

**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. Confirmation of the previous meeting held on 26<sup>th</sup> September, 2019.**

Resolved to confirm the minutes of the previous meeting held in September, 2019.

**2. Action taken Report on last meeting.**

Resolved to approve the Action Taken Report on minutes of IQAC meeting held on 26<sup>th</sup> September, 2019.

**3. Quality Improvement Programs to be conducted at NIST Campus.**

A provision of 25% ex-gratia was decided for allotment for the host who will conduct sponsored programs inside the NIST campus. The faculty member is entitled to such funds irrespective of the amount he generated out of such program conduction.

**4. Review of IQAC Sub-Committed performance.**

The sub-committee formed earlier under head of the departments are subject to a bi-annual performance check directly by the Principal. They are supposed to carry all course files, performance feedback reports and research and development credential by their department faculty members for a routine verification. Their failure to do so will directly affect their annual performance appraisal.

**5. Need of new OIS module for ongoing 'Thursday Seminar Series**

Members attended and present emphasized to develop a separate module for the intuitional practice of hosting Thursday seminar where the faculty members deliver lecturer on the programs

they attended. It will help them to store their creations forever to refer and download in future. This will contain the external guests talk also.

**6. A New Module 'Knowledge Management' to be designed in OIS.**

To host online quiz etc like the subscription seeking apps the institute should have a separate module for knowledge management. The members decided to ask all the faculty members to submit the subject wise question papers in form of MCQs to build up a bank from where they will do all objective examinations.

**7. Teaching assistant scheme**

The members highlighted the need of 'Teaching assistants'. It was discussed that the students who are having high scores in their preceding subjects can be given the task and a monthly remuneration of Rs 1500 was allocated per member. The department heads will look after such provisions in consultation with the R&D coordinator.

The meeting ended with vote of thanks to the Chair.



Chairman, IQAC

**Action taken report on last meeting**

On the basis of discussion on IQAC meeting held on 26<sup>th</sup> September,2019 following actions were taken.

1	It is decided to <b>put additional CCTV Camera</b> in all areas excluding class rooms, but including corridors, roads, hostels, lawns and all entry as well as exit gates. A detailed inspection was carried on and wherever found camera not working or inadequate cameras operating new cameras were installed on priority basis. A dedicated 24x7 control room was setup to monitor. The class room cameras are provisioned to have audio video recording. The principal contingency fund was decided to be utilized for setting up such additional facilities.	Circular issued from Principal to IT Administration Section.
2	<b>Anti-ragging cell and disciplinary cell revamped</b> and new members added. Sun boards displayed at each floor of the class room complex and atrium building.	Implemented
3	<b>OIS faculty feedback system modified with 4 more criteria points.</b> In addition to the existing 10 points 4 more additional points added.	Implemented
4	<b>Employee happiness Index designed</b> and circulated among the employees. Criteria on work life balance is among the prime concern and put in the format.	Implemented