

**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 present members of the committee.

**1. Confirmation of the previous meeting held on 12<sup>th</sup> December, 2019.**

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

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

Resolved to approve the Action Taken Report on minutes of IQAC meeting held on 12<sup>th</sup> December, 2019.

**3. Subscription to Zoom Online Platform**

Members highlighted the need to subscribe the online platform as the covid is setting in. The platform which are free (currently Google Meet is in use) is not suitable for host controls, sometimes creating chaos in the online classes. All members opined that commercial alternatives should be explored to provide teachers control over the classes. The decision to subscribe was left to Principals decision. A detailed training in taking online classes is also proposed.

**4. Preparatory workshop for Faculty Members to conduct program online.**

A workshop was planned to be conducted by principal Dr. Ajit Kumar Panda to train the faculty members on how to conduct programs online. Members present highlighted and appreciated need of such initiatives.

**5. Proposal to host 47<sup>th</sup> Annual Conference Odisha Mathematical Society**

The Odisha Mathematically Society proposed to host a Conference and a national seminar on Mathematical Analysis and Computing on 15<sup>th</sup> & 16<sup>th</sup> February, 2020. The mathematics department head Dr Pallab Kar was tasked to coordinate the program. All other departments were asked to explore such programs for their respective department associations.

**6. The pass percentage of Students of various programs discussed.**

The pass percentage of students of various programs was shared among the members and discussed. It is noticed that like last year all the programs have a of pass percentage of above 90%.

**7. Deferred for next IQAC Meeting.**

Discussion on two FDP's conducted by MBA Department on ' Business Analytics using Tableau' and FDP on 'HR Analytics' was reserved for the next meeting. The program coordinator of both the FDP's was asked to keep the files ready for next meeting for a detailed discussion.

The meeting ended with vote of thanks to the Chair.

The meeting ended with vote of thanks to the Chair.



Chairman, IQAC

**ACTION TAKEN REPORT ON TASK ITEMS OF LAST MEETING**

On the basis of discussion on IQAC meeting held on 12<sup>th</sup> December, 2019 following actions were taken.

1	<p><b>Quality Improvement Programs to be conducted at NIST Campus.</b> All the faculty members were asked through their respective heads to start doing the quality improvement programs with 25% of total funds generated to be allocated by the institute to the respective convener of the program.</p>	Circular issued
2	<p><b>Review of IQAC Sub-Committed performance.</b> All the sub-committee members were asked to submit their annual report to the Principal's office. All heads of the department are issued notices in this regard.</p>	Circular issued
3	<p><b>Need of new OIS module for Thursday Seminar Series</b> A new module in the name of 'Thursday Seminar Series' was developed and designed by NTCS Team of NIST. The aim of the module is to store information on programs attended by the faculty members. The R&amp;D coordinator will have access to upload the materials in this module. A faculty member is supposed to deliver a lecture on the institute's seminar day (<i>usually held in every Thursday in the auditorium</i>) to avail the reimbursements. Only after the lecture delivery the bills will be recommended by the R&amp;D Coordinator and then to be cleared by the finance officer.</p>	Implemented
4	<p><b>A New Module 'Knowledge Management' designed in OIS.</b> To conduct online quiz etc. a new module is developed by NTCS, where all the faculty member will submit MCQ's of their respective subjects to form a question bank. Later on the same question bank will be used for student assessments. The meeting members were exposed to this module and the Thursday seminar series module by the NTCS team.</p>	Implemented
5	<p><b>Teaching assistant scheme</b> Students having good academic record are allowed to work part time as teaching assistant. They will be working along with each teacher and will get a monthly stipend of Rs 1500.</p>	Implemented