

Members Present:

1. Dr. Ajit Kumar Panda (Chairperson, IQAC)
2. Dr. Shom Prasad Das
3. Dr. Motahar Reza
4. Prof. M. Suresh
5. Prof. D R Lenka
6. Dr. Ratnakar Mishra
7. Dr. Pradyumna Ku. Patra
8. Dr. Sandipan Mallick
9. Dr. D Panda
10. Prof. Pramath Nath Acharya
11. Dr. Satya Sopan Mahto

Dr. Ajit Kumar Panda, Principal welcomed all the members of the committee.

1. Conformation of the previous meeting held on 22nd June, 2019.

Resolved to confirm the minutes of the previous meeting held on June, 2019.

2. Action taken Report on last meeting.

Resolved to approve the Action Taken Report on minutes of IQAC meeting held on 22nd June, 2019.

3. CCTV Camera Installation

A proposal was discussed to put some more CCTVs in students' common areas so to avoid unwanted situations. However, the cameras earlier installed in classrooms at the behest of University for smooth conduction of examination will run as usual.

4. Reconstitution of Anti-Ragging Cell and Disciplinary Committee discussed

It is discussed to add new members to the existing Anti-Ragging cell and Disciplinary Committee and the institute decided to maintain an equal percentage ratio on gender. Female faculties will be included in both the committees. The sun boards containing the names of members with their respective phone numbers will be displayed in each building each floor to sensitize the students. The Online Information system grievances redressal module will be activated all the time. However, the anonymous complaints provision will be stopped over the time in OIS. The faculty complaints will be seen directly by the Director of the institute who in turn will notify the principal.

5. New Programs Started.

The Institute decided to apply for new programs with affiliation to Berhampur University, Berhampur. Post – Graduate programs on Physics, Chemistry, Mathematics and Under –Graduate programs in Science and Commerce to start under new principal and in new campus. Necessary

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arrangements will be done soon and Dr Bishnukar Nayak was tasked for this program application and execution.

6. Faculty feedback in Online Information Systems (OIS).

To enhance student satisfaction, the existing criteria of evaluating the faculty performance was discussed. 4 new criteria on class timing, discipline, attitude and fairness will be added to the existing 10 Point criteria in OIS.

7. Employee Happiness Index.

Similar to ESS in company's employee happiness in NIST, a detailed format is planned to be designed and circulated among faculty members. Dimensions like financial satisfaction, job satisfaction, support from management, support from student and work life balance were to be included in the format.

8. Funds, Sponsored Projects and Patents by faculty members.

A detailed list of funds received, projects undertaken and patents received was shared among the members.

The meeting ended with vote of thanks to the Chair.



Action taken report on last meeting

On the basis of discussion on IQAC meeting held on 22nd June,2019 following actions were taken.

1	Program closed B.Tech in Instrumentation Engineering is closed by the institute. Necessary documentation was done. AICTE , Affiliating University intimated. Letter issued by Principal's office.	Implemented
2	NIST Website changed. NTCS team changed the website to have more brilliance and vibrance. Prof. Bhabani Patnaik was appointed as NTCS chief and tasked for future works related to website.	Implemented
3	Refresher program participation as mandatory for faculty promotion under Career Advancement Scheme. Institute will bear all expenses	Circular issued from Principal's office.
4	Course file checklist designed A detailed checklist was designed and circulated among all the faculty members. All the Heads of the department were asked to verify twice a year.	Implemented
5	Departments asked to apply to various funding agencies For better sustainability of the institute NIST encouraged all the faculty to apply all funding agencies for conducting programs and funded projects.	Circular issued from Principal to Heads
6	Every department is asked to form a subcommittee to deal with different criteria of NAAC & NBA Accreditations. The members of such sub-committee will work under head of the department and will provide information to IQAC directly while maintaining a file at their department level.	Circular issued