



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (03-12-2020)

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 3rd December 2020 at 4.00 PM in virtual platform. All faculty coordinators of QA Cell of each School are invited to attend the meeting.

Members Present:

Sl No	Name	Designation	IQAC
1.	Prof. Hrushikesh Mohanty	Vice Chancellor	Chairperson
2.	Prof. Sasmitarani Samanta	Pro-Vice Chancellor	Member
3.	Prof. Jnyana Ranjan Mohanty	Registrar	Member
4.	Dr. Shankar M. Venugopal	Vice President, Mahindra & Mahindra Ltd, Chengalpattu, Chennai. (Employer Nominee)	External Member
5.	Mr Ashok Kumar Panda	Dy Director, EME, Army Headquarters, New Delhi. (Parent Nominee)	External Member
6.	Mr Alok Kumar Samantaray	Senior IT Engineer at IBM India Pvt. Ltd. (Alumni Nominee)	External Member
7.	Mr Sarthak Nayak	Student Nominee	External Member
8.	Prof G.C.Kundu	Director, R&D	Member
9.	Prof Santosh Kumar Pani	CoE	Member
10.	Prof Arun Kumar Ray	Director, Academics	Member
11.	Prof Samresh Mishra	Director, Student Affairs	Member
12.	Prof. P.K.Pattanayak	Principal, KIMS	Member
13.	Dr. Suprava Patnaik	Dean, School of Electronics Engineering	Member
14.	Prof. Biswajeet Sahoo	Director, School of Computer Engineering	Member
15.	Dr. Sudhir Kumar Satpathy	Director, School of Public Health	Member
16.	Prof. Saroj Kumar Mahapatra	Director, School of Management	Member
17.	Prof. Srinivas Patanaik	Dean, School of Biotechnology	Member
18.	Mr Sudhir Satapathy	Finance Officer	Member
19.	Dr. Biswajit Mishra	Dean, Quality Assurance Cell	Member
20.	Dr Arindam Deb	Deputy Director, Accreditation	Member
21.	Prof Tapas Roy	Asst. Director, Rankings	Member
22.	Prof. Ashok Kumar Sar	FIC, QA Cell, KIIT School of Management	Member
23.	Dr. Satyaranjan Jena	FIC, QA Cell, KIIT School of Electrical Engineering	Member
24.	Prof. Chinmoy Ku. Panigrahi	Director, Quality Assurance Cell	Member Secretary

Cup-8



With due permission of the Chairperson, Prof. Chinmoy Kumar Panigrahi, Director, Quality Assurance Cell and Member Secretary IQAC welcomed all the esteemed members of the IQAC to the meeting. He briefly explained the role of IQAC and placed the minutes of last meeting along with Action Taken Report on the decisions taken in the previous meeting of the IQAC. Further, he requested the external experts to provide their viewpoints on different areas such as Curriculum Development, Teaching and learning, Examination and evaluation, Research and development, and Student admissions. Again, discussion among all members has been made as per agenda mentioned in following table.

Agenda No.	Items	Remarks
01	To confirm minutes of last meeting	Confirmed
02	To approve the Action Taken Report on the decisions taken in the previous meeting.	Approved
03	AQAR (2019-20) status	It is almost ready and will be uploaded in NAAC portal by 15th December, 2020
04	To lay down Quality improvement strategies in Curricular development, Teaching & Learning, Examination & Evaluation, Research & Development and Student Admission	Planned for a Quality manual covering the said parameters. A draft may be prepared by taking input of Dean/ Director /Principal and CoE by 28th Feb 2021.
05	Plan of action on Academic audit report 2019-20	Both Quantitative and Qualitative analysis has been made (Annex 1 and Annex 2) as per Consolidated Academic Report (Annex 3). The improvement areas for each school are to be identified by Dean/Director/Principal and will be placed before competent authority by 31st December, 2020.
06	Stake Holder's Feedback	The Feedback analysis report for 2019-20 and action taken report was be placed before committee for approval
07	Preparation of code of conduct Handbook for Stakeholders	To be discussed with Registrar in detail and draft placed before competent authority by 31st January, 2021 for approval.
08	Collaboration with Industry	Draft may be prepared by Dean/Director of concerned School and to be placed before competent authority by 31st January, 2021 for approval.

Mr. Ashok Kumar Panda, (the parents nominee) highlighted his viewpoints regarding research and development. He proposed bringing out collaborative research projects on Artificial Intelligence (AI), sensors, and transducers. He also suggested to carry out research works in the fields of vibration reduction in automobile fields.

Dr Shankar M. Venugopal, Vice President, Mahindra and Mahindra (employers nominee) suggested some multidisciplinary/cross-departmental courses between the Schools of Electrical Engineering, Mechanical Engineering, Electronics Engineering and Computer Engineering. He nicely explained the requirement of these type of courses in Automobile sectors. He also suggested more association with industry.



Prof Saroj Kumar Mahapatra, Director KSOM emphasized industrial collaboration with the University. He further suggested the industry will accept that project proposal which it is in their interest.

Dr. G.C. Kundu, Director R&D explained the importance of industrial collaboration, students' interaction with industries, and international faculty exchange program. He emphasized the multidisciplinary research with Artificial Intelligence . He suggested improving the number of quality publications in the next year.

Prof. Srinivas Patanaik, Dean School of Biotechnology explained the different actions taken by the School in Curriculum development, Teaching learning process and Research and development.

Dr. Biswajit Mishra, Dean, QA cell discussed the procedure followed for Students satisfaction survey . He also informed that the Students satisfaction survey report for 2019-20 will be uploaded in the website after due approval from the competent authority.

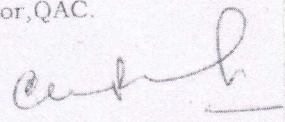
Prof. Santosh Pani, COE informed that almost all the activities of Examination section are conducted through SAP. Efforts are going on for incorporating the issue of certificate through online mode.

Prof. Jnyana Ranjan Mohanty, the Registrar, emphasized the importance of industrial collaboration. He proposed to identify the parameters for the assessment of Centre of Excellence. He also suggested to strengthen the documentation process.

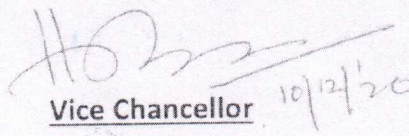
Prof Sasmita Samanta, Pro-Vice Chancellor suggested to make the strategies on the different aspects in a structured manner. Further, she suggested incorporating the concept of fixed parameters and dynamic parameters for different schools for quality improvement. She emphasized on collaborative works with the industries in terms of research and Project. She suggested developing a mechanism such that the publication of the students can be improved.

Prof Hrushikasha Mohanty, Vice Chancellor nicely explained the role of IQAC and asked the QA cell take the guidelines from Academic council in formulating the policy and process. He said more and continuous interaction with industries is needed to strengthen the industrial collaboration. Further, he suggested to explore the quality policy for each school taking into account the strength, weakness and aspiration. Prof Mohanty also said that quality is a culture which must be inculcate in the University for its progressive growth.

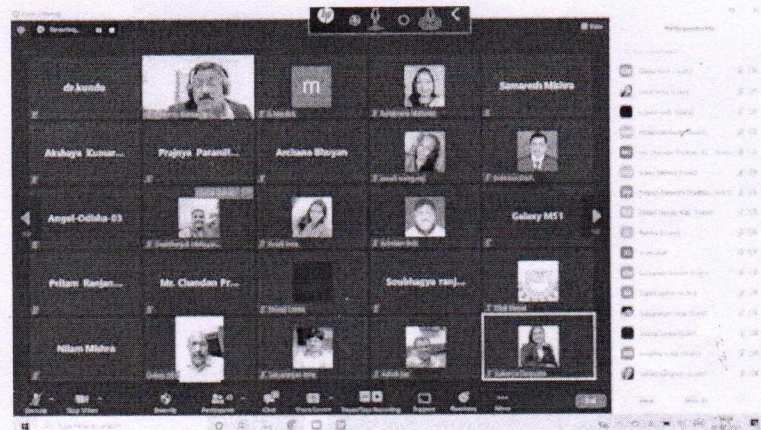
The meeting ended with a word of thanks by Dr Tapas Roy, Asst Director, QAC.


Director- QAC

Submitted for kind approval.


Vice Chancellor 10/12/20

DIRECTOR, QA
SCHOOL OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY
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 (09-02-2021)

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 9th February 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	IQAC
1.	Prof. Hrushikesh Mohanty	Vice Chancellor	Chairperson
2.	Prof. Jnyana Ranjan Mohanty	Registrar	Member
3.	Prof G.C.Kundu	Director, R&D	Member
4.	Prof Santosh Kumar Pani	CoE	Member
5.	Prof A.K.Ray	Director, Academics and Collaborative Learning	Member
6.	Prof Samresh Mishra,	Director, Student Affairs	Member
7.	Dr. Suprava Patnaik	Dean, School of Electronics Engineering	Member
8.	Prof. Biswajeet Sahoo	Director, School of Computer Engineering	Member
9.	Dr. Sudhir Kumar Satpathy	Director, School of Public Health	Member
10.	Prof. Saroj Kumar Mahapatra	Director, School of Management	Member
11.	Prof. Srinivas Patanaik	Dean, School of Biotechnology	Member
12.	Mr Sudhir Satapathy	Finance Officer	Member
13.	Dr. Shyam Sundar Behura	Local Society Nominee Deputy Director - Student Services KIIT Student Activity Center	Member
14.	Sarthak Nayak	Students Nominee	Member
15.	Preeti Kumari	Alumni Nominee	Member
16.	Ashok Kumar Panda	Parent Nominee	Member
17.	Dr Arindam Deb	Deputy Director, Accreditations	Member
18.	Prof Tapas Roy	Asst. Director, Rankings	Member
19.	Prof. Ashok Kumar Sar	FIC , QA Cell, School of Management	Member
20.	Prof. Nachiketa Tarasia	Head, EAM Division	Member
21.	Ashok Kumar Sar	FIC, QA Cell, KSOM	Member
22.	Prof. Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health	Invitee Member
23.	Prof. Ramesh Ch. Sethi	FIC, QA Cell, School of Law	Invitee



(Signature)

			Member
24.	Prof. Rahul Modak	FIC, QA Cell, School of Biotechnology	Invitee Member
25.	Damodar Jena	FIC, QA Cell, KSRM	Invitee Member
26.	Rahul Modak	FIC, QA Cell, KSBT	Invitee Member
27.	Sukanya Dasgupta	FIC, QA Cell, School of Architecture	Invitee Member
28.	Prof Ramesh Chandra Sethi	FIC, QA Cell, School of Law	Invitee Member
29.	Prof Sapan Kumar Samal	FIC, QA Cell, School of Applied Science	Invitee Member
30.	Prof Tapan Kumar Bastia	FIC, QA Cell, School of Applied Science	Invitee Member
31.	Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health	Invitee Member
32.	Nihari Bala Nayak	FIC, QA Cell, KINS	Invitee Member
33.	Dr. Ratikanta Tripathy	FIC, QA Cell, KIMS	Invitee Member
34.	Swapnamoyee P Palit	FIC, QA Cell, School of Humanities	Invitee Member
35.	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 2nd 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 03/12/2020 and MoM was circulated to all members on 05/12/2020. Since there was no further suggestion, MoM was accepted without any modification.

Agenda No:2: Draft of Quality Assurance Manual

Prof. Panigrahi presented the revised draft of Academic Quality Assurance Manual and detailed deliberation followed. Prof. HK Mohanty suggested to refer manuals of Government like National Information Policy (NIP), National Education Policy (NEP), National Research Policy (NRP) etc. for getting different quality standard and framework of different parameters. He discussed about the digital space for the upcoming years will take a major role in our University. Prof. HK Mohanty, stressed upon formulating guidelines for transaction through digital medium that will be the future for all. Members suggested to make policies to include the stakeholders with special needs. It was recommended to form a core committee consisting of members like Prof. S.K. Mahapatra, Director, KASOM, Dr. Satya Narayan Mishra, Dean, KSOM, Dr. Bhavani Prasad Panda, Director, KLS, Prof. Arun Kumar Ray, Director, Academics, Dr. Jnyana Ranjan Mohanty, Registrar, KIIT-DU and Dr. Ratikanta Tripathy, KIMS, Dr. Shyam Behura, Dy Director, KSAC to relook the draft of QA Manual and finalize by 22nd February, 2021. Prof. Jnyana Ranjan Mohanty, the Registrar, visualized about the Best Practices and the bench marking of the University. Vice Chancellor further suggested to prepare a similar QA manual for administrative transaction in future. Details are enclosed in Annex.

Agenda No:3: Release of Digital Annual Report (2019-20) of KIIT-DU.

Prof. HK Mohanty, Vice Chancellor formally released the Annual Report (2019-20) of KIIT-DU. Prof. JR Mohanty, Registrar thanked all the Deans and Directors, QA cell members and IQAC internal team for their timely contributions for preparation of Audit report.

Agenda No:4: Report of School Visit (quarterly) by QAC.

Prof. Panigrahi summarized the observations of QAC during their quarterly visit to different schools. He thanked all Dean/Directors for their active cooperation and IQAC members for active participation. During School visit, the main parameters for international rankings of universities like academic and employer reputation, faculty-student ratio, research citations per faculty, international faculty and international student ratios have been discussed with the Head of School and senior faculty members and requested to do



(Handwritten signature)

follow up action.

Agenda No:5:Status of the half-yearly report of all Schools.

Prof. Panigrahi highlighted need to collect half-yearly Academic Audit report and presented the completion status for the same. Dr. Arindam Deb, Deputy Director, Accreditation presented the status of report preparation for upcoming expert committee visits.

Agenda No:6:PBAS in SAP

Prof. Nachiketa Tarasia, Head, EAM Division briefly explained Performance Based Appraisal System (PBAS) that was started over SAP that all the faculty members should submit their PBAS in SAP. Prof. Saroj Kumar Mohapatra, Director, KSOM suggested about the creativity publication in journals, new courses to be added in the School faculty website. Registrar also suggested to the strengthen the data collection from SAP.

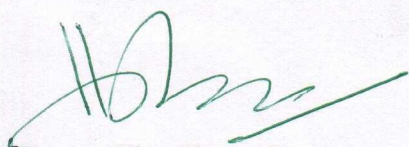
Agenda No:7:Multidisciplinary research areas and Industry Connect.

Prof. Gopal Kundu, Director Research, KIIT-DU emphasized on the collaborative research across the different schools. He shared his experience in writing multi-departmental and multi-institutional grants and presented his vision for next year. Ms. Priti Kumari, shared her professional experience and scope of training on different schools in Railways. Mr. Ashok K. Panda, Dy. Director, EME, Army HQ, New Delhi stressed on having a vibrant IQAC and offered to share his organizations resources for training and quality improvement purposes.

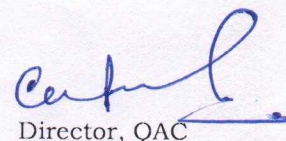
Abstract

Agenda No.	Items	Remarks
01	Confirmation of MoM for the last IQAC meeting	Confirmed
02	Draft of Quality Assurance Manual	Draft may be re looked by the Team
03	Release of Digital Annual Report 2019-20 of KIIT-DU	Released by the Vice Chancellor
04	Quarterly Report of School Visit by IQAC.	Satisfactory
05	Status of the Half yearly report of all School	Satisfactory
06	PBAS in SAP	Satisfactory
07	Multidisciplinary Research areas and industry connect.	Ongoing

The meeting ended with a word of thanks by Dr Rahul Modak, FIC, QA Cell, School of Biotechnology to all members present in the meeting.



Vice Chancellor


Director, QA

DIRECTOR, QA
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY
BHUBANESWAR



Internal Quality Assurance Cell (IQAC)
Minutes of Meeting (26/03/2021)

The meeting of all esteemed members of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 26th March 2021 at 3.00 PM in virtual platform. All faculty coordinators of QA Cell of each School are also invited to attend the meeting.

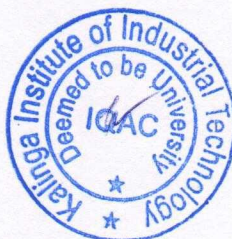
Members Present:

Sl No	Name	Designation
1.	Prof. Sasmita Samanta,	Pro-Vice-Chancellor
2.	Prof. Jnyana Ranjan Mohanty	Registrar
3.	Prof G.C.Kundu	Director, R&D
4.	Prof Santosh Kumar Pani	CoE
5.	Prof A.K.Ray	Director, Academics
6.	Prof Samresh Mishra,	Director, Student Affairs
7.	Dr Arindam Deb	Deputy Director, Accreditations
8.	Prof Tapas Roy	Asst. Director, Rankings
9.	Prof. Ashok Kumar Sar	FIC , QA Cell, School of Management
10.	Prof. Nachiketa Tarasia	Head, EAM Division
11.	Ashok Kumar Sar	FIC, QA Cell, KSOM
12.	Prof. Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
13.	Prof. Ramesh Ch. Sethi	FIC, QA Cell, School of Law
14.	Prof. Rahul Modak	FIC, QA Cell, School of Biotechnology
15.	Damodar Jena	FIC, QA Cell, KSRM
16.	Rahul Modak	FIC, QA Cell, KSBT
17.	Sukanya Dasgupta	FIC, QA Cell, School of Architecture
18.	Prof Ramesh Chandra Sethi	FIC, QA Cell, School of Law
19.	Prof Sapan Kumar Samal	FIC, QA Cell, School of Applied Science
20.	Prof Tapan Kumar Bastia	FIC, QA Cell, School of Applied Science
21.	Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
22.	Nihari Bala Nayak	FIC, QA Cell, KINS
23.	Dr. Ratikanta Tripathy	FIC, QA Cell, KIMS
24.	Swapnamoyee P Palit	FIC, QA Cell, School of Humanities
25.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell

With due prior permission of the Chairperson, Prof. Chinmoy Kumar Panigrahi, Director and Member Secretary IQAC welcomed all the esteemed members to the 3rd 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 09/02/21 and MoM was circulated to all members on 12/02/2021. Since there was no further suggestion, MoM was accepted without



Agenda No:2:Draft of Quality Assurance Manual

Prof. Panigrahi presented the re-revised draft of Academic Quality Assurance Manual and detailed deliberation followed. Details are enclosed in Annex 1.

Agenda No:3: Assessment of online teaching and learning.

A review of previous Academic years results were taken. It is discussed that for a few subjects, there is a need to improve the results. In view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by staff for conducting teaching-learning processes through online mode. However, for the next semester, it is decided to continue the online teaching-learning activities along with regular teaching activities as per the guidelines of University. KIIT DU (Institute of Excellence) have shifted to online mode of teaching & learning since the very beginning, i.e. March 2020. At the onset, it was a very challenging task to conduct online classes through various softwares (like ZOOM & Google Meet).

Agenda No:4-Review on Inter-disciplinary Research.

Prof. Panigrahi summarized the observations of QAC during visit to different schools. Prof. Gopal Kundu, Director Research, KIIT-DU emphasized on the collaborative research across the different schools. He shared his experience in writing multi-departmental and multi-institutional grants and presented his vision for next year. During School visit, the major parameters for Inter-disciplinary Research have been discussed with the Head of School and senior faculty members and requested to do follow up action.

Agenda No 5:Conduct of online Examination

The University started to plan for conduct of examinations entirely in online mode anticipating the long term effect of the Pandemic as early as Mid of March 2020. Students were asked for consent to appear in the online mode of examination. The Online Spring End Semester Examination-2020 for the interested students were conducted by the School under the supervision of the Head of the School (Nodal Officer) and Asst. CoE of the School. (Annex 2)

Agenda No:6:PBAS-2020

Scheme of Assessment for Faculty appraisal under PBAS-2020 has been discussed and more weightage is towards Institution Building and students satisfaction index and alumni connectivity.

Agenda No:7:SSR for NAAC

Preparation of Self Study Report (SSR) for NAAC to be completed by end of September, 2021.

The meeting ended with a word of thanks by Prof Ramesh Chandra Sethi 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

The Quality Assurance Manual (QAM) is a formalized written commitment to quality for setting out key features of the University's strategic approach to quality management. QAM describes KIIT's quality framework and standards for planning quality assurance and enhancement of teaching & learning, research, academic programmes, quality of management, and for quality audit. It assures the evidence of senior management's commitment to establish and maintain adequate and effective Quality Management System (QMS). It also assures the adherence of the National level of Accreditation bodies (NAAC/NBA/UGC) and International level of Accreditation bodies (IET, ABET), Rankings (NIRF, Times) criteria/sub-criteria as cited in respective web portal. QAM provides a detailed written document that describes the Quality Assurance System, (QAS) with commitment statements identifying requirements and application of academic international standards and the processes of specific activities and identify the tools used to implement each process and activity as well. It focuses the 5W&1H (why, what, when, where, who, and how) elements of the QAS, aligning various activities from planning to implementation with timelines, measures and accountability spelt out with clarity. Scope for improvement of student performance and success in learning, work performance of academic and administrative staff. Parameters like satisfaction of society's, enhancement in capacity building to compete with other higher learning institutions regionally, nationally, and globally, improvement in institutional and public image and stakeholder's interests are also reflected in QAM.



Annex 2

Platform Used:

- ✧ Zoom with pro accounts for the invigilators and examinees (For un-interrupted online invigilation(Maximum 20 Examinees per Invigilator).
- ✧ Moodle with Cloud hosting to support 4000 examinees concurrent Access (For online examination with descriptive answer type questions).
- ✧ Google Drive (To be used to deal with issues that may arise with respect to uploading of scan documents).
- ✧ WhatsApp Groups (For real time communication among examination officers, examinees and invigilators.(Admin-WhatsApp Group and Examinee-WhatsApp Group)

Overview of Online Examination Process

The online examinations were conducted for interested students across all semesters and all courses of the University.

Reforms in Examination Process

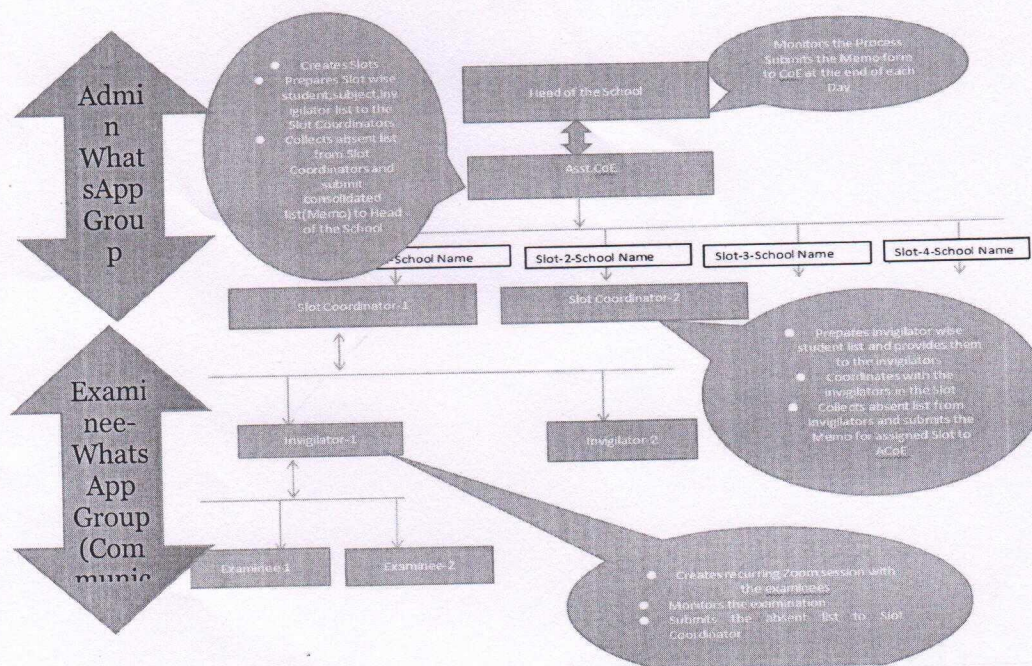
- ✧ The Examinations were conducted in different slots with each Slot having a Slot Coordinator with several Virtual Examination Rooms containing one Invigilator with Pro Zoom Account and maximum 20 examinees.
- ✧ Each invigilator creates Zoom meeting with the assigned Examinees 15 minutes before the start of examination. The invigilators verified the authenticity of the Examinee by checking their I-Card/ SAP Profile page with photo from Mobile phone .
- ✧ Username and randomly generated passwords for each examinee for the session were sent to the university mail id of the examinees as log in credentials 40 minutes before the start of the examination. A copy of the credential is sent to the concerned invigilator for assisting the examinees in his/her Virtual examination room.
- ✧ The online examination starts in Moodle Platform at the time indicated in the SCHEDULE.
- ✧ Instructions are given to the examinees by the Invigilator time to time to maintain a clean examination environment. Like instruction to share the screen/unmute the speaker etc. during the examination. The particular paper may be cancelled based on the report of the Invigilator.

Reforms in Communications among Examinees and Examination officers

- ✧ The guidelines for various examination officers and examinees were clearly defined and circulated to avoid any possibility of network issues and lack of communication.
- ✧ Student can either type or use the hardcopy for answering the question. In case of using the hard copy, candidates need to upload the scan copy immediately after answering each question. The examinees are advised to upload pdf file for upload as it is relatively lighter in size.
- ✧ In case of any technical issue faced during the examination, examinees were instructed to communicate to the invigilator in the Examinee-WhatsApp Group created for the Slot referring his/her Virtual Room No.
- ✧ All examination related documents filled up in supplied formats are to be submitted by the invigilators to the concerned Slot Coordinator.
- ✧ The recording of the entire examination may be shared with the Slot Coordinator and if required then to ACOE and COE for future record.
- ✧ The Slot Coordinator compiles all information received from the invigilators and submits the consolidated report to the Nodal officer to be forwarded to the Controller of Examinations.
- ✧ The communication among the Examination officers during the examination to be done through the Admin-WhatsApp group.
- ✧ Reserve Slots are maintained in the Schedule to conduct re-examination as per the report of the Invigilators for the students facing technical issues during the the scheduled examination.



The Administrative structure for conduct of the online examination is summarized in the below figure.



Annex 3

To work towards this challenge, for theory subjects, the School decided to adopt a mix of Asynchronous and Synchronous mix of teaching wherein the class time of 1 hour was divided in chunks of 25 minutes of teaching with 5 minutes of break time wherein the students were encouraged to interact among themselves and come to a solution of the problem given before the break. Finding alternative methods to engage students (Hands-on Problem Solving, Drawing, Brief Presentations, Youtube videos, Group Discussion, Role-Play, Cold-calling) with Introduction of breaks (10 mins between two consecutive lectures) and giving time to write down their thought process/ point of view within lecture was effective. The Sessional subjects (generally 3 hours at a stretch) which is activity based entirely was divided into chunks of 25 minutes teaching with 10 minutes interaction breaks. Scheduling of Individual and Group Interaction was done in a rotational basis allowing time Slots for Individual Interaction.

GOOD PRACTICES: Routine wise teaching; giving lesson plans; Online MCQ test and time bound tests

REQUIRED PRACTICES:

1. **Switching on of the video by each student mandatory:** Only virtual presence with video switched on will be a valid attendance.
2. **Making the process systematic online:** The teacher student communication be made through the kls emails only. Specifying official hours for interaction and communication to avoid stress and mismanagement.
3. **Module wise one recorded lecture in a comprehensive manner to share with the batch:** So that students missing online classes due to network connectivity issues and for revision purposes find it convenient to learn better and with ease.
4. **Study materials:** Subject wise digital pdf of case law booklet (eg. mandatory study of 50 cases in Constitutional law), syllabus wise compiled study material consisting of book scanned copies and necessary articles with highlighted materials will enhance effectively the quality of learning not only for the present semester but also for the upcoming placements and professional life. Batch wise YouTube channel for targeted access.
5. **Open book examination for certain Law subjects:** For eg. Criminal law, Constitutional Law, International Law Civil Procedure- students will learn better through online platform if the written examinations are



application bases problem questions. This will help each student to have critical as well as creative thinking. Ultimately they have to deal with clients with unique problems. The open book should also focus on citation based answer type to enhance their research skills. Each paper to be subjected to plagiarism test to see the fairness and develop an attitude of hard work and honesty in our students.

6. **For memory based learning:** Students to have viva and elocution exercises.
7. **Online ethical knowhow:** Students to be taught online etiquettes so that they are presentable wherever they go or wherever they represent our institution. They should be tamed in a manner that they leave a positive impact wherever they stand.

Lastly, it is diligence and dedication from both teachers and students will magically enhance the learning process. Most important is to have a human touch to all our activities.





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 (21-05-2021)

The meeting of Internal Quality Assurance Cell (IQAC), KIIT Deemed to be University was held on 21st May 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 G.C.Kundu	Director, R&D
3.	Prof Santosh Kumar Pani	CoE
4.	Prof A.K.Ray	Director, Academics and Collaborative Learning
5.	Prof Samresh Mishra,	Director, Student Affairs
6.	Dr. Suprava Patnaik	Dean, School of Electronics Engineering
7.	Prof. Biswajeet Sahoo	Director, School of Computer Engineering
8.	Dr. Sudhir Kumar Satpathy	Director, School of Public Health
9.	Prof. Saroj Kumar Mahapatra	Director, School of Management
10.	Prof. Srinivas Patanaik	Dean, School of Biotechnology
11.	Mr Sudhir Satapathy	Finance Officer
12.	Dr. Shyam Sundar Behura	Deputy Director - Student Services
13.	Prof Tapas Roy	Asst. Director, Rankings
14.	Prof. Ashok Kumar Sar	FIC, QA Cell, School of Management
15.	Prof. Nachiketa Tarasia	Head, EAM Division
16.	Ashok Kumar Sar	FIC, QA Cell, KSOM
17.	Prof. Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
18.	Prof. Ramesh Ch. Sethi	FIC, QA Cell, School of Law
19.	Prof. Rahul Modak	FIC, QA Cell, School of Biotechnology
20.	Damodar Jena	FIC, QA Cell, KSRM



With
due
prior

21.	Rahul Modak	FIC, QA Cell, KSBT
22.	Sukanya Dasgupta	FIC, QA Cell, School of Architecture
23.	Prof Ramesh Chandra Sethi	FIC, QA Cell, School of Law
24.	Prof Sapan Kumar Samal	FIC, QA Cell, School of Applied Science
25.	Prof Tapan Kumar Bastia	FIC, QA Cell, School of Applied Science
26.	Himanshu Sekhar Pradhan	FIC, QA Cell, School of Public Health
27.	Nihari Bala Nayak	FIC, QA Cell, KINS
28.	Dr. Ratikanta Tripathy	FIC, QA Cell, KIMS
29.	Swapnamoyee P Palit	FIC, QA Cell, School of Humanities
30.	Prof. Chinmoy Kumar Panigrahi	Director, Quality Assurance Cell

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 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 26th March 2021 and MoM was circulated to all members on 28th March 2021. Since there was no further suggestion, MoM was accepted without any modification.

Agenda No:2: Faculty Development Program 2021

FDP is planned from 20th to 26th June, 2021 through online platform which will be attended by 2000 faculty members of the University. The theme for this year's Faculty Development Programme is Theme 'Exploring self: A new paradigm in Education' with the sub-theme as "Mapping of Professional Values for Excellence" (Annex 1).

Agenda No:3: Activity Based Learning (ABL)

It has been decided to focus students participation in the regular classes by conducting Activity Based Learning (Annex 2).

Agenda No:4:Academic Audit 2020-21

It has been decided that Academic Audit (2020-21) of different programs for each School from 19th to 25th July 2021 on virtual mode. The aim of the academic audit is to ensure qualitative processes/measures for online Teaching, Activity-based Learning, Evaluation, Curricular Aspects, Research, Students project, Innovations and Extension, Best practices, Future plan etc. Welcome meeting for esteemed experts for Academic Audit (External) will be held at 11AM on 19th July, 2021 in virtual mode also. Each school is required to submit action taken report for last academic audit. School is to contact the experts as provided by IQAC. Academic Audit Brochure is to be circulated to the external experts by IQAC.

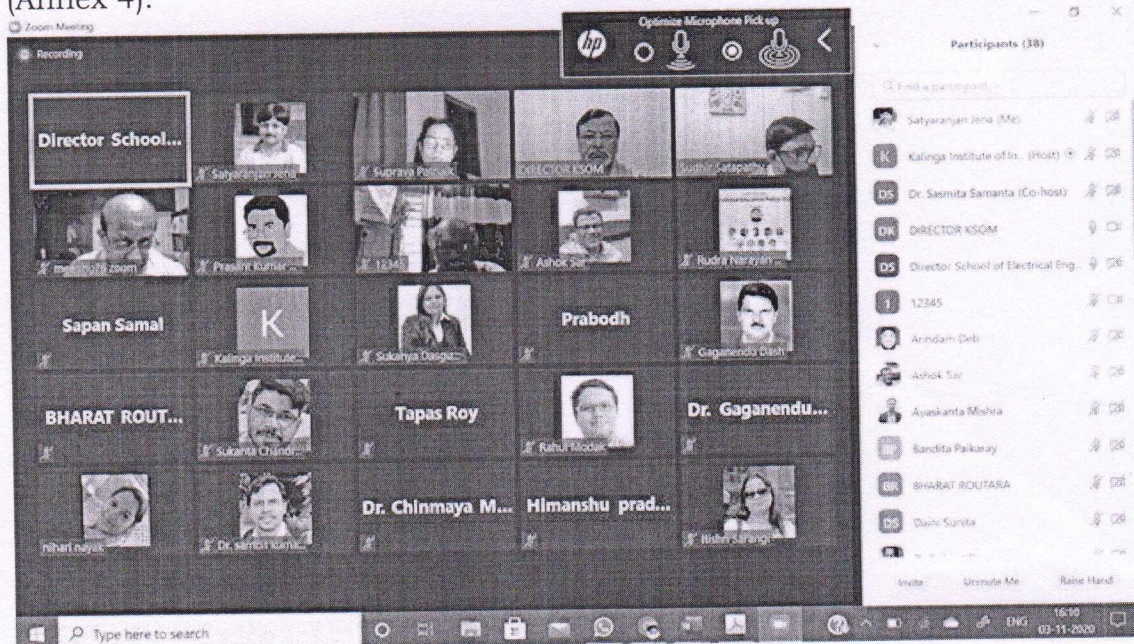


Agenda No:5: KIIT UG Support Services (KUSS)

It has been decided to form KIIT UG Support Services (KUSS) for Higher Studies for GATE/NET/IES Competitive Exam; Career Counseling (for higher study in foreign institutes) and Internships in Overseas Academic Institutes (Annex 3).

Agenda No:6: School Academic Operational Calendar (SAOC)

Each School should prepare School Academic Operational Calendar (SAOC) before commencement of regular classes for Autumn/Spring semester. The aim is to compile all relevant academic activities, events, meetings, and time sensitive tasks, etc. in one place (Annex 4).



Agenda No:7:Graduate Survey for students

The feedback form of Graduate Survey for students is to be uploaded in KIIT Web portal for registration of Convocation 22 . It will be coordinated by FIC (Students affairs) of each School to ensure more participation of students.

The meeting ended with a word of thanks by Dr Rahul Modak, FIC, QA Cell, School of Biotechnology to all members present in the meeting.

[Signature]
Director, QAC

[Signature]

Annex 1

Director IQAC
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY

At School level, niche area, resource person (Both internal and external), to be identified and Program Schedule to be uploaded in School portal. Registration for FDP 2021 (for both internal and external participants) will be made in Google form uploaded in KIIT Home page on 8th June 2021 along with program details (School level). There will be three sessions in each day at School level on the niche area as identified and it will be coordinated by internal resource person only with support of external resource person if required. External resource person (Academician or industry experts) may be invited in

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



Annex 2

Additional Guidelines for Activity Based Learning (ABL)

1. Semester wise School Level Activity Monitoring Committee may be constituted by the concerned Dean/Director with three to four faculty members, and one coordinator with the objective to ensure proper implementation and periodically review of activities of ABL.
2. The Course Committee/Course coordinator is required to prepare the Activity Calendar as a part of lesson plan. The lesson plan is to be circulated among students at beginning of the semester by the concerned course faculty.
3. Minimum of three categories of activities (problem solving, critical thinking and quiz) are to be conducted for each and every course. All the activities should be mapped to course outcomes.
4. The activities should be evaluated and the results of each activity should be published within one week of the completion of that activity.
5. At least two quizzes, one before mid semester and one before end semester covering the syllabus to be conducted.
6. Additional quiz consisting of 4-5 questions based on fundamental/concept/application/scope may be conducted during every class or every alternative class for ensuring students' participation and their understanding of the topics covered.
7. In addition to this, learners may be encouraged to prepare a set of questions by self for a live discussion of possible solutions/answers with participation from other learners (peer evaluation) moderated by the course faculty.
8. All the activity marks to be uploaded in the LMS (Google Classroom/Moodle) with access to students to see their performance. The student should have the scope for improvement of their score in due time.
9. In case of change of course faculty (if any), the existing course faculty should complete all formalities in the existing LMS in the name of new faculty so that the contents and students' evaluated grades will not be hampered.
10. At the end of semester, course committee has to evaluate the outcomes of each activity in terms of the students' performance. This report should be submitted to the Program Head/Dean for record and future reference.
11. Strategy may be made to prepare the list of slow learners and fast learners by the course faculty/ course committee at the end of session . Care may be taken care by the School accordingly.



Annex 3

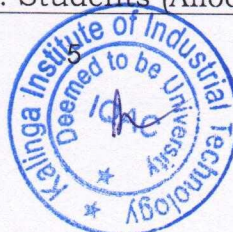
Modality for School level GATE Monitoring cell

1. Setting up of School Level GATE Monitoring Cell - One School level GATE Monitoring cell is proposed to be created with setting up of a dedicated server space of question bank. This server can be used by students for practicing the questions of different level of difficulties as preparedness for all competitive exams including GATE, NET and IES. This will be a value addition for students wishing to develop foundation in core subjects along with appearing different types of competitive exams including placement drives.
2. The guidelines for setting up School Level GATE Monitoring Cell
 - a. One GATE monitoring cell consists two to three of faculty members to be created by the Head of the Schools (Dean/Director) with one person as PoC (Point of Contact).
 - b. A group of experienced faculty members to be identified by the head of the school for preparing and collecting MCQ based questions.
 - c. The required question bank to be created and uploaded in the designed server within a fixed time period, preferably in two months or possibly in a semester.
 - d. The students should be given one GATE preparedness calendar for appearing the test using the server through Online Mode on a regular basis, preferably twice in a month and subsequently students may be allowed to appear the practice test on demand basis.
3. Responsibilities of the School Level GATE Monitoring Cell:
 - a. To create GATE Awareness among students of different years of study.
 - b. To work in coordination with central CAAS team for GATE Coaching
 - c. Arranging various test series (Topic wise, course wise, mock tests, previous year question paper solving etc.)
 - d. Career Guidance after GATE Exam.
4. The committee members of the cell must analyses the progress through periodic review meetings (may be on monthly basis) including the performance of students along with future course of actions.

Annex 4

Academic Operational Calendar Format

Month	Event	Date	Day
July 2021	Opening of Subject Registration link in SAP		
	Last date of subject registration		
	Time table for all programs		
	Details for online class of course faculty (Google Classroom meeting ID) to be circulated to students in due course faculty.		
	Commencement of Classes		
	Welcome letter and Congratulation Letter to be sent to stakeholders in due course of time.		
	Lesson plan and Activity Based Learning (ABL) calendar to be circulated by Course Committee/Course coordinator.		
	Project Calendar for U.G/PG. Students (Allocation of guides,		



	Review on progress, Assessment components, submission of project report / Thesis etc)		
	Research Calendar Ph.D. Scholars.(Allocation of guide, Course work allotment, Semester Review, Registration Seminar, Synopsis Seminar etc)		
	Tutor Mentoring Session I		
	Academic Audit		
	Annual report for last Academic Session		
August 2021	Distribution of Books		
	Orientation programme - students		
	Guest lecture I		
	Career Planning and Opportunities (Phase I)		
	Speak and Search Lecture Series I		
September 2021	Timeline/Deadline for preparing questions for Mid semester examinations/End Semester Examination for all programs.		
	Interactive sessions/tutorials with slow/fast learners.		
	Mid Semester Examination		
	Declaration of results (Mid Semester)		
	Guest lecture II		
October 2021	Tutor Mentoring Session II		
	Freshers' Welcome		
	Guest lecture III		
	Tutor Mentoring Session III		
November 2021	Career Planning and Opportunities (Phase II)		
	Project expo for B.Tech. students		
	Last date of teaching		
	Speak and Search Lecture Series II		
	Last date for evaluation of all sessional/laboratory		
	Last date of communicating marks of all the course components to students (ABL/Sessional Marks)		
	End Semester Examination		
	Declaration of Result (End Semester)		
	Tutor Mentoring Session IV		
	Feedback from Graduates		
	Convocation		
	Semester Break		
	Updating of course file		
	Program outcome attainment computation for graduating batch		
	Course committee meetings I (Question pattern, Course outcome attainment computation and Course Analysis report, Feedback analysis (after publication of grades).		
	Students' Feedback Collection (Phase I)		
December 2021	Opening of Subject Registration link in SAP		
	Last date of subject registration		
	Time table for all programs		
	Details for online class of course faculty (Google Classroom meeting ID) to be circulated to students in due course faculty.		
	Commencement of Classes		



	Welcome letter and Congratulation Letter to be circulated to students in due course of time.		
	Lesson plan and Activity Based Learning (ABL) calendar to be circulated by Course Committee/Course coordinator.		
	Annual Function/Tech Fest		
	Review of results by School Academic Committee		
	Tutor Mentoring Session V		
	Career Planning and Opportunities (Phase III)		
	Feedback from teachers		
	Feedback from employers		
	Energy Audit/Green Audit/Safety & Protection Audit		
	Follow up action as per Accreditation Agency (as per instruction from University)		
January 2022	Tutor Mentoring Session VI		
	Administrative Audit		
	Feedback from Alumni & Alumni Meet I		
	Uploading PBAS in SAP		
	Conferences		
	Feedback from parents & Parents Teacher Meet I		
February 2022	Professional Society Activities (IEEE, IE, IET, ICE, ASCE,ISTE, IME etc)		
	Workshop/ Industry Talk		
	Tutor Mentoring Session VII		
	Preparing questions for Mid semester examinations/End Semester Examination for all programs.		
	Interactive sessions/tutorials with slow/fast learners.		
	Mid Semester Examination		
	Declaration of results (Mid Semester)		
March 2022	Tutor Mentoring Session VIII		
	Speak and Search Lecture Series III		
	Seminars and symposium		
	Career Planning and Opportunities (Phase IV)		
April 2022	Reporting for all Final Year Students reports to the campus (Subject to the return plans approved as per situations demand)		
	Research expo for PhD Scholars/M.Tech. Scholars		
	Summer Training (Phase I)		
	Last date for evaluation of all sessional/laboratory		
	Last date of communicating marks of all the course components to students (ABL/Sessional Marks)		
	End Semester Examination		
	Declaration of Result (End Semester)		
	Students' Feedback Collection (Phase II)		
	Summer break		
May 2022	Period of conducting Summer Classes for all students		
	Supplementary Examination		
	Summer Training (Phase II)		
	Summer break		
June 2022	Faculty and Staff Workshops and Pre-Planning Sessions		
	Improve Strategic and Annual Assessment Plan		



New Faculty Orientation		
Faculty Development Program		
Feedback from Alumni & Alumni Meet II		
Feedback from parents & Parents Teacher Meet II		
Deliberations of the Program Assessment Committees (PACs).		
Board of Studies (BoS) meetings (Curriculum revision, New courses as per industry need etc, Course Analysis report).		
Declaration of Result (Supplementary Examination)		
Speak and Search Lecture Series IV		
Course committee meetings I (<i>Question pattern, Course outcome attainment computation and Course Analysis report, Feedback analysis (after publication of grades).</i>)		
Follow up action as per Accreditation Agency (as per instruction from University)		

