

Meeting

IQAC Quarterly Review Meeting 2021-22 Quarter-3

MINUTES 30/03/2022 MODE : PHYSICAL Venue: SN Ramanujan Hall, ATRIUM Building
4:00-5:00 PM

Meeting Agenda:

- 1.0 Confirmation of MoM of Q2 meeting and review of Action Taken report
- 2.0 Induction training program of newly appointed Teachers
- 3.0 Verification of teaching plan and course coverage
- 4.0 Classroom and lab visits
- 5.0 Review of student feedback

MEETING CALLED BY	Prof. M Suresh
ATTENDEES	September 28, 2021 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)

ITEM	DISCUSSION SUMMARY
	The quarter-3 meeting for the duration of January to March 2023 of the IQAC was conducted today.
1.0	Confirmation of MoM of Q2 meeting and review of Action Taken report - The MoM of the Quarter-2 meeting of 2020-21 held on 27/12/2021 was approved. - The action taken report of the Quarter-2 meeting was reviewed and accepted.
2.0	Induction training of newly appointed Teachers The recently joined faculty members (08 nos) in various departments have successfully completed 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.
3.0	Verification of teaching plan and course coverage The teaching plans prepared for B.Tech/M.Tech/MBA and MCA courses (even semester) were reviewed by the respective HoDs and Batch Coordinators. The IQAC team members paid random visits to the

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Pruyadanki Tripathy

	cubicles of the subject teachers and BCs to verify the teaching plans, adherence to the timeline and attendance update checking. The team gave suggestions as required. During the visit, the team also routinely checked the quiz questions, sample question bank, assignment evaluation, attendance and course files. Subject teachers whose course completion was behind schedule were advised to take extra classes and cover up for any lost classes. Teachers were also encouraged to try the flip classroom method.
4.0	Classroom and lab visits The IQAC team visited the classrooms and observed the quality of classroom conduct, attendance, efficacy of content delivery etc. It also visited the labs to observe if due diligence was being put in experimentation, number of experiments being conducted and the engagement of the students during the lab slot.
5.0	Review of Student feedback Student feedback was received through NIS, dropbox and email. Indirect feedback was also received through class teachers, placement cell, examination section etc. The received feedback was discussed. - There were a number of examinations which were consuming the academic time of the students and teachers. The gap available for examination preparation or for carrying out co-curricular activities is very much constrained. Resolved: The CoE shall explore means to reduce the number of examinations and its effects. Escalate the matter to the Academic Council through the CoE to deliberate on the matter and take appropriate instructions. (Action: CoE) - Batch coordinators had periodically collected feedback regarding the teaching style of the teachers and the understanding of the students.. Resolved: In case any change in content delivery was required, it was communicated to the HoDs who suggested remedies to the concerned teachers.

Task items

TASK ITEM	PERSON RESPONSIBLE	DUE DATE AND STATUS
1. Explore means to reduce the number of end-term examinations so that students can get time for preparation and teachers also get time for other co-curricular activities. Conduct an impact assessment and communicate to the Academic Council.	Dr. L K Raju (Controller of Examinations)	10/04/2022

Priyadarshi D. Pathy

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