



Kalinga Institute of Industrial Technology (KIIT)
Deemed to be University
(Established U/S 3 of UGC Act, 1956)
Bhubaneswar, Odisha, India

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (27/08/22)

Agenda

- ❖ Conformation of MoM for the previous IQAC Meeting
- ❖ Stake Holder's feedback
- ❖ Academic empowerment report
- ❖ Preparation for NBA (EEE) visit
- ❖ Assessment of teaching & learning process

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 27th August 2022 at 03.30PM in Meeting hall, campus-4. All the esteemed members of IQAC along with faculty coordinators of Quality Assurance Cells for different schools were invited to attend the meeting.

Members Present:

Prof. Sasmitarani Samanta	Vice Chancellor
Prof. Saranjit Singh	Pro Vice Chancellor
Prof. Jnyana Ranjan Mohanty	Registrar
Prof. Gopal C. Kundu	Director, R&D
Prof. Santosh Kumar Pani	Controller of Examinations
Prof. Arun Kumar Ray	Director, Academics
Prof. Samresh Mishra	Director, Student Affairs
Prof. Benu Gopal Mohapatra	Director, Consultancy
Prof. Ashok Kumar Sahoo	Director, Research (SoT)
Brig. (Dr) Ambika Mohanty	Principal, KIMS
Prof. Bhavani Prasad Panda	Director, School of Law
Prof. Jayanta Kumar Parida	Director, School of Commerce & Economics
Prof. Saroj Kumar Mahapatra	Director, School of Management

Mr Sibananda Mishra	Director General, HR Cell
Mr Sudhir Satapathy	Finance Officer
Dr. Shyam Sundar Behura	Deputy Director - KSAC
Dr. Biswajit Mishra	Dean, Quality Assurance
Dr Arindam Deb	Deputy Director, Accreditations
Prof Tapas Roy	Asst. Director, Rankings
Prof. Nachiketa Tarasia	Head, EAM Division
Rupali Mohanty, School of Biotechnology B.Tech. (3rd Year)	Students Nominee
Abhijeet Sahoo, Associate - People & Culture High Radius Technologies Pvt. Ltd.	Alumni Nominee
Dr. Shankar M. Venugopal, (Vice President - Technology Innovation & KM, Dean Mahindra Technical Academy Mahindra & Mahindra. Mahindra Research Valley, Chennai, India)	Employer Nominee
Mr Ashok Kumar Panda, (Military College of Mechanical and Electronics Engineering, Secunderbad)	Parent Nominee
Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance

Prof. Chinmoy Kumar Panigrahi, Director and Member Secretary of IQAC, welcomed all distinguished members to the second quarterly meeting of the academic session 2022–2023 with due permission from the Chairperson. Further, discussion among all members has been made in accordance with the agenda mentioned below.

Agenda No:1-Confirmation of MoM for the previous IQAC Meeting.

The MoM was distributed to all members, and Prof. Panigrahi presented the minutes of the most recent IQAC meeting, which took place on May 20, 2022. Without any other recommendations, MoM was approved without any modification.

Agenda No:2- Stake Holder's feedback

Stakeholders' (Students, parents, Alumni, and Employer) feedback analysis will be made by IQAC central team within the given time line along with the analysis report and other related documentation. Feedback collection process namely distribution of the feedback form will be made available in SAP and will also be carried out simultaneously through Google form (for KIMS, KIDS, and KINS) for the academic year 2022-23.

Agenda No:3- Academic empowerment report

The academic empowerment for 2021-22 was successfully conducted during May- June 2022 across all the schools. Expert suggestions during the visit of the external members were reviewed by the committee members and the action to be taken on the basis of submitted recommendation for quality improvement was shared with the respective school heads. The major focus of the Academic Empowerment 2022 was on Curriculum Design and Development, Teaching Learning Process and Research, Project & Consultancy.

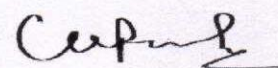
Agenda No:4-Preparation for compliance visit of NBA team for BTech (EEE) prog.

Dean of School of Electronics Engineering and Program Head of B.Tech. EEE were requested to take necessary action for the proposed NBA compliance visit for B.Tech in Electronics and Electrical Engineering is scheduled on 04.11.2022.

Agenda No:5- Assessment of teaching & learning process

The majority of the assessment approach will involve the pedagogy used in teaching by faculty members and the learning outcomes of students as measured by assessment tools (e.g., examinations, quizzes, projects). Students' participation in classroom discussions, assignments, and activities as well as the methods employed to encourage critical thinking and active participation need to receive more focus.

The meeting was ended with a word of thanks to all members present in the meeting.



Director, QAC

Director IQAC
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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (09/11/22)

Agenda

- ❖ Confirmation of MoM for the previous IQAC Meeting
- ❖ Preparedness for IET accreditation
- ❖ Faculty appraisal for 2022
- ❖ Annual report 2021-22
- ❖ Activity based learning
- ❖ Preparedness for upcoming NBA accreditation for engineering schools

Members Present:

Prof. Sasmitarani Samanta	Vice Chancellor
Prof. Saranjit Singh	Pro Vice Chancellor
Prof. Jnyana Ranjan Mohanty	Registrar
Prof. Gopal C. Kundu	Director, R&D
Prof. Santosh Kumar Pani	Controller of Examinations
Prof. Arun Kumar Ray	Director, Academics
Prof. Samresh Mishra	Director, Student Affairs
Prof. Benu Gopal Mohapatra	Director, Consultancy
Prof. Ashok Kumar Sahoo	Director, Research (SoT)
Brig. (Dr) Ambika Mohanty	Principal, KIMS
Prof. Bhavani Prasad Panda	Director, School of Law
Prof. Jayanta Kumar Parida	Director, School of Commerce & Economics
Prof. Saroj Kumar Mahapatra	Director, School of Management

Mr. Sibananda Mishra	Director General, HR Cell
Mr. Sudhir Satapathy	Finance Officer
Dr. Shyam Sundar Behura	Deputy Director - KSAC
Dr. Biswajit Mishra	Dean, Quality Assurance
Prof. Tapas Roy	Asst. Director, Rankings
Prof. Nachiketa Tarasia	Head, EAM Division
Rupali Mohanty School of Biotechnology B.Tech. (3rd Year)	Students Nominee
Abhijeet Sahoo Associate - People & Culture High Radius Technologies Pvt. Ltd.	Alumni Nominee
Dr. Shankar M. Venugopal (Vice President - Technology Innovation & KM, Dean Mahindra Technical Academy Mahindra & Mahindra. Mahindra Research Valley, Chennai India)	Employer Nominee
Mr Ashok Kumar Paṇḁa (Military College of Mechanical and Electronics Engineering, Secunderbad)	Parent Nominee
Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance

Prof. Chinmoy Kumar Panigrahi, Director and Member Secretary of IQAC, welcomed all distinguished members to the second quarterly meeting of the academic session 2022–2023 with due permission from the Chairperson. Further, discussion among all members has been made in accordance with the agenda mentioned below.

Agenda No:1- Confirmation of MoM for the previous IQAC Meeting.

The MoM was distributed to all members, and Prof. Panigrahi presented the minutes of the most recent IQAC meeting, which took place on August 27, 2022. With no additional recommendations, MoM was approved without any modification.

Agenda No:2- Preparedness for IET accreditation

- IET Preparatory Meeting as per the schedule to have a point to point discussion related to Programme Aims, Learning Outcomes and Content, Achievement of AHEP Learning Outcomes, Assessment, Projects, Student Support and Staffing, Resources and facilities, Quality Assurance and Enhancement. The concerned Head, nominated Faculty members and QA Coordinator of the School are requested to go through the circulated IET discussion topics thoroughly and be prepared to answer the questions raised.
- Nominated faculty (other than the FIC, lab and QA Coordinator) from each School can make necessary arrangements for demonstration of virtual lab activities on demand to the IET Accreditation Team.
- FIC Lab and Technical Assistants will be available in the respective lab and they should be ready to answer the questions of IET accreditation team and show the necessary documents as and when required.
- Faculty Interaction with IET Panel (Conference Hall-4, campus 6)

Agenda No:3- Faculty appraisal for 2022

Scheme of Assessment for Faculty Appraisal under PBAS-2022 has been discussed and it was decided to give more weightage to the academic administration responsibilities in addition to the research activities.

Agenda No:4- Annual report 2021-22

It was decided to complete the draft for annual report 2021-22 by last week of November 2022

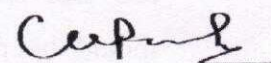
Agenda No:5- Activity based learning

It was decided to make review on Activity Based Learning across all Schools twice in a semester with the Activity Monitoring Committees constituted by the University.

Agenda No:6- Preparedness for upcoming NBA accreditation for engineering schools

The quality coordinators of all the engineering schools were requested to provide the first eight criteria for preparing the NBA SAR., all members of the central teams related to HR, Finance, Admission, ICT, Library, IEC, KSAC, NCC, NSS, and Development office were also asked to contribute the necessary data, in order to help the central quality team to prepare the SAR

The meeting was ended with a word of thanks to all members present in the meeting.



Director, IQAC

Director IQAC
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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (11-02-2023)

Agenda

- ❖ Conformation of MoM for the previous IQAC Meeting
- ❖ Preparedness for upcoming NBA visit for engineering schools
- ❖ Feedback collection and analysis report
- ❖ Faculty appraisal 2023
- ❖ Annual report 2022-2023

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 11th Feb 2023 at 11.30AM in Meeting hall, campus-4. All the esteemed members of IQAC along with faculty coordinators of Quality Assurance Cells for different schools were invited to attend the meeting.

Members Present:

Sl. No	Name	Designation
1.	Prof. Sasmita Samanta,	Vice-Chancellor
2.	Prof.Jnyana Ranjan Mohanty	Registrar
3.	Prof.Sudarshan Nanda	Research Chair
4.	Prof A.K.Ray	Director, Academics
5.	Prof. Samresh Mishra,	Director, Student Affairs
6.	Prof.Ashok Kumar Sahoo	Director, Research (SoT)
7.	Prof.Benu Gopal Mohapatra	Director, Consultancy
8.	Mr Sibananda Mishra	Director, HR Cell
9.	Dr Rahul Modak	Coordinator, Quality Assurance, KSBT
10.	Prof. Mrutyunjay Jena	Coordinator, Quality Assurance, SoME
11.	Dr Satyaranjan Jena	Coordinator, Quality Assurance,, SoEE

12.	Prof. Tapas Roy	Asst. Director, Rankings
13.	Dr Dipti Ranjan Biswal	Asst. Director, Accreditations
14.	Prof. Nachiketa Tarasia	Head, EAM Division
15.	Prof. Saroj Kumar Mohaptra	Director, School of Management
16.	Dr. Shyam Sundar Behura	Deputy Director-KSAC
17.	Rupali Mohanty	Student Nominee
18.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell

With due prior permission of the Chairperson, Director, Quality Assurance and Member Secretary IQAC Prof. Chinmoy Kumar Panigrahi welcomed all the esteemed members and extended sincere thanks to all the members for the support throughout the year. The meeting progressed with the agenda as specified below.

Agenda No:1-Confirmation of MoM for the last IQAC Meeting.

Prof. Panigrahi presented the minutes of meeting of last IQAC meeting held on 9th Nov 2022 and the MoM was circulated to all members. Since there was no further suggestion, MoM was accepted without any modification.

Agenda No:2-Preparedness for upcoming NBA visit for engineering schools

- Checklist for 10 no. s of NBA criteria has to be ready in the respective schools by 25th March under the direct supervision of head of the school as they have made during NAAC visit.
- All files to be properly signed and informative particularly CO attainment and PEO/PO attainment.
- As advice of VC madam, each criterion will be coordinated by one faculty member.
- List of faculty coordinators school wise to be shared with IQAC by 20th March for record.
- Prof. Chinmoy Kumar Panigrahi, Director (IQAC) will coordinate the entire process and he will be assisted by Dr. Dipti and prof. Sruti to ensure the follow up action within the timeline.
- It was also decided that the Hostel, HR Cell, ICT Cell, Development Department, Finance department will also maintain their documents in systematic manner.
- Prof. Jnyana Ranjan Mohanty, Registrar advised the Heads and representatives from the Schools of Engineering to put their best efforts in the documentations and adhere to the timeline.

Agenda No: 3- Feedback collection and analysis report

Stakeholders' (Students, parents, Alumni, and Employer) feedback analysis will be made by IQAC central team within the given time line along with the analysis report and other related documentation. Feedback collection process namely distribution of the feedback form will also be carried out simultaneously for the academic year 2022-23.

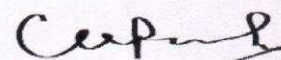
Agenda No:4- Faculty appraisal 2023

The Faculty Assessment Scheme under PBAS-2023 has been thoroughly deliberated. Recognizing the significance of an effective evaluation mechanism, it was decided to encourage all faculty members to use the appraisal system. to foster a culture of continuous improvement and professional development. It is anticipated that the widespread adoption of the PBAS-2023 will not only facilitate individual career growth but also contribute to the collective advancement of the academic community. The cooperation and active participation of all faculty members in this initiative are sincerely sought to ensure the success and effectiveness of the Faculty Assessment Scheme.

Agenda No:5- Annual report 2022-2023

Each school head are requested to diligently compile and furnish the essential data required for the annual report by the end of May 2023 for timely preparation of annual report 2022-23.

The meeting was ended with a word of thanks to all members present in the meeting.


Director, IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (09-05-2023)

Agenda

- ❖ Conformation of MoM for the previous IQAC Meeting
- ❖ Discussion on feedback of recent NBA visit for engineering schools
- ❖ Stakeholder's Feedback collection
- ❖ Academic Audit 2023
- ❖ FDP 2023
- ❖ Preparation of Annual report 2022-2023

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 20th May 2022 at 11.30AM in Conference hall-4, campus-

Members Present:

Sl No	Name	Designation
1.	Prof. Sasmita Samanta,	Vice-Chancellor
2.	Prof.Jnyana Ranjan Mohanty	Registrar
3.	Prof.Sudarshan Nanda	Research Chair
4.	Prof A.K.Ray	Director, Academics
5.	Prof Samresh Mishra,	Director, Student Affairs
6.	Prof.Ashok Kumar Sahoo	Director, Research (SoT)
7.	Prof.Benu Gopal Mohapatra	Director, Consultancy
8.	Dr Arindam Deb	Deputy Director, Accreditations
9.	Prof Tapas Roy	Asst. Director, Rankings
10.	Prof. Nachiketa Tarasia	Head, EAM Division
11.	Prof. Saroj Kumar Mohapatra	Director, School of Management

12.	Dr. Shyam Sundar Behura	Deputy Director-KSAC
13.	Rupali Mohanty	Student Nominee
14.	Abhijeet Sahoo	Alumni Nominee
15.	Dr. Biswajit Mishra	Dean, Quality Assurance Cell
16.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell

With due prior permission of the Chairperson, Prof. Chinmoy Kumar Panigrahi, Director, Quality Assurance and Member Secretary IQAC welcomed all the esteemed members to the 4th quarterly meeting for academic session 2021-22. Further, discussion among all members has been made as per agenda mentioned in following table.

Agenda No:1: Confirmation of MoM for the previous IQAC Meeting.

Prof. Panigrahi presented the minutes of meeting of last IQAC meeting held on 23rd December 2021 and MoM was circulated to all members on 26th Dec 2021. Since there was no further suggestion, MoM was accepted without any modification.

Agenda No:2: Discussion on feedback of recent NBA visit for engineering schools

Feedback of students on teaching-learning shall be reviewed and an integrated feedback form to be created for students.

Agenda No:3: Stakeholder's Feedback collection

The valuable feedback from all the stakeholders is presented before the esteemed committee members after meticulous analysis for shaping and enhancing the various aspects in accordance to the stakeholder's prospective.

Agenda No:4: Academic Empowerment (2022-23)

The academic empowerment for 2022-23 is planned to be conducted during 25th May to 2nd June 2023 across all the schools of the University. It was decided that during the visit the external members would be requested to review about the action taken on the basis of last audit and will submit recommendation for quality improvement. The Academic Empowerment 2023 will focus on Curriculum Design and Development (Quality of question paper), Teaching Learning Process (bloom's taxonomy) and Research, Project & Consultancy.

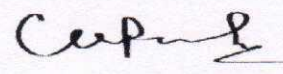
Agenda No:5: Faculty Development Program 2023

It was decided to conduct five-days Faculty Development Program on “Designing thoughts, Nurturing Innovation” from 20th June 2023.

Agenda No:6: Preparation of Annual report 2022-2023

Annual report 2022-23 is planned to be released during the inaugural ceremony of FDP-2023 on 20th June 2023

The meeting ended with a word of thanks by Prof. Biswajit Mishra to all members present in the meeting.


Director, IQAC

Director IQAC
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