



# BALASORE COLLEGE OF ENGINEERING AND TECHNOLOGY

ବାଲେଶ୍ଵର ବୈଷୟିକ ଓ ପ୍ରଯୁକ୍ତି ମହାବିଦ୍ୟାଳୟ

[Approved by AICTE, New Delhi and Affiliated to BPUT, Odisha]

Sergarh, Balasore- 756060, Odisha. PH: 9777938474

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BCET/IQAC/02/2025

15<sup>th</sup> June 2025

## Circular

This is to inform all the members of the Internal Quality Assurance Cell (IQAC) that the **IQAC Meeting** for the academic year 2025-26 will be held on **1<sup>st</sup> July 2025 at 3:00 PM** in the **IQAC Meeting Room**.

Please find the agenda for the meeting below:

### Agenda:

1. Confirmation of the previous IQAC minutes of the meeting and action taken report.
2. Result analysis of the even semester of session 2024-25.
3. Placement analysis for the session 2024-25.
4. Plan of action for the academic year 2025-26.
5. Feedback analysis of stakeholders.
6. Student induction program for First-year B.Tech, MBA, and MCA students.
7. Review of requirements - Building, Laboratories, Library, Faculty, and Staff.
8. Review of Extra Curricular, Co-Curricular, Social Services, Extension, and Student/Club activities.
9. Any other item with the permission of the Chairperson.
10. Analysis of Admission Status.
11. Review of Alumni Activity and conduction of Alumni Meet.
12. Review of FDP/International Seminar/National Seminar/Workshops organized by the Institute.
13. Review of course file, CO, PO, PSO attainment of 2024-25 and preparation of course files, CO, PO, PSO by program-level committees in each department.
14. Plan for academic audit and administrative audit for session 2024-25.
15. Plan for preparation of Annual Quality Assurance Report (AQR) of each department for session 2024-25.
16. Any other matter with the permission of the Chairperson.

All members are requested to make it convenient to attend the meeting.

  
Prof (Dr.) Dharendra Kumar Jena  
Coordinator, IQAC  
Associate Professor, MBA  
**IQAC CO-ORDINATOR**

Copy to: **Balasore College of Engineering & Technology**  
Sergarh, Balasore-756060

1. All members of the IQAC Committee
2. Deans/HODs/Establishment Section
3. Administrative Office

  
Prof. (Dr.) Ratikanta Sahoo  
Director  
BCET  
**DIRECTOR**  
**Balasore College of Engg. & Tech.**  
Sergarh, Balasore-60



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## Minutes of the Meeting - 1st IQAC Quarterly Meeting for the Academic Year 2025-26

Date: 1<sup>st</sup> July 2025

Time: 3:00 PM

Venue: IQAC Meeting Room

Prof (Dr.) Ratikanta Sahoo, Director and Chairperson IQAC, welcomed the IQAC members for the quarterly meeting held on 1<sup>st</sup> July , 2025. IQAC Coordinator, expressed sincere gratitude for all the members involved in NAAC accreditation preparedness process. The following agenda were discussed in the meeting.

1. Confirmation of the previous IQAC minutes of the meeting and action taken report.
2. Result analysis of the even semester of session 2024-25.
3. Placement analysis for the session 2024-25.
4. Plan of action for the academic year 2025-26.
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7. Review of requirements - Building, Laboratories, Library, Faculty, and Staff.
8. Review of Extra Curricular, Co-Curricular, Social Services, Extension, and Student/Club activities.
9. Any other item with the permission of the Chairperson.
10. Review of Alumni Activity and conduction of Alumni Meet.
11. Review of FDP/International Seminar/National Seminar/Workshops organized by the Institute.
12. Review of course file, CO, PO, PSO attainment of 2024-25 and preparation of course files, CO, PO, PSO by program-level committees in each department.
13. Plan for academic audit and administrative audit for session 2024-25.
14. Plan for preparation of Annual Quality Assurance Report (AQAR) of each department for session 2024-25.
15. Any other matter with the permission of the Chairperson.

### Members

Sl. No.	Name	Signature
1	Prof. (Dr.) Ratikanta Sahoo	
2	Mr. Abhishek Biswal	
3	Dr. Dharendra Kumar Jena	
4	Dr. Sibendra Kumar Gharai	
5	Dr. Jyotirmayee Ojha	
6	Mr. Jyotiranjana Rout	
7	Mr. Pradeep Ku. Mohanty	
8	Mr. Subrانشu Sekhar Parhi	
9	Mrs. Subhashree Das	
10	Dr. Subarnna Kesari Samal	









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11	Mr. Sanjeeb Kumar Chaudhury	
12	Mr. P. K. Shaw	
13	Mr. Ranjan Bag (Journalist)	
14	Ms. A. S Depali	
15	Dr. Satya Narayan Dash	
16	Mr. Sangram Das	
17	Mr. Sekhar Chandra Jena	

**Agenda 1 : Confirmation of the previous IQAC minutes of the meeting and action taken report.**

**Resolution:** The minutes of the previous IQAC meeting were confirmed, and the actions taken were acknowledged as satisfactory.

**Action Taken :**

IQAC coordinator apprised the members and presented the action taken report in accordance with the resolutions/ suggestions made.

The IQAC successfully conducted a series of awareness programs on NEP 2020 to ensure that all stakeholders were well-informed about the policy changes. This initiative has contributed positively towards the implementation of NEP.

The academic peer feedback mechanism was successfully implemented and has shown positive results. This initiative has become effective and has been well-received across departments, ensuring that the curriculum aligns with industry needs and academic standards.

**Agenda 2: Result Analysis of Even Semester of Session 2024-25**

**Resolution:** The result analysis report was accepted. It was resolved to implement remedial measures for B.Tech Civil 2nd semester students, including extra and doubt-clearing classes.

**Action Taken:**

MBA 2nd Semester: The results for the MBA 2nd semester were found to be satisfactory. No further action is required.

MCA 2nd Semester: Similarly, the MCA 2nd semester results were satisfactory.

B.Tech 4th Semester: The results for B.Tech 4th semester were also satisfactory across most departments.

B.Tech Civil 2nd Semester: The results for B.Tech Civil 2nd semester were found to be poor. Extra classes and doubt-clearing sessions have been arranged for students in this program to improve their performance.

B.Tech in ME, EE, EEE, ETC, CSE: The results in these departments were satisfactory, with no significant concerns.

**Agenda 3 : Placement Analysis for Session 2024-25**

**Resolution:** The placement analysis report was reviewed, and it was resolved to intensify pre-placement training efforts and extend the company's outreach program. The TPO will also increase the number of industry contacts.



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## Action Taken:

It was observed that the placement numbers for the session 2024-25 were below expectations. This was attributed to a lack of sufficient pre-placement training and industry exposure. More pre-placement training sessions and mock tests will be conducted for students. The TPO (Taicang Placement Officer) will be tasked with contacting more companies and bringing additional placement opportunities to the campus.

## Agenda 4: Plan of Action for the Academic Year 2025-26

**Resolution:** The plan of action for the academic year 2025-26 was reviewed and approved. All departments are expected to implement their respective plans as per the outlined strategies.

## Action Taken:

A detailed plan of action for the academic year 2025-26 has been prepared by each department and reviewed by their respective academic committees. The plans include curriculum updates, skill development initiatives, and research-oriented activities. All departments will act according to the plan submitted.

## Agenda 5 : Feedback Analysis of Stakeholders

**Resolution:** It was resolved to take immediate steps to increase industrial training and placement opportunities by fostering stronger relationships with industry partners. The committee also resolved to prioritize the installation of more ICT-based classrooms across departments to enhance digital learning experiences.

## Action Taken:

It was pointed out that a greater focus should be placed on enhancing placement opportunities and industrial training for students. There was a request for more classrooms equipped with Information and Communication Technology (ICT) facilities to improve teaching and learning experiences.

## Agenda 6: Student Induction Program for First B.Tech, MBA, and MCA Students

**Resolution:** The committee approved the induction program and directed the Training and Placement Cell to ensure the program aligns with AICTE guidelines. It was agreed that the induction will be scheduled for the first week of July 2025.

## Action Taken:

The induction program for first-year students (B.Tech, MBA, and MCA) will be conducted in compliance with the norms set by AICTE. The **Training and Placement Cell (TPO)** has been tasked with organizing this induction program. The program will cover important topics such as academic orientation, industry expectations, personality development, and career guidance.

## Agenda 7: Review of Requirements - Building, Laboratories, Library, Faculty, and Staff

**Resolution:** It was resolved that the Establishment Section will initiate the recruitment process for the required faculty positions in the MCA and Computer Science Departments, and other departments as necessary. The recruitment process will follow the institution's established policy and timelines.





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## Action Taken:

The **MCA Department, Computer Science Department**, and other departments have requested additional faculty. This request was based on feedback received from HODs. The **Establishment Section** has been informed and asked to take action in accordance with the recruitment policy to address these staffing requirements.

## Agenda 8: Review of Extra-Curricular, Co-Curricular, Social Services, Extension, and Student/Club Activities

**Resolution:** The committee appreciated the participation and success of extra-curricular and co-curricular activities. It was resolved to continue supporting and encouraging student involvement in these activities in the upcoming academic year. Additionally, the committees responsible for each activity will ensure that these programs are better coordinated and promoted in the future.

## Action Taken:

The **CSE Department** actively participated in various club activities at both the university and college levels, contributing to the success of many such events. All extra-curricular, co-curricular, social services, extension, and student/club activities have been successfully conducted during the academic year 2024-25. Plans for similar activities have already been drafted for the coming academic year 2025-26.

## Agenda 9: Analysis of Admission Status

**Resolution:** It was resolved that a detailed strategy for admissions will be developed with input from each department. A more systematic approach will be adopted, including targeted outreach and engagement with prospective students. Departments will be tasked with presenting an action plan to boost admissions for the upcoming sessions.

## Action Taken:

Departments will submit their specific strategies to improve admissions, and a review meeting will be conducted by the IQAC to monitor the progress of these initiatives. A thorough discussion was conducted regarding the current admission status, which was found to be unsatisfactory. The admissions are not meeting the expected targets, and this requires immediate corrective measures. Departments need to step up their efforts in attracting students. There is a need for a more systematic and strategic approach from the departmental side. The committee emphasized the need to review the admission strategy systematically, ensuring that each department aligns its approach with the institution's goals.

## Agenda 10 : Review of Alumni Activity, Conduction of Alumni Meet

**Resolution:** It was resolved that Mr. Tapas Kumar Das will take charge of collecting the alumni data and ensure regular communication with alumni for the upcoming Alumni Meet. Departments will cooperate by submitting relevant alumni details to him. A detailed review of alumni activities was conducted. The importance of continuous communication with alumni was highlighted to ensure engagement and participation in future events.



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### Action Taken :

Mr. Tapas Kumar Das, Assistant Professor in CSE, was assigned the responsibility of collecting and maintaining data for alumni from the respective Department Heads. Continuous communication will be established with alumni to ensure their involvement in the next Alumni Meet.

### Agenda 11: Review of FDP/International Seminar/National Seminar Workshop Organized by the Institute

**Resolution:** The committee expressed its satisfaction with the completion of the FDP and emphasized the need for a larger focus on international collaboration for future seminars and conferences. A 5-day Faculty Development Program (FDP) on “Innovative Writings and Advanced ICT Tools Usage for Research” was successfully organized by the Basic Science & Humanities Department and IQAC from 23rd June (Monday) to 27th June (Friday), 2025. The meeting also discussed the organization of a National Conference and the publication of the conference proceedings in a Scopus-indexed journal.

### Action Taken :

Dr. Mrityun Jaya Das was assigned the responsibility of conducting the national conference scheduled for December 2025.

### Agenda 12: Review of Course File, CO, PO, PSO Attainment for 2024-25 and Preparation of Course File, CO, PO, PSO by Program Level Committee in Each Department

**Resolution:** It was resolved that the **Program Level Committees** in each department will finalize the **CO, PO, and PSO** for each course and communicate the final versions to the Director. The finalized course files, CO, PO, and PSO will be presented to the IQAC for review. The departments are expected to enhance the attainment of CO and PO through appropriate strategies. The feedback from **Course Exit** and **Program Exit** forms was reviewed, and the attainment of CO and PO was discussed. It was found that there is room for improvement in the current level of attainment.

### Action Taken:

The Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO) for each course will be analyzed by the program level committee. Each department will form a Program Committee to finalize the CO, PO, and PSO for each course. These finalized details will be communicated to the Director.

### Agenda 13: Plan for Academic Audit and Administrative Audit for Session 2024-25

**Resolution:** It was resolved that the Audit Committee, under the guidance of IQAC, will conduct the internal academic and administrative audits. The audit reports will be submitted at the next IQAC meeting, with the necessary actions to be taken based on the findings.

### Action Taken:

The **Internal Academic Audit** and **Administrative Audit** will be conducted by the Audit Committee formed by the IQAC. These audits are scheduled to be completed within the next two





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months. The findings from both audits will be presented at the next IQAC meeting for further discussions.

## Agenda 14: Plan for Preparation of Annual Quality Assurance Report (AQAR) of Each Department for Session 2024-25

**Resolution:** It was resolved that each department will prepare its AQAR for 2024-25 following the format provided by the IQAC. The reports are to be submitted to IQAC as per the specified timeline to facilitate timely compilation and submission.

### Action Taken:


All departments have been instructed to prepare their respective **Annual Quality Assurance Reports (AQAR)** for the academic year 2024-25. A **predetermined format** has been provided to each department to ensure consistency in the reports. The completed AQARs will be submitted to the IQAC for review and final submission.

## Agenda 15: Any Other Item with the Permission of Chairperson

**Resolution:** It was resolved to initiate additional advertisement and campaign efforts as suggested by Dr. Subarnna Kesari Samal. A specific plan will be developed by the Marketing Committee to implement the proposed campaigns. Dr. Subarnna Kesari Samal, Associate Professor in MBA, proposed an increase in advertisement and campaign efforts to enhance the visibility of the institution and attract more students.

### Action Taken:

It was agreed that more **marketing campaigns** and **advertisements** would be launched to reach a broader audience and increase student enrolment.

  
Prof (Dr.) Dharendra Kumar Jena  
Coordinator, IQAC  
Associate Professor, MBA

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