

Meeting

IQAC Q1-Review Meeting 2022-23 Quarter-1

MINUTES 23/09/2022 MODE :PHYSICAL Venue: SN Ramanujan Hall, ATRIUM Building
5:00-6:00 PM

Meeting Agenda:

- 1.0 Confirmation of MoM of Previous meeting and review of action taken report
- 2.0 Review of lab maintenance status
- 3.0 Verification of lab manual, upkeep, teaching plan, syllabus coverage, question bank
- 4.0 Classroom visit
- 5.0 Review of Student feedback

MEETING CALLED BY	Dr. M Suresh (IQAC Coordinator)
ATTENDEES	<p>September 23, 2022</p> <p>Dr. Priyadarshi Tripathy (Principal) Dr. M Suresh (Coordinator, IQAC) Dr. Sandipan Mallik (R&D Coordinator) Dr. Souren Misra (HoD, ME) Dr. Sudhir Ranjan Pattanaik (HOD, CSE) Dr. Sachidananda Prasad (HOD, EE/EEE) Dr. Shibani Guru (HoD, MBA) Dr. B Nayak Dr. Bhaskar Bhaula (HOD, Math) Dr. Barada Pr. Sathy (HoD, Civil) Prof. Swadhin Mishra (BC) Prof. Rakesh Roshan (BC) Dr. Bhanu Prasad Behera (PIC, Placement)</p>

ITEM	DISCUSSION SUMMARY
	The quarter 1 of academic year 2022-23 started in July and ended in September. The quarterly activity review meeting was conducted on this date. The following observations were made and action items were listed.
1.0	<p>Confirmation of MoM of Previous meeting and review of action taken report</p> <ul style="list-style-type: none"> • The previous meeting of IQAC was conducted on 29/06/2022. The minutes thereof have been approved. • The action taken report of 2021-22 Q4 has been perused. The action items are found to be completed and respective responsible persons have taken action on it.
2.0	<p>Review of lab maintenance status</p> <p>The committee had recommended that the HODs shall file a status report about the working condition of the equipment in the labs in their respective departments. The status reports have been filed and the findings have been discussed in the HOD/BC meeting. The required budgetary estimates for maintenance and refurbishment given by the Department heads have been approved. These following are suggested</p> <ul style="list-style-type: none"> • Each equipment must have a hard bound register to log the usage and maintenance. • Equipment are being used sparingly and several equipment are getting unusable because of very less use. It is advised to conduct experimentation/ research work etc. frequently using these equipment. It will increase the academic/research output too.





		(Action: HODs)
3.0	Verification of lab manual, upkeep, teaching plan, syllabus coverage, question bank The team visited the labs and faculty rooms to examine the prepared lab activity plans, teaching materials, equipment maintenance etc. It was observed that certain labs were only opened during the scheduled lab hours. It was recommended to the concerned HODs to increase the scheduled upkeep activities of the equipment, so that they remain functional. Also allow the students to access the labs if they need those beyond scheduled academic slots. Students part of research groups could be given permission to access the labs a few hours beyond the academic hours too (in genuine cases). The teaching plans of the teachers were verified in the presence of concerned HoDs. The teachers were asked about the CO/PO and the expected attainment levels. The syllabus coverage was also monitored twice by the team and cross verified with the data available on the ERP and the status report submitted to the BCs. The BCs informed that they had allocated a few additional slots to subjects that required more contact hours. The teachers were reminded to prepare question banks for each subject they were taking. The questions could be collected from the most probable question sets of GATE, IBPS, GRE etc. The concerned HODs would monitor this.	(Action: HODs) (Action: HODs)
4.0	Classroom visit The team visited the classrooms to keep a vigil on the class discipline, quality of content delivery, quality of discourse, competence of the students and soundness of the classrooms for conducting class activities. Most of the classrooms had adequate infrastructure. Some classrooms had visibility issues due to reflection from daylight. Random students were asked questions relevant to the subject being taught. Most students answered basic questions. However, it was observed that the attention span of some of the students was reduced as compared to pre-covid level. They were facing issues in comprehending the questions. To improve the attentiveness, it was strictly advised not to use mobile phones inside the classrooms during the class hours, and refer to hard copies of reference materials as much as possible.	(Action: BCs/ Subject Teachers)
5.0	Review of Feedback Student feedback was received from multiple sources. Those were analyzed and the following recommendations were made. <ul style="list-style-type: none">• A few above average students required more challenging questions to improve their skill sets. The subject teachers were advised to include some concept based indirect questions in the question bank prepared by them.• Some students wanted relaxation (waiver) in attendance requirements so that they could prepare for their desired exams/ other targets. As it would be against the majority interest to waive off the attendance requirements, they were explained with the reason and offered preparation help by means of GATE classes.	(Action: HODs)





TASK ITEM	PERSON RESPONSIBLE	DUE DATE AND STATUS
1. Maintain a log book for each equipment. Increase the utilization of the lab equipment.	HODs	10/10/2022
2. Activate functional research groups with teachers and students; intimate about the same to the R&D coordinator. Allow the students to access the labs beyond regular teaching hours.	HoDs	20/10/2022
3. Subject teachers shall prepare question banks in line with GATE, IBPS and GRE exams etc. HODs monitor the preparedness. Include advanced level questions.	HODs	Continuous
4. Restrict use of digital gadgets that could reduce the attention of the students inside the class.	BCs	Continuous
5. Start GATE classes for the students.	HODs	10/10/2022

Priyadarshi J. Pathy

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