

OFFICE OF THE PRINCIPAL
DR AMBEDKAR MEMORIAL INSTITUTE OF IT & MGMT. SCIENCE (DAMITS)
JAGDA,ROURKELA, 769042

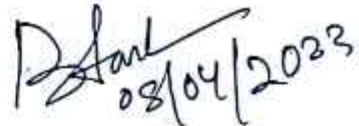
Ref: DAMITS/027(A)/2023

Date: 08.04.2023

Notice

This is to inform all members of IQAC in the IQAC chamber, DAMITS that a meeting will be held on 10.04.2023 at 3.00 pm.

Members are requested to attend the meeting to discuss on various matters for upcoming academic session.


08/04/2023

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Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela-42

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School of IT & Mgt. Sc.

Dr. Ambedkar Memorial Institute of Information Technology & Management Science

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Affiliated to Biju Patnaik University of Technology, Rourkela.

Proceedings of 1st IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 10.04.2023 at 12:00 noon in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	10 th APRIL 2023	PLATFORM	OFFLINE
AGENDA for 1 st IQAC MEETING		A1: Preparation of Academic Calendar & Time Table A2: Start of Even Semester & Planning for commencement of classes through ICT mode. A3: Feedback Mechanism A4: Observational Days A5: Community development Activities. A6: Co-Curricular Activities A7: Institutional Tie Ups. A8: Industry Tie Ups. A9 : IIC Events A10 : University Examination A11. Mentorship A12. Book Requisition A 13. Lesson Plan	
Members Present :		1. Dr. Bhabani Shankar Dash , Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Assoc. Professor 5. Prof. Ipsita Parhi , Asst. Prof. 6. Prof. Seema Rani Giri , Asst. Prof . 7. Prof. Pramila Hembram, Asst. Prof. 8. Mr. Gatikrushna Mohanta , Accounts officer 9. Mr. Tankadhar Rout, Maintenance Officer 10. Ms. Madhusmita Behera , Alumni 11. Er. Hardeep Singh , Industrialist 12. Mr. Arnav Nayak, Student 13. Mr. Surjamani Nayak , Parent	
DETAILS OF MINUTES			
Resolution for A1: (Academic Calendar)		R1: Preparedness of Academic Calendar under CBCS Pattern & Scheduling the time table accordance with the planning.	

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Resolution for A2 : (ICT based Teaching)	R2: ICT mode of Teaching must be kept in practice for both the departments for the development of the students and to make them understand in a more effective manner.
Resolution for A3: (Feedback Mechanism)	R3: Adherence to the Feedback Mechanism timely for all the semester /years for both the departments.
Resolution for A4: (Observational Days)	R4: ALL the Teaching , Non Teaching and students must observe all the Observational days with full preparedness and with decorum
Resolution for A5: (CSR Activities , Community enriched activities)Procurement of Books)	R5: NSS & YRC team should plan for the session along with student participation related to all the community enriched programmes to be taken inside premises and outside premises
Resolution for A6: (Co- curricular activities)	R6: Student must be encouraged through mentoring to conduct , organize and participate in all the co-curricular activities . Clubs must be activated as soon as possible
Resolution for A7: (Institutional Tie ups)	R7: To go with more numbers of Institutional Tie ups as well as Industry Tie-ups for sharing of resources and social values in students and faculty members.
Resolution for A8: (Industry Tie Ups)	R8: Internships & Field Trips to be undertaken with the functionary MOU's.
Resolution for A9: (IIC Event)	R9: Internships & Field Trips to be undertaken with the functionary MOU's.
Resolution for A10 : (University Examination)	R10: Smooth functioning of all University Examination, briefing to all staff members regarding the conduct of examination.
Resolution for A11: (Mentorship)	R 11: Mentorship to be done in regular basis religiously to make the mentee grow holistically and to become a self independent person.
Resolution for A12: (Book Requisition)	R 12: Many new subjects were identified in the newly floated CBCS pattern. Hence books related to these courses were suggested to be procured for students. Library and E-resources must be accommodated for the courses.
Resolution for A13: (Lesson Plan)	R 13: Review of Lesson Notes according to the Lesson plan for the existing batches and preparation of Lesson plan for the new semester .

The meeting was concluded with Vote of thanks by Prof. Swaha Roy, IQAC Coordinator.

Signature of the Members

1. Dr. Bhabani Shankar Dash , Principal.
2. Prof. Swaha Roy, Vice Principal.
3. Prof. Usha Mishra , HOD (MGT)

B. Dash
10/04/2023

S. Roy
10/4/23.

U. Mishra
10/04/2023

4. Dr. Snigdha Mishra , Associate Professor *Smishra*
10/4/2023
5. Prof. Ipsita Parhi , Asst. Prof. *Parhi*
10/04/23
6. Prof. Seema Rani Giri , Asst. Prof. *Seema*
10/4/2023
7. Prof. Pramila Hembram, Asst. Prof. *Pramila*
10/04/2023
8. Mr. Gatikrushna Mohanta , Accounts officer *Gat*
10/4/23
9. Mr. Tankadhar Rout, Maintenance Officer *Tank*
10/4/2023
10. Ms. Madhusmita Behera , Alumni *MBehera*
10/4/23
11. Er. Hardeep Singh , Industrialist *Hardeep*
10/4
12. Mr. Arnav Nayak, Student *Arnav.N*
13. Mr. Surjamani Nayak , Parent *Surjamani*
10/04/2023

OFFICE OF THE PRINCIPAL

DR AMBEDKAR MEMORIAL INSTITUTE OF IT & MGMT. SCIENCE (DAMITS)
JAGDA,ROURKELA, 769042

Ref: DAMITS/053(A)/2023

Date: 10.08.2023

Notice

This is to inform all members of IQAC in the IQAC chamber that a meeting will be held on 11.08.2023 at 3.00 pm.

Members are requested to attend the meeting.


10/08/2023

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I.T. & Management Science
Jagda, Rourkela-42

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Proceedings of 2nd IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 11.08.2023 at 4:15 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	11 th August 2023	Platform	OFFLINE
AGENDA for 2 nd IQAC MEETINGS	A1.Seminar , Workshops & FDP's A2. Independence Day Celebration A3. IIC Events A4. Awareness Programmes A5. Celebration & Observational Days A6. Induction Programme A7. CSR Activities A8. Children's Day A9. Exchange Programme A10. AQAR A11. PTM A 12 .SEMINAR, FDP & Awareness Programmes A13. HACKATHON/IDEATHON		
Members Present :	1. Dr. Bhabani Shankar Dash ,Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Associate Professor 5. Prof. Ipsita Parhi , Asst. Prof. 6. Prof. Seema Rani Giri , Asst. Prof . 7. Prof. Pramila Hembram, Asst. Prof. 8. Mr. Gatikrushna Mohanta , Accounts officer 9. Mr. Tankadhar Rout, Maintenance Officer 10. Ms. Madhusmita Behera , Alumni 11. Er. Hardeep Singh , Industrialist 12. Mr. Arnav Nayak, Student 13. Mr. Surjamani Nayak , Parent		
DETAILS OF MINUTES			
Resolutions for A1: (Seminar , Workshops & FDP's)	R1: To conduct as many as possible seminars, workshops , fdp's for students & staff members from next month onwards.		
Resolutions for A2:	R2: <i>Independence Day</i> is celebrated to keep the spirit of		

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(Independence Day Celebration)	patriotism alive. Student's activities need to be conducted to instill the spirit within the students.
Resolutions for A3: (IIC Events)	R3: Activities related to IIC events must be carried out properly , the days must be finalized before by looking into the IIC calendar.
Resolutions for A4: (Awareness Programmes)	R4: Awareness Programme for swachch bharaat , AI , MHRD , NAAC , Innovation & Incubation , Vigilance week ,
Resolutions for A5: (Celebration & Observational Days)	R5: Janmashtami , World entrepreneurs day , Ganesh Chaturthi , teachers day , children's day , Independence day , NSS day,
Resolutions for A6: (Induction Programme)	R6: Induction Programme to be organized with all code of conduct for the new students .
Resolutions for A7: (CSR Activities)	R7: Leadership Qualities to be shown through campus bazaar and by swachcha bharaat abhiyaan under CSR activities .
Resolutions for A8 : (children's day)	R8: Drawing Competition to be organized keeping in view for the celebration of children's day, visit to all schools for invitation according to grouping.
Resolutions for A9 : (Student Exchange Programme)	R9: SEP with different MOU institutions to be arranged by the coordinator looking into the academic calendar.
Resolutions for A10 : NAAC (AQAR Preparation)	R10: 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.
Resolutions for A11 (PTM)	R11: Parents Teacher Meeting to be conducted for all the semester on regular intervals.
Resolutions for A12 (SEMINAR , FDP & AWARENESS Programmes)	R12: HOD of both the departments are been deputed to organize various seminars , FDP & awareness programmes for the students and faculty members.
Resolutions for A13 (HACKATHON)	R13: Students must be encouraged to participate in the idea generation contest and also to be motivated to prepare prototypes to show case their talent in a creative manner.

The meeting was concluded with vote of thanks by Prof. Swaha Roy, IQAC Coordinator.

Signature of the members

1. Dr. Bhabani Shankar Dash ,Principal. *Dash 11/08/2023*
2. Prof. Swaha Roy, Vice Principal. *S. Roy 11/8/23.*
3. Prof. Usha Mishra , HOD (MGT) *U. Mishra 11/08/2023*
4. Dr. Snigdha Mishra , Associate Professor *Smishra 11/8/23*
5. Prof. Ipsita Parhi , Asst. Prof. *I. Parhi 11/8/23*
6. Prof. Seema Rani Giri , Asst. Prof. *Seema 11/8/2023*
7. Prof. Pramila Hembram, Asst. Prof. *P. Hembram 11/08/23*
8. Mr. Gatikrushna Mohanta , Accounts officer *G. Mohanta 11/8/23*
9. Mr. Tankadhar Rout, Maintenance Officer *T. Rout 11/8/23*
10. Ms. Madhusmita Behera , Alumni *M. Behera 11/8/23*
11. Er. Hardeep Singh , Industrialist *H. Singh 10/8*
12. Mr. Arnav Nayak, Student *Arnav.N.*
13. Mr. Surjamani Nayak , Parent *S. Nayak 11/8/2023*

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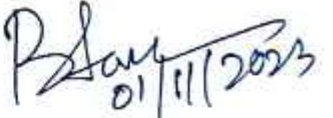
Ref: DAMITS/073(A)/2023

Date: 01.11.2023

Notice

This is to inform all members of IQAC in IQAC chamber, DAMITS that a meeting will be held on 03.11.2023 at 3.00 pm .

Hence all members are requested to attend the meeting.


01/11/2023

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Proceedings of 3rd IQAC MEETING

A meeting of the members of IQAC was held In Principal's Chamber on 03.11.2023 at 4 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	3 rd NOVEMBR 2023	Platform	OFFLINE
AGENDA for 3 RD IQAC MEETING		A1: Course Completion A2: Student Career Counseling A3: Republic Day Celebration A4: NAAC (AQAR Progress) A5: Procurement of Teaching Aids A6. National Seminar A7. Gender Sensitization A8. University Examination A9. Study Tour A 10. MOU A11. Christmas Celebration A12. MIND COPE A13. National Youth Week A14. Infrastructural Development A15. Maintenance	
Members Present :		1. Dr. Bhabani Shankar Dash ,Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Associate Professor 5. Prof. Ipsita Parhi , Asst. Prof. 6. Prof. Seema Rani Giri , Asst. Prof . 7. Prof. Pramila Hembram, Asst. Prof. 8. Mr. Gatikrushna Mohanta , Accounts officer 9. Mr. Tankadhar Rout, Maintenance Officer 10. Ms. Madhusmita Behera , Alumni 11. Er. Hardeep Singh , Industrialist 12. Mr. Arnav Nayak, Student 13. Mr. Surjamani Nayak , Parent	

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DETAILS OF MINUTES	
Resolution for A1: (Course Completion)	R1: Course Completion Report to be generated after the completion of each course respectively for each semester (s)/year(s), officer in charge was designated for taking the reports .
Resolution for A2 : (Student Career Counseling)	R2: Student Growth and Advancement in the career is an important factor so multi facet career counseling to be undertaken for competitive exams and also for higher studies for the students.
Resolution for A3: (Republic Day Celebration)	R3: Roles and Responsibilities for Republic Day Celebration along with Theme was finalized , HOD of both the departments is given charge to celebrate republic day in a fair manner.
Resolution for A4: NAAC (AQAR Progress)	R4: 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.
Resolution for A5: Procurement of teaching aids	R5: Procurement of different teaching aids like smart board , tripod , light pen , DSL camera etc for the smooth functioning of the classes, processors for all labs was been finalized .
Resolution for A6: National Seminar	R6: National seminars to be organized basing on both IT & mgt topic as soon as possible.
Resolution for A7: Gender Sensitization	R7: Awareness programme on gender sensitization for the students and staff members . Objective of the programme was made clear and thrust was given on finalizing the guest before hand .
Resolution for A8: University Examination	R8: Smooth functioning of the university examination with proper briefing session to all the teaching and non teaching fraternity was given .
Resolution for A9: Study Tour	R9: Students must be given an exposure to visit the nearby companies and institutions to update their knowledge through practical experiences.
Resolution for A10: MOU	R10: Industry linkages and sharing of knowledge is very important for the student and also for the reputation and recognition of the Institutions.
Resolution for A11: Christmas Celebration	R11: Christmas is a time for people to come together and celebrate. In an institutional setting, it can strengthen bonds among students, faculty, staff, and the wider community.
Resolution for A12: Mind Cope	R12: To organize sessions for student and staff members for the promotion of well being and to reduce burn out and stress by creating a supporting system . to motivate the mind cope team to take initiative to organize activities .
Resolution for A13:	R13: The week can be used to educate students and staff

National Youth Week	about the challenges faced by young people today—such as mental health struggles, social pressures, career guidance, and access to opportunities
Resolution for A14: Infrastructural Development	R14: Installation of more number of ICT tools for the better teaching learning process in the Institutions
Resolution for A15: Maintenance	R15: Regular Inspection, Repairs & Renovations should be the given the utmost priority by the Maintenance officer in charge for a safe and a conducive environment.

The meeting was concluded with vote of thanks Prof. Swaha Roy, IQAC Coordinator.

Signature of the members

1. Dr. Bhabani Shankar Dash ,Principal. *B. Dash* 21/11/2023
2. Prof. Swaha Roy, Vice Principal. *S. Roy* 3/11/23
3. Prof. Usha Mishra , HOD (MGT) *U. Mishra* 3/11/2023
4. Dr. Snigdha Mishra , Associate Professor *S. Mishra* 3/11/2023
5. Prof. Ipsita Parhi , Asst.Prof. *I. Parhi* 03/11/23
6. Prof. Seema Rani Giri , Asst.Prof. *S. Rani* 03/11/2023
7. Prof. Pramila Hembram, Asst.Prof. *P. Hembram* 3/11/2023
8. Mr. Gatikrushna Mohanta , Accounts officer *G. Mohanta* 03/11/23
9. Mr. Tankadhar Rout, Maintenance Officer *T. Rout* 03/11/2023
10. Ms. Madhusmita Behera , Alumni *M. Behera* 09/11/23
11. Er. Hardeep Singh , Industrialist *H. Singh* 09/11/23
12. Mr. Arnav Nayak, Student *A. Nayak* 09/11/23
13. Mr. Surjamani Nayak , Parent *S. Nayak* 08/10/23

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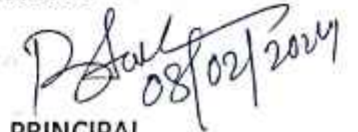
Ref: DAMITS/103(A)/2024

Date: 08.02.2024

Notice

This is to inform all members of IQAC in the IQAC chamber, DAMITS that a meeting will be held on 10.02.2024 at 3.00 pm.

Hence all are requested to be present in the meeting to discuss various matter of institute.


08/02/2024

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Proceedings of 4th IQAC MEETING

A meeting of the members of IQAC was held in Principal's Chamber on 10.02.2024 at 4 p.m. in accordance with the notice served by principal to discuss and decide on the agenda detailed below.

Date :	10 TH FEBRUARY 2024	Platform	OFFLINE
AGENDA for 4 TH IQAC MEETING		A1.EXPOSURE VISIT A2.YRC A3.WOMENS DAY A4. IMPACT Lectures A5. Course Coverage Report A6. Utkal diwas celebration A7. Ambedkar Jayanti . A8. NAAC Progress A9: CSR Activities A10: World Environment Day A11 : National Yoga Day	
Members Present :		1. Dr. Bhabani Shankar Dash ,Principal. 2. Prof. Swaha Roy, Vice Principal. 3. Prof. Usha Mishra , HOD (MGT) 4. Dr. Snigdha Mishra , Associate Professor 5. Prof. Ipsita Parhi , Asst.Prof. 6. Prof. Seema Rani Giri , Asst.Prof . 7. Prof. Pramila Hembram, Asst.Prof. 8. Mr. Gatikrushna Mohanta , Accounts officer 9. Mr. Tankadhar Rout, Maintenance Officer 10. Ms. Madhusmita Behera , Alumni 11. Er. Hardeep Singh , Industrialist 12. Mr. Arnav Nayak, Student 13. Mr. Surjamani Nayak , Parent	
DETAILS OF MINUTES			
Resolution for A1: (Exposure Visit)		R1: Exposure visits are a powerful way to compliment classroom learning and provide students with the practical, real-world experience they need to succeed in their careers more preferably to NIT , RKL	
Resolution for A2 : (YRC)		R2: The YRC team should organize blood donation camps, health camps , sanitization and hygiene campaigns.	

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Resolution for A3: (Women's Day)	R3: "DigitALL: Innovation and technology for gender equality" this is the theme for 2024, we can celebrate it with pride, we should aim to both celebrate the achievements of women and raise awareness about the ongoing challenges they face.
Resolution for A4: (Impact Lecture)	R4: Choose a subject that resonates with the current trends, challenges, and interests of the students . After the lecture series take the key take a ways and feedback from the students
Resolution for A5: (Course Completion)	R5: Course Completion Report to be generated after the completion of each course respectively for each semester(s)/year(s), officer in charge was designated for taking the reports.
Resolution for A6: (Utkal Diwas Celebration)	R6: Roles and Responsibilities for Utkal Diwas Celebration along with the cultural event was discussed. Programme to be organized in the conference hall .
Resolution for A7 : (Ambedkar Jayanti)	R7: Ambedkar jayanti to be celebrated inside college campus , guest list was finalized with the consent of the chairman .
Resolution for A8: NAAC (AQAR Progress)	R8: 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.
Resolution for A9: (CSR Activities)	R9: CSR activities to be conducted to foster social responsibility, community engagement, and awareness among students, faculty, and staff. Like Swachch bharat Abhiyan , tree plantation, community outreach Programmes, workshops on environment sustainability .
Resolution for A10: World Environment Day	R10: The theme for World Environment Day 2024 is "Cities Act Now", which focuses on the role of cities and urban areas in combating climate change and promoting sustainability. Awareness programmes to be organized for the students to bring about Positive approach towards environment.
Resolution for A11: National Yoga Day	R10: To organize yoga sessions for the students and staff members in an open space for the well being of everyone and to promote a holistic development of the students and staffs.

The meeting was concluded with vote of thanks Prof. Swaha Roy, IQAC Coordinator.

Signature of the Members

1. Dr. Bhabani Shankar Dash ,Principal.
2. Prof. Swaha Roy, Vice Principal.

B. Dash
10/02/2024

S. Roy
10/2/24 .

3. Prof. Usha Mishra , HOD (MGT) U. Mishra
10/02/2024
4. Dr. Snigdha Mishra , Associate Professor Snigdha Mishra
10/21/2024
5. Prof. Ipsita Parhi , Asst.Prof. Ipsita Parhi
10/02/24
6. Prof. Seema Rani Giri , Asst.Prof. Seema Rani Giri
10/02/2024
7. Prof. Pramila Hembram, Asst.Prof. Pramila Hembram
10/2/24
8. Mr. Gatikrushna Mohanta , Accounts officer G.M.
10/2/24
9. Mr. Tankadhar Rout, Maintenance Officer Tan
10/21/2024
10. Ms. Madhusmita Behera , Alumni M Behera
10/2/24
11. Er. Hardeep Singh , Industrialist
12. Mr. Arnav Nayak, Student Arnav .N
13. Mr. Surjamani Nayak , Parent Surjamani
10/02/2024