

Meeting

IQAC Review Meeting 2021-22 Quarter-1

MINUTES 28/09/2021 MODE :PHYSICAL Venue: SN Ramanujan Hall, ATRIUM Building
3:00-3:45 PM

Meeting Agenda:

- 1.0 Confirmation of MoM of Previous meeting and review of Action Taken report
- 2.0 Training program of newly appointed Teachers
- 3.0 Verification of teaching plan
- 4.0 Class visits
- 5.0 Review of student feedback

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| MEETING CALLED BY | Prof. M Suresh |
| ATTENDEES | <p>September 28, 2021</p> <p>Prof. M Suresh(IQAC Coordinator) Sri. K C Mohapatra (Member) Dr. Pradyumna Kumar Patra (Member) Sri. Bhabani Gouda (Member) Sri. Nilesh Dalai (Member) Sri. M Rajendra Kumar (Member) Dr. L K Raju (CoE) Dr. Souren Misra (HoD, ME) Dr. Sachidananda Prasad (HoD, EE) Dr. H K Reddy (HoD, CSE) Alok Patra (BC) Nrusingha Prasad Tripathy (BC) Dr. B Behera (Placement Head) Dr. Sandipan Mallik (Research Coordinator) Prof. Purnendu Mishra (Hostel Supdt)</p> |

| ITEM | DISCUSSION SUMMARY |
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| | The first quarter meeting of the IQAC was conducted to carry out a periodic review of the ongoing quarter and to set the agenda for the upcoming quarter. The classes have been resuming normalcy after the COVID restrictions have been slowly relaxed. As the situation is unclear regarding further outbreaks, the mode of conducting classes was an important factor. |
| 1.0 | <p>Confirmation of MoM of Previous meeting and review of Action Taken report</p> <ul style="list-style-type: none"> • The MoM of the Quarter-4 meeting of 2020-21 held on 10/06/2021 was approved. • The action taken report of the Quarter-4 meeting was reviewed and accepted. |
| 2.0 | <p>Training program of newly appointed Teachers</p> <p>The newly joined faculty members in different departments have undergone the Faculty Induction Training Program for 3 days. They have been apprised of the class facilities, attendance criteria, use of NIS for worklog entry, project management, examination and marking etc.</p> |



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| 3.0 | <p>Verification of teaching plan</p> <p>The teaching plans for B.Tech/M.Tech/MBA and MCA courses were reviewed by the respective HoDs and Batch Coordinators. The IQAC team members visited the cubicles of the subject teachers and checked the teaching plans for outcome based education, and gave suggestions as required. During the visit, the team also checked the quiz questions, sample question bank, assignment evaluation, attendance and course files. Subject teachers who had not conducted quiz tests were advised to conduct it at the earliest and review the class performance.</p> |
| 4.0 | <p>Class and lab visits</p> <p>The IQAC nominated team visited classrooms and observed the quality of classroom conduct, attendance, efficacy of content delivery etc.</p> <p>The physical classes are being resumed from the month of August. As the situation is gradually coming to normalcy, the attendance has been slowly increasing. The classes are maintaining COVID protocols. Wherever any anomaly in COVID protocol was detected, the concerned teacher and student were counseled together to apprise them of COVID appropriate behavior. Students were encouraged to use Virtual labs of IIT Kanpur and Amrita Vishwavidyapeetham to get good experience of the lab experiments they missed during the COVID pandemic period.</p> |
| 5.0 | <p>Review of Student feedback</p> <p>Student feedback received through NIS, class teachers, examination section, dropbox, email were discussed. The issues related to teacher content delivery, supply of class notes, probable question set, practice set, evaluation pattern, attendance criteria etc. were discussed in detail. The bottlenecks in effective teaching learning were identified and the stakeholders were alerted.</p> <ul style="list-style-type: none"> Attendance issue was arising from the first class in the morning. Students used to report late to the classes and labs, where the concerned teacher would reprimand them by marking them absent when the delay was inordinate. The reason was long queues in the hostel mess. It can be solved by increasing the serving time and opening additional counters. <p style="text-align: right;">(Action: Hostel Superintendent)</p> <ul style="list-style-type: none"> Some students were facing issues related to pronunciation in the Communicative English classes. It was observed during the virtual class visit in August. The issue was attributed to the lack of practice in speaking of the language. <p>It was decided to suggest to the HoD, English Dept. to introduce the students to online speaking practice tools such as Duolingo etc.</p> <p style="text-align: right;">(Action: HoD, English)</p> |

Task items

| TASK ITEM | PERSON RESPONSIBLE | DUE DATE AND STATUS |
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| 1. Intimation to Hostel Superintendent to take necessary steps to ease food distribution in time | Prof. Purnendu Mishra (Hostel Superintendent) | 05/10/2021 |

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| 2. Suggest the students to take up regular practice using freely available English speaking apps such as Duolingo. | Ms. Nayanika Mohapatra (HoD, English) | 05/10/2021 |
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