

Meeting

IQAC Quarterly Review Meeting 2021-22 Quarter-4

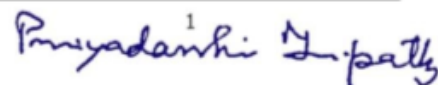
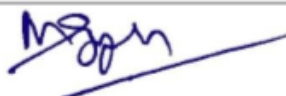
MINUTES 29/06/2022 Mode: Physical Venue: ATRIUM-213
1:30-2:30 PM

Meeting Agenda:

- 1.0 Confirmation of MoM of Q3 meeting and review of Action Taken report
- 2.0 Review of examination results
- 3.0 Training of freshly appointed teachers
- 4.0 Classroom and laboratory visits
- 5.0 Review of student feedback
- 6.0 Academic hand holding activity

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. Nilesch 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 IQAC quarterly review for Q4 (Apr-June 2022) and planning for next Quarter-1 (July-Sep 2022) meeting for the duration of January to March 2023 was conducted today.
1.0	Confirmation of MoM of Previous meeting and review of Action Taken report • The MoM of the Quarter-3 meeting of 2020-21 held on 30/03/2022 was approved by all members present. • The action taken report of the Quarter-3 meeting was presented for review. The same was accepted.
2.0	Examination result The provisional examination results of the recently concluded examinations were reviewed.
3.0	Training of freshly appointed teachers recently joined faculty members (three) 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. The teachers were also sensitized about the gender roles, responsibilities of the teachers, using virtual labs, publication and patent opportunities, research promotion schemes etc.
4.0	Classroom and laboratory 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. The team visited different labs to check for calibration status and working conditions of the equipment being used. The lab manuals and student records were also checked. Evaluation method of the labs were queried and suggestions were given to implement continuous evaluation and to stoke curiosity of the students by asking application oriented questions. Resolved: Dept. HoDs will be requested to file for a status report on the working conditions of the equipment under their respective Depts. (Action: HoDs)
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 for improvement of the academic standards. 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.
6.0	Academic hand holding activity Looking at the student feedback received during class visits, it was felt by the visiting team that some students required additional attention for grasping the subjects. - The BCs were requested to identify such students/subjects and allocate additional slots for the teachers to conduct doubt clearing classes for the slow learning students. - Practice question sets having easy, moderate and advanced level questions were required for the students to practice the solutions. Resolved: BCs will allocation additional time slots for subjects where student performance is abysmal. (Action: BC)

Priyadarshi D. Pathy

[Signature]

Task items

TASK ITEM	PERSON RESPONSIBLE	DUE DATE AND STATUS
1. Allocate additional time slots for subjects where student performance is abysmal.	Batch Coordinators	27/06/2022
2. Dept. HoDs will be requested to file for a status report on the working conditions of the equipment under their respective Depts.	Dept. HODs	15/07/2022

Pradyumn G. Pathy