



**Internal Quality Assurance Cell (IQAC)**  
**Minutes of Meeting (10-07-2021)**

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 10<sup>th</sup> July 2021 at 4.00 PM in virtual platform. All faculty coordinators of QA Cell of each School are also invited to attend the meeting.

Members Present:

Sl No	Name	Designation
1.	Prof. Sasmita Samanta,	Pro-Vice-Chancellor
2.	Prof. Jnyana Ranjan Mohanty	Registrar
3.	Prof Samresh Mishra,	Director, Student Affairs
4.	Dr. Suprava Patnaik	Dean, School of Electronics Engineering
5.	Prof. Biswajeet Sahoo	Director, School of Computer Engineering
6.	Dr. Sudhir Kumar Satpathy	Director, School of Public Health
7.	Ashok Kumar Panda	Parent Nominee
8.	Dr Arindam Deb	Deputy Director, Accreditations
9.	Prof Tapas Roy	Asst. Director, Rankings
10.	Prof. Ashok Kumar Sar	FIC , QA Cell, School of Management
11.	Prof. Nachiketa Tarasia	Head, EAM Division
12.	Ashok Kumar Sar	FIC, QA Cell, KSOM
13.	Prof. Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
14.	Prof. Ramesh Ch. Sethi	FIC, QA Cell, School of Law
15.	Prof. Rahul Modak	FIC, QA Cell, School of Biotechnology
16.	Damodar Jena	FIC, QA Cell, KSRM
17.	Rahul Modak	FIC, QA Cell, KSBT
18.	Sukanya Dasgupta	FIC, QA Cell, School of Architecture
19.	Prof Ramesh Chandra Sethi	FIC, QA Cell, School of Law
20.	Prof Sapan Kumar Samal	FIC, QA Cell, School of Applied Science
21.	Prof Tapan Kumar Bastia	FIC, QA Cell, School of Applied Science
22.	Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health





23.	Swapnamoyee P Palit	FIC, QA Cell, School of Humanities
24.	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 1<sup>st</sup> 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 last IQAC Meeting.**

Prof. Panigrahi presented the minutes of meeting of last IQAC meeting held on 26<sup>th</sup> March 2021 and MoM was circulated to all members on 21<sup>st</sup> May 2021. Since there was no further suggestion, MoM was accepted without any modification.

**Agenda No:2: Finalization of Annual Report 2020-21.**

Each School is required to submit the Annual report as per proforma (Annex) by 25<sup>th</sup> July, 2021.

**Agenda No:3: Discussion on FDP Report 2021**

FDP at School level has been organized successfully with active participation of faculty members. Participation certificate and appreciation certificate to resource persons have also been provided by the QA Cell.

**Agenda No:4: Discussion with Academic Audit Report-**

Academic Audit report has been provided to each School for next course of action. External members appreciated the academic audit format in Google Sheet. More focus to be given teaching and learning and product based research. Each school is well equipped with research infrastructure. Care may be taken to involve more students in research lab and they may be encouraged for publication in referred journals and to file patents. Collaborative research may be more with active support of Industry.

**Agenda No:5: Hands-on- Workshop for Lab Personnel -**

It has been decided to organize Two days **Hands-on- Workshop for Lab Personnel in virtual platform** to sensitize the safety rules, Online lab, outcome based education and accreditation, Google classroom etc from 07/08/21 to 08/08/21. Detailed program is enclosed in Annex 2.

**Agenda No:6: Feedback of Stakeholders-**

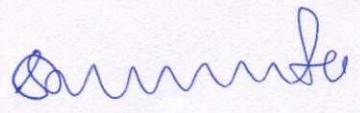
Feedback of Stakeholders as collected in SAP portal has been analyzed. Questionnaire of Feedback (Students and teachers) are enclosed in Annex 3.

**Agenda No:7: Review on Activity Based Learning across all Schools**

It has been decided to make Review on Activity Based Learning across all Schools twice in a semester with the same team as constituted by University. The meeting ended with a word of thanks by Swapnamoyee P Palit to all members present in the meeting.

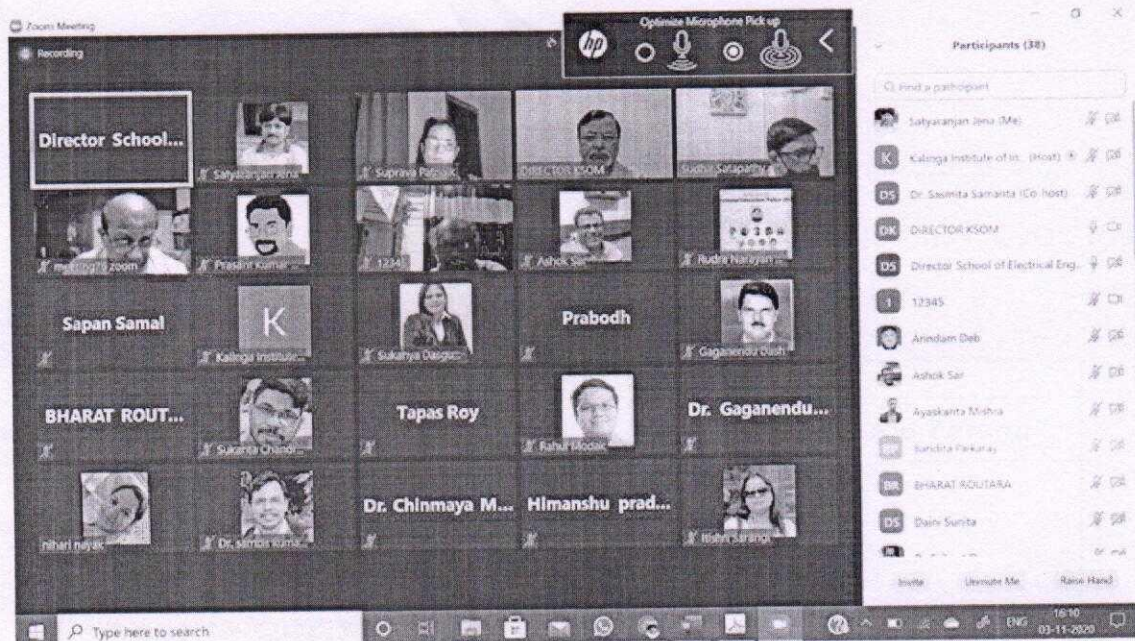
  
Director, QAC

Director IQAC  
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY  
DEEMED TO BE UNIVERSITY  
BHUBANESWAR

  
PRO VICE-CHANCELLOR  
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY  
DEEMED TO BE UNIVERSITY  
BHUBANESWAR







### Annex 1

Sl No	Contents (Duration: July 2020 to June 2021)
1.	School profile
2.	Innovative practice in Academics (for online teaching, E-learning materials and activities-based learning etc.)
3.	Conferences & Seminars Organized
4.	Faculty participation in International/National Conference/Webinar
5.	Student participation in International/National Conference/Webinar
6.	School Recognition
7.	Faculty Achievements
8.	Students Achievements
9.	Alumni Connect and Achievements
10.	Skill Development Activities
11.	Eminent Visitors
12.	Research Funded Projects
13.	Consultancy
14.	Patents
15.	Faculty Publications in referred journals with high impact factor along with more citations
16.	Student Publications in referred journals with high impact factor along with more citations
17.	Books/Book Chapters





**Annex 2**  
**SCHEDULE**

(Two Days Hands on online Workshop of Demonstrators)

Zoom id: <https://kiit-ac-in.zoom.us/j/5513089408?pwd=cDJVby9nKzUvR0xSdXJ6Vm1GTC9OUT09>

Meeting ID: 551 308 9408

Passcode: 123456

Day 1: 07/08/21 (Saturday)			
Session	Time	Topic	Resource Person
I.	10.00A M- 10.30A M	Inaugural Session	
II.	10.30A M- 11.00A M	Vision & Mission of Hon'ble Founder, KIIT and KISS and Video show (KIIT,KISS)/Value addition/Social Media	Dr. C. K. Das, Director, Administration
III.	11.00A M- 11.30A M	Power Conditioning for Lab	Dr C.K.Panigrahi, Director, Quality Assurance and Dr Allamsetty, SoEE
IV.	11.30A M-12.00 Noon	Online lab: A New Paradigm	Dr. P. Pattajoshi. Dean, School of Applied Science
V.	12.00 Noon- 12.30PM	Assessment & Evaluation under outcome based education and accreditation	Dr. Arindam Deb, Dy Director, Accreditation
VI.	12.30PM -1.00PM	Familiar with Google classroom and ensuring Lab attendance by the students.	Dr. Samresh Mishra, Director, Student Affairs
VII.	1.00PM- 1.30PM	Practicals in Engineering Curriculum	Dr. P. C. Mishra Dean, Research, School of Mechanical Engineering
LUNCH BREAK			
VIII.	2.30PM- 3.00PM	Standard Operating Procedures (SOPs) for Laboratory	Prof Tapas Roy, Assistant Director, Rankings
IX.	3.00PM- 3.30PM	Roles & Responsibility of Lab academic staff (Laboratory ethical issues & code of conduct)	Sri P.K.Champaty, Jt. Registrar, KIIT DU
X.	3.30PM- 4.00PM	Student-Staff Interaction and communication for effective resolution of students' queries & achieving expected learning outcomes.	Dr. Shradha Padhi, Professor,KSOM





XI.	4.00PM-4.30PM	Laboratory software management & ethical issues	Dr Srikant Das, Head, ICT
XII.	4.30PM-5.00PM	Effective record keeping in Lab/stock register/log book maintenance, In warding of materials/maintenance (preventive-breakdown)/replacement of lab equipments/Indent preparation	Dr M. Jena, Professor, SME
XIII.	5.00PM-5.30PM	Career and Sideways	Air Vice Marshal Prof. (Dr.) R. C. Das Vice Principal - KIMS & Dr. J.R.Mohanty, Registrar, KIIT DU
<b>Day 2: 08/08/21 (Sunday)</b>			
XIV.	10.00A M-10.30A M	General occupational hazards and Lab Safety	Dr M.K. Moharana, Associate Professor, SoEE
XV.	10.30A M-11.00A M	In-house lab tool development-Atmanirbhar Bharat !	Dr. I. Panigrahi, Dy Director, SR
XVI.	11.00A M-11.30A M	Metric for equipment usages and a process for equipment usage reporting.	Dr U.P.Singh, Dean, Research, SoETC & Dr S.R.Jena, Faculty Coordinator, QA Cell (SoEE)
XVII.	11.30A M-12.00No on	Upgradation of knowledge/skills, setting international benchmark & the road ahead	Dr Biswajit Mishra, Dean, Quality Assurance
XVIII.	12.00No on-12.30PM	Building Interpersonal Supportive Communication during Lab/Project	Dr Ashok Kumar Sar, Professor,KSOM
XIX.	12.30PM-1.00PM	Sharing of experiences (Participants of different wings)	IQAC
XX.	1.00PM-1.30PM	Valedictory Session	





### Annex 3

#### **Feedback by students Questionnaire**

##### **Question Q1 to Q10 are for Curriculum & Question Q11 to Q15 are for Teachers**

1. The course content provides sufficient knowledge and skills about the course
2. The course is well structured, interesting, relevant and up to date
3. The units/sections in the syllabus are properly sequenced
4. The course content is adequate in relation to the expected Course Outcomes (COs)
5. The allocation of the credits to the course is appropriate in relation to the level of course contents
6. The course is useful in terms of knowledge, concept, vocational skill, analytical ability and broadening prospective
7. The pre-requisite learning is adequate for this course
8. The course is relevant to the specialization streams and to the technological advancements
9. Relevance of additional source material (Library and e-learning)
10. Ability to relate the theory with practice *via* Experiential Learning
11. Delivery of course content in organized manner as per lesson plan with case studies/ demo models and completion of course on time by course faculty
12. Classes are interesting, interactive, participatory *via* activity based/outcome based learning
13. Course faculty is knowledgeable, honest, sincere, cordial, enthusiastic, energetic and approachable
14. Transparency towards evaluation of answer scripts/ assignments by course faculty
15. Encouragement for self learning/self studies by course faculty

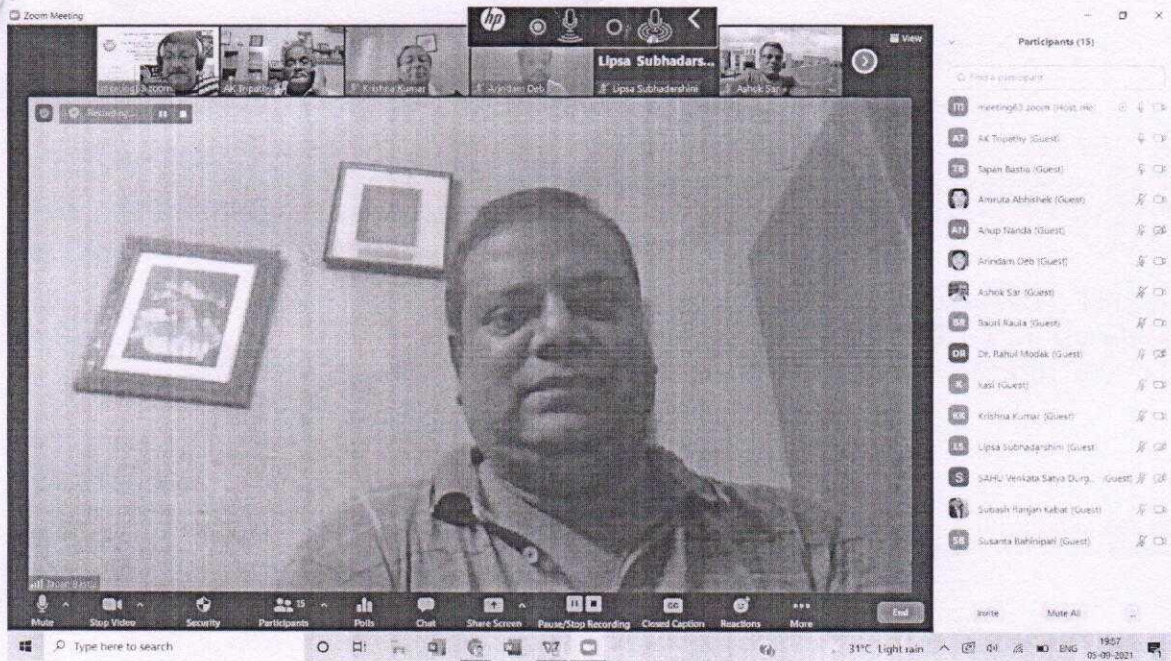
#### **Feedback by Teachers**

##### **Questionnaire**

1. Content of the Topic,
2. Mode of Presentation,
3. Teachers - Students Interaction during the Class,
4. Synchronisation of Lecture with Teaching Aids,
5. Overall Satisfaction level in Virtual mode of Learning











**Internal Quality Assurance Cell (IQAC)**  
**Minutes of Meeting (04-09-2021)**

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 4<sup>th</sup> September 2021 at 11.30AM in virtual platform. All faculty coordinators of QA Cell of each School are also invited to attend the meeting.

**Members Present:**

Sl No	Name	Designation
1.	Prof. Sasmita Samanta,	Pro-Vice-Chancellor
2.	Prof. Jnyana Ranjan Mohanty	Registrar
3.	Prof A.K.Ray	Director, Academics
4.	Prof Samresh Mishra,	Director, Student Affairs
5.	Dr Arindam Deb	Deputy Director, Accreditations
6.	Prof Tapas Roy	Asst. Director, Rankings
7.	Prof. Ashok Kumar Sar	FIC , QA Cell, School of Management
8.	Prof. Nachiketa Tarasia	Head, EAM Division
9.	Ashok Kumar Sar	FIC, QA Cell, KSOM
10.	Prof. Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
11.	Prof. Ramesh Ch. Sethi	FIC, QA Cell, School of Law
12.	Prof. Rahul Modak	FIC, QA Cell, School of Biotechnology
13.	Damodar Jena	FIC, QA Cell, KSOM
14.	Rahul Modak	FIC, QA Cell, KSBT
15.	Sukanya Dasgupta	FIC, QA Cell, School of Architecture
16.	Prof Ramesh Chandra Sethi	FIC, QA Cell, School of Law
17.	Prof Sapan Kumar Samal	FIC, QA Cell, School of Applied Science
18.	Prof Tapan Kumar Bastia	FIC, QA Cell, School of Applied Science
19.	Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
20.	Nihari Bala Nayak	FIC, QA Cell, KINS
21.	Dr. Ratikanta Tripathy	FIC, QA Cell, KIMS
22.	Swapnamoyee P Palit	FIC, QA Cell, School of Humanities
23.	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 4<sup>th</sup> quarterly meeting for academic session 2020-21. Further, discussion among all members has been made as per agenda mentioned in following table.

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

Prof. Panigrahi presented the minutes of meeting of last IQAC meeting held on 10<sup>th</sup> July 2021 and MoM was circulated to all members on 14<sup>th</sup> July 2021. Since there was no further suggestion, MoM was accepted without any modification.

**Agenda No:2: Action taken report for Academic Audit 2019-20**

Each School has submitted action taken report about the suggestions and recommendation of esteemed expert members during academic audit 2020-21.

**Agenda No:3: Preparation of AQAR 2020-21**

It has been decided to AQAR draft to be completed by last week of September 2021.

**Agenda No:4: Admission to different programs of all Schools**

Admission to different programs in each School has been discussed. Optimum Care to be taken by the respective schools for admission to some programs like B.Tech in Civil Engineering, B.Tech in Electrical Engineering, B.Tech in Mechanical Engineering, B.Arch., Bachelor in Fashion Technology, Bachelor in Film and Media, Bachelor in Mass Education, BDS and Master in Rural Management.

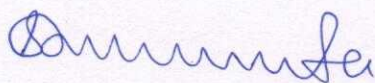
**Agenda No:5: Upcoming ABET accreditation**

Head of each Engineering Schools are requested to be ready with required documents as required by ABET Accreditation.

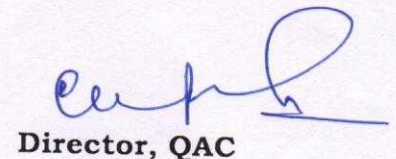
**Agenda No:6: Hands on workshop for Administrative Officer/Executives**

Hands on workshop for Administrative Officer/Executives may be organized in last week of September, 2021.

The meeting ended with a word of thanks by Prof Tapan Kumar Bastia to all members present in the meeting.



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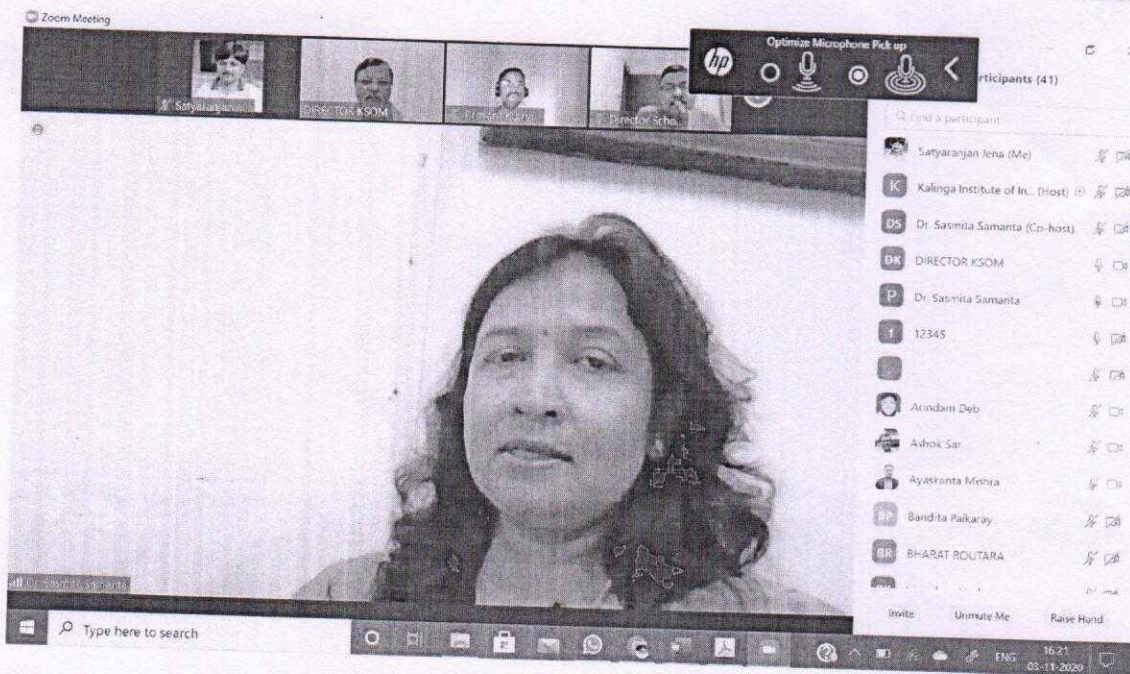


Director, QAC

Director IQAC  
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BHUBANESWAR











**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 (23-12-2021)**

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 23<sup>rd</sup> December 2021 at 3.00 PM in virtual mode. All the esteemed members of IQAC along with faculty coordinators of different school were invited to attend the meeting.

#### **Members Present:**

Sl No	Name	Designation
1.	Prof. Hrushiksha Mohanty	Vice-Chancellor
2.	Prof. Sasmita Samanta,	Pro-Vice-Chancellor
3.	Prof. Jnyana Ranjan Mohanty	Registrar
4.	Prof G.C.Kundu	Director, R&D
5.	Prof Santosh Kumar Pani	CoE
6.	Dr. S.M.Venugopal	Employer Nominee
7.	Mr. Ashok Kumar Panda	Parent Nominee
8.	Prof A.K.Ray	Director, Academics
9.	Prof Samresh Mishra	Director, Student Affairs
10.	Dr Arindam Deb	Deputy Director, Accreditations
11.	Prof Tapas Roy	Asst. Director, Rankings
12.	Prof. Ashok Kumar Sar	FIC , QA Cell, School of Management
13.	Prof. Nachiketa Tarasia	Head, EAM Division
14.	AshokKumar Sar	FIC, QA Cell,
15.	Prof. Biswajit Sahoo	Director,CSE
16.	Dr. S. K. Mohapatra	Director,KSOM
17.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell

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

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

The minutes of meeting of last IQAC meeting held on 3<sup>rd</sup> September, 2021.

#### **Agenda No:2:Quality Initiatives**

Prof. Panigrahi highlighted the major quality initiatives undertaken during 2021. All the members appreciated this and have an opinion that such type of activities are very much needed for the betterment of faculty members and students.

#### **Agenda No: 3: Academic Audit.**





The academic audit was conducted successfully in all the schools involving external experts. Prof. Panigrahi informed the esteemed members regarding the recommendations of the experts and the action plan prepared to meet the target.

#### **Agenda No:4-Accreditations**

Dr. Arindam Deb, Deputy Director discussed the accreditation in the process such as NAAC, NBA, ABET, IET.

#### **Agenda No 5: Faculty Appraisal**

Dr. Biswajit Mishra, Dean discussed about the appraisal of faculty members and the parameters and this process involved in it.

Discussion Items:

1. Benchmarking the Program in collaboration with Institute of National importance.
2. Strengthening interdisciplinary/multidisciplinary research in University in collaboration with Industry on broad emerging areas as stated by UN Sustainable Development Goals.
3. Recognition of Ph.D /post graduate students for best Projects/Thesis.
4. Recognition of faculty members w.r.t Publications/ funded projects/ Patents .

Prof. Hrushiksha mohanty, Vice Chancellor asked the members asked the members to think for sustainable and continuous process for academics and administration, what we are doing and what we will do for maintenance of quality.

Dr Shankar M Venugopal Employer nominee suggested MOOC courses for all the students and credit/recognition for doing that. He also suggested empowerment of faculty members with industry exposure.

Mr.Ashok kumar panda, parent nominee suggested more real time project for student's research on rare earth power metallurgy. He also on prescriptive maintenance and condition based monitoring.

Prof Gopal C. Kundu, Director R&D multidisciplinary/interdisciplinary research. He discussed how faculty members of different schools of Our University are working on this. He also had an opinion for setting up of accelerated agenda on Internship, PhD program, international collaboration and research funding.

Prof. S.K.Mohapatra, Director KSOM discussed about comprehensive research, Prof. Samresh mishra, Director SA on implementation of Bloom's taxonomy, Prof Pani, COE on setting up of standard question paper, Prof. Biswajit Sahoo, Director CSE on teaching learning and evaluation.

The meeting ended with word of thanks by Dr. Tapas Roy, Asst Director,Rankings.

Date.23.12.2021



Director, IQAC

Director IQAC

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY  
DEEMED TO BE UNIVERSITY  
Bhubaneswar





**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting (20-05-2022)**

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 20<sup>th</sup> May 2022 at 11.30AM in Conference hall-4, campus-6.

**Members Present:**

Sl No	Name	Designation	IQAC
1.	Prof. Sasmita Samanta,	ViceChancellor	Chairperson
2.	Prof.Jnyana Ranjan Mohanty	Registrar	Member
3.	Prof Santosh Kumar Pani	CoE	Member
4.	Prof.Sudarshan Nanda	Research Chair	Member
5.	Prof Arun Kumar Ray	Director, Academics	Member
6.	Prof Samresh Mishra,	Director, Student Affairs	Member
7.	Prof.Ashok Kumar Sahoo	Director, Research(SoT)	Member
8.	Prof.Benu Gopal Mohapatra	Director, Consultancy	Member
9.	Dr Arindam Deb	Deputy Director, Accreditations	Member
10.	Prof Tapas Roy	Asst. Director, Rankings	Member
11.	Prof. Nachiketa Tarasia	Head, EAM Division	Member
12.	Prof. Saroj Kumar Mohaptra	Director, School of Management	Member
13.	Dr. Shyam Sundar Behura	Deputy Director-KSAC	Member
14.	Rupali Mohanty	Student Nominee	Student Member
15.	Abhijeet Sahoo	Alumni Nominee	Alumni Member
16.	Dr.Biswajit Mishra	Dean, Quality Assurance Cell	Member
17.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell	Member Secretary

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 4<sup>th</sup> 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 last IQAC Meeting.**

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

**Agenda No:2: To promote Consultancy and Interdisciplinary Research**

Vice Chancellor suggested to form a specific committee comprising one faculty coordinator from each School to explore the consultancy and interdisciplinary research on the research thrust areas like Sustainability, air, water, earth, rare earth, renewable energy, poverty alleviation, indigenous technology, culture, heritage, digital world, soil and Health care etc.

**Agenda No:3:NAAC Documentation and action plan for NAAC VISIT**

IQAC Presentation will include

- Academic Audit
- Stakeholder feedback
- Policy analysis
- Implementation of policy
- Human Values
- 5 years progression and their intervention.

The School level presentation will include

- Curriculum
- Research
- Extension Activities
- Achievement

It was also decided that the Hostel, HR Cell, ICT Cell, Development Section, Finance Section will also maintain their documents in systematic manner.

School level Documentation for NAAC, University level documentation to be ready by 30<sup>th</sup> June 2022. There will be mock visit by University Level Visit Team physically.

**Agenda No:4: Faculty appraisal -2021**

Scheme of Assessment for Faculty appraisal under PBAS-2021 has been discussed and it was decided to give some weightage to publication statistics also.

**Agenda No:5: Academic Empowerment (2021-22)**


The academic empowerment for 2021-22 will be conducted during 23<sup>rd</sup> May to 8<sup>th</sup> June 2022 across all the schools. It was decided that during the visit the external members would be requested to review about the action taken on the basis of last academic audit and will submit recommendation as there is a scope for quality improvement. The Academic Empowerment will focus on Curriculum Design and Development, Teaching Learning Process and Research, Project & Consultancy and Academic Extension as well.



**Agenda No:6: Faculty Development Program 2022**

It was decided to conduct Faculty Development Program from 20<sup>th</sup> June 2022 for 5 days.

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

  
Director, QAC 20/05/22

