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# Dr. Ambedkar Memorial Institute of Information Technology & Management Science

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NAAC Accredited

## DR. AMBEDKAR MEMORIAL INSTITUTE OF IT & MGMT SCIENCE

### Proceedings of 3<sup>rd</sup> IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 03.12.2021 at 3p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

<b>Date :</b>	3 <sup>rd</sup> DECEMBER 2021	<b>DAMITS</b>	
<b>AGENDA for 3<sup>RD</sup> IQAC MEETING</b>	A1: Course Completion A2: Student Career Counseling A3: Republic Day Celebration A4: NAAC (AQAR Progress) A5: Procurement of Teaching Aids		
<b>Members Present :</b>	1. Dr. Bhabani Shankar Dash, Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Pradeep Ku. Nayak, HOD I/C (IT) 4. Prof. Prafulla Padhi, HOD (MGT) 5. Prof. Suchismita Rout, Asst. Prof. 6. Prof. Seema Rani Giri, Asst. Prof. 7. Mr. Tankadhar Rout, Office Asst. 8. Mr. A.C. Padhy, A/C Officer.		
<b>DETAILS OF MINUTES</b>			
<b>Resolution for A1:</b> (Course Completion)	<b>R1:</b> Course Completion Report to be generated after the completion of each course respectively for each sem(s)/year(s)		
<b>Resolution for A2 :</b> (Student Career Counseling)	<b>R2:</b> Student Growth and Advancement in the career is an important factor so multi facet career counseling to be undertaken.		
<b>Resolution for A3:</b> (Republic Day Celebration)	<b>R3:</b> Roles and Responsibilities for Republic Day Celebration along with Theme was finalized		
<b>Resolution for A4:</b> NAAC (AQAR Progress)	<b>R4:</b> Criteria wise progress was reviewed in detail. Inputs received from the National Seminar on Accreditation were considered while reviewing the progress and necessary changes in modus operandi, approach and initiatives were suggested to the Team Members for incorporation.		

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Resolution for A5: Procurement of teaching aids	R5: Procurement of different teaching aids like tripod , cam holder for the smooth functioning of the classes
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The meeting was concluded with vote of thanks Prof. Swaha Roy, IQAC Coordinator.

**Signature of the members**

1. Dr.Bhabani Shankar Dash ,Principal.

*Bdash*  
*S. Roy*

2. Prof. Swaha Roy, Vice Principal.

3. Prof.Pradeep Ku. Nayak , HOD I/C (IT)

*P. Nayak*

4. Prof. Prafulla Padhi , HOD ( MGT)

*P. K Padhi*

5. Prof.Suchismita Rout, Asst.Prof.

*S. Rout*

6. Prof. Seema Rani Giri , Asst.Prof .

*seema*

9. Mr.Tankadhar Rout, Office Asst.

*Tankadhar Rout*

6. Mrs. A.C. Padhy , A/C Officer

*A.C. Padhy*