

Meeting

IQAC Review Meeting 2022-23 Quarter-3

MINUTES 29/03/2023 MODE : PHYSICAL Venue: ATR 212
3:00-4:00 PM

Meeting Agenda:

- 1.0 Confirmation of MoM of Previous meeting and review of action taken report
- 2.0 Orientation program of recently joined teachers
- 3.0 Verification of syllabus coverage, question bank
- 4.0 Classroom visit
- 5.0 Review of Student feedback

MEETING CALLED BY	Dr. M Suresh (IQAC Coordinator)
ATTENDEES	December 23, 2022 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. Bhaskar Bhaula (HOD, Math) Dr. Barada Pr. Sethy (HoD, Civil) Prof. Swadhin Mishra (BC) Prof. Rakesh Roshan (BC) Dr. Bhanu Prasad Behera (PIC, Placement) Dr. L K Raju (CoE) Prof. A K Samantaray (Deputy CoE)

ITEM	DISCUSSION SUMMARY
	The third quarterly review meeting of the IQAC in 2022-23 AY was held today. Following observations were made by different IQAC teams over the last quarter. The reported matters were discussed and action items were assigned.
1.0	Confirmation of MoM of Previous meeting and review of action taken report - The second quarter meeting of IQAC was conducted on 23/12/2022. The minutes of the previous meeting are approved after discussion. - The action taken report of 2022-23 Q1 has been perused. Those action items which are found to be completed are confirmed. The continuous action items are reviewed for progress.
2.0	Orientation program of recently joined teachers The new teachers appointed in Jan-March 2023 were given orientation training. One more teacher appointed in late March shall be accommodated with the next batch. It was observed that as the appointments were not aligned with semesters, the arrangement of orientation sessions was becoming erratic. Hence forth, there shall be quarterly slots for orientation sessions. Any faculty joining in the middle of a quarter shall be accommodated in the upcoming quarter.


Priyadarshi Tripathy¹

3.0	Verification of syllabus coverage, question bank The teaching plans of the teachers were verified with the course coverage. Teachers were asked about the expected attainment levels. Question banks prepared for the subjects were also inquired. (Action: HODs)
4.0	Classroom visit The teams visited the labs during lab hours and queried the students about the understanding of the lab being conducted. The submitted records, evaluation pattern, and transparency were checked. Lab groups were asked to conduct sample experiments and show the readings/results.
5.0	Review of Student feedback Student feedback was collected through drop box, NIS and email. Long queues in the cafeteria was causing loss of time for the students who had classes around the lunch break. Resolved: More counters were introduced and the serving process was simplified to reduce the verification/payment steps. (Action: PIC, Canteen/ Admin Head)

TASK ITEM	PERSON RESPONSIBLE	DUE DATE AND STATUS
1. Question bank update	HODs	10/04/2023
2. Improving the service in the mess to reduce the waiting time so that students can attend classes in time.	Dr. Preeti Ranjan Sahu (PIC, Canteen)	Completed



Priyadarshi D. Pathy