted the report to IQAC Co-ordinator on 05.11.21.

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## Action taken report of the meeting held on 13.12.2021

Sl. No.	Action Plan	Action Taken
1.	Students Internship programs	All HOD submitted the list of students completed internship with detail list of industries to Principal office with a copy to IQAC Co-ordinator on 26.12.21
2	Review of value added courses	All HOD submitted the progress report of their departmental value added courses and report of feedback taken from students to principal office and with a copy to IQAC on 24.12.21
3	Review of course progress	All HOD's submitted the course progress report to IQAC ongoing odd semester classes 2021.





## Action taken report of the meeting held on 28.02.2022

Sl. No.	Action Plan	Action Taken
1.	Review of proctor work & activities	Principal reviewed all proctorial documents department wise on 05.03.22.
2	Review of club activities	Principal reviewed all club activities presented by co-ordinators of different clubs and suggested different steps to be taken for better performance and advised to include more no of activities on 07.03.22.
3	Review of best practices	All Heads of Department presented the best practices adopted by their department and submitted a report on this to IQAC on 13.03.22.
4	Alumini meet	Prof. Dambarudhar Das co-ordinator Allumini club submitted the planning details to Principal office with a copy to IQAC on 03.03.22.

  
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