

**MINUTES OF MEETING**  
**INTERNAL QUALITY ASSURANCE CELL**  
**KIIT UNIVERSITY**

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VENUE: CONFERENCE HALL-2, CONVENTION CENTRE, KIIT UNIVERSITY

DATE & TIME: 07.07.2017, 10.00 HRS

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**MEMBERS PRESENT**

Vice-Chancellor	Chairperson
Prof. S. Nanda (Research Chair)	Vice-Chairperson
Prof. S. Samanta (Registrar)	Member
Dr. M. R. Nayak (Director, Planning)	Member
Dr. K. G. Mishra (Controller of Examinations)	Member
Dr. Biswajeet Sahoo (Director, Student Affairs)	Member
Dr. Jyotin Dash (Principal, KIMS)	Member
Dr. Shruti Vishal Dev (Principal, KIDS)	Member
Prof. A. K. Sen (Professor, School of Electronics Engineering)	Member
Dr. Paramita Chataraj (KSL)	Member
Sri D. N. Dwivedy (Management Representative)	Member
Mr. Adarsha Pattnaik (3rd year, SEE)	Member
Ms. Trisha Chatterjee (3rd year, MBBS)	Member
Mr. Durgasish Mohapatra (Dy Manager, Maruti Suzuki Limited)	Member
Mr. R.N. Mohanty (President - Technology Pidlite Industries, Mumbai)	Member
Dr. B. C. Guru (Advisor, QA Cell)	Member
Dean, QA Cell	Member Secretary

**MEMBERS ABSENT**

Dr. M. Suar (Director, KSBT)	Member
Prof. Arabinda Tripathy (Former Professor, IIM Ahmedabad)	Member





## AGENDA ITEMS

Sl No	Agenda item	Brief Description
1.	Accreditation	The IET Accreditation team visited the University during April 19-21, 2017. The team expressed satisfaction on most of the aspects and has recommended award of accreditation to the programs for batches admitted during 2015-16, 2016-17 and 2017-18. The team has recommended to submit action plan to improve rigor of B Tech Projects and appoint external examiners to assess the questions before examination.
2.	Faculty Development Program-2017	Faculty development program-2017 was arranged during 24-30 June 2016. The program was inaugurated on 23.06.2017 by Dr. A. Samanta, Honorable Founder, KIIT and KISS in presence of Padmashree Dr. S. K. Acharya, Pro-Chancellor; Dr. P. P. Mathur, Vice-Chancellor and Dr. S. Samanta, Registrar. The common sessions were addressed by Dr. Raja Kumar, Director of IIT Bhubanswar and Sri Bijaya Kumar Sahoo, President (HR) of Reliance Industries besides Pro-Chancellor, Vice-Chancellor and Research Chair of KIIT University. The FDP was arranged by 11 schools in 20 parallel sessions. The sessions were conducted by 14 different organizations and addressed by 105 speakers.
3.	AQAR (2015-16)	Draft of the Annual Quality Assurance Report for academic year 2015-16 is placed for consideration for approval.
4.	Academic Audit	The academic audit was conducted during 15-17 May 2017. The summary of recommendations is placed for consideration and recommendations to improve quality in academic aspects





## RESOLUTIONS

Sl No.	Item	Resolution
1.	Accreditation	The IQAC noted and expressed satisfaction that IET has recommended for accreditation. The committee resolved that concrete steps be taken to improve the quality of B. tech projects and question papers. Steps taken in this regard is to be reported to the IQAC in next meeting scheduled on 22.09.2017
2.	FDP 2017	The IQAC noted with satisfaction that FDP was organized successfully.
3.	AQAR (2015-16)	The IQAC in principle approved the AQAR 2015-16 and resolved that the same should be finalized and hosted in IQAC website of the University
4.	Academic Audit	The IQAC noted with satisfaction that the academic audit was done in many of schools of KIIT University. The Committee resolved that steps be taken to conduct academic audit in remaining schools. It was further resolved that the reports of the academic audit be sent to the respective schools for taking action regarding implementation.

## ACTION ITEMS

Sl No.	Item Description	Responsibility	Due Date
1.	Review of Action Plans in view of the recommendations of Academic Audit Team.	Review Committee (Sri D. N. Dwivedi, Prof. A. K. Sen, Prof. Biswajeet Sahoo and Prof. T. Mohanty)	01.08.2017
	• Circulation of schedules of action plan presentation	Dean, QA Cell	14/07/2017
	• Presentation of action plan in view of the recommendations of the Academic Audit Team.	Dean / Director of Schools	08/08/2017
	• Compilation of action plans	Dean, QA Cell	17/08/2017
	• Placing the compiled report of Action Plans in IQAC meeting for further decisions	Dean, QA Cell	22.09.2017





Sl No.	Item Description	Responsibility	Due Date
2.	Course learning outcome attainment assessment		
	• Question-CLO mapping	Dean, QA Cell	01.08.2017
	• CLO attainment assessment procedure development	Dean, QA Cell	14.08.2017
	• Discussion with Service Providers for application development towards assessing CLO attainment through	Dean QA Cell	21.08.2017
	• Software development and testing	Service Provider	07.09.2017
	• CLO attainment report-first draft preparation and presentation to IQAC	Dean, QA Cell	22.09.2017
3.	Academic Audit of Schools of Medicine		
	• Sharing the Academic Audit Handbook	Dean, QA Cell	07.07.2017
	• Incorporation of suggestions if required	Dean, QA Cell	15.07.2017
	• Nomination of experts	Director/ Dean / Principal of KIMS/KIDS/KINS	
	• Invitation to experts and logistics arrangement	Dean, QA Cell	01.08.2017
	• Conduct of Academic Audit of the Schools of Medicine	Dean, QA Cell	14.08.2017
	• Academic Audit report compilation	Dean, QA Cell	07.09.2017
	• Presentation of action plan in view of the recommendations of the Academic Audit Team	Director/ Dean / Principal of KIMS/KIDS/KINS	15.09.2017
	• Placing the compiled report of Action Plans in IQAC meeting for further decisions	Dean, QA Cell	22.09.2017
4.	Increase rigor of B. Tech Projects	Dean, QA Cell	
	• Conduct a Workshop involving industry persons and inviting what they need	Dean, QA Cell	14.08.2017
	• Modify existing Project Management Practices. Paper writing / presentation / poster may be included in the assessment.	Dean, QA Cell	31.08.2017
	• Publish a journal of Students' publication based on the projects	Director, Student Affairs	30.06.2018

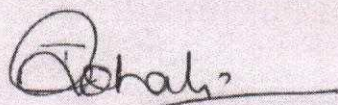




Sl No.	Item Description	Responsibility	Due Date
5.	Add publications as mandatory requirement for all theses by students pursuing post graduate programs	Dean, QA Cell	31.08.2017
6.	Dissemination of the Quality Policy among all stakeholders.	Dean, QA Cell	30.09.2017
7.	Revision and Publication of Quality Manual	Dean, QA Cell	15.12.2017

#### ITEMS OFFERED AS SUGGESTIONS

- Industry personnel may be included as experts during Academic Audit.
- Internal Academic Audit may be scheduled to be held during November 2017.
- Technology adoption in the teaching pedagogy may be encouraged.
- Incorporation of Data Science in curricula of all engineering programs.
- Technical Assistants may be trained in usage of modern engineering tools.



MEMBER SECRETARY, IQAC

Franda  
12.07.17  
CHAIRPERSON, IQAC

Dean, Quality Assurance Cell  
Kalinga Institute of Industrial Technology (KIIT)  
Deemed to be University





KIIT UNIVERSITY

MEETING NO:KQAC/M2/2017

DATE/TIME:22-09-2017/

VENUE:CH ,Campus-3

11.30 a.m.

**AGENDA**

1	Confirmation of minutes of previous meeting
2	Industry-Academia Interaction
3	Discussion on stakeholders' feedback -2016-17
4	Academic Audit 2016-17







**KIIT UNIVERSITY**  
**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE MEETING**

MEETING NO:KQAC/M2/2017

DATE/TIME:22-09-2017/

VENUE:CH ,Campus-3

11.30 a.m.

1	Prof. P.P. Mathur, Vice Chancellor	-	Chairman
2	Prof. S. Nanda, Head, CIR	-	Vice Chairman
3	Dr. S. Samanta, Registrar	-	Member
4	Dr. M.R. Nayak, Director, Planning	-	Member
5	Dr. K.G. Mishra, Controller of Examination	-	Member
6	Dr. Biswajeet Sahoo, Director, Students Affairs	-	Member
7	Dr. Jyotin Dash, Principal, KIMS	-	Member
8	Dr. Shruti Vishal Dev, Professor, KIDS	-	Member
9	Prof. A.K. Sen, Professor, School of Electronics Engineering	-	Member
10	Dr. M. Suar, Director, KSBT	-	Member
11	Dr. Paramita Chataraj, KLS	-	Member
12	Sri D.N. Dwivedy, Management Representative	-	Member
13	Prof. Arabinda Tripathy, Former Professor, IIM Ahmedabad	-	Member
14	Adarsha Pattnaik, 3 <sup>rd</sup> SEE	-	Member
15	Trisha Chaterjee, 3 <sup>rd</sup> year MBBS	-	Member
16	Durgasish Mohapatra, Dy.Manager, Maruti Suzuki Ltd.	-	Member
17	Mr. R.N. Mohanty, President-Technology Pidlite Industries, Mumbai	-	Member
18	Dr. B.C. Guru, Advisor, QA Cell	-	Member
19	Dean, QA Cell	-	Member Secretary

1. Confirmation of minutes of previous meeting

The members confirmed all the resolutions taken in the IQAC Meeting held on 07.07.2017 and expressed their satisfaction on the action taken.





## 2. Industry-Academia Interaction

It is decided by the IQAC to associate more and more number of Industry personnel for activities like Curriculum Development, Internship, Research, Consultancy, etc. Deans / Directors will be informed accordingly to take necessary steps in this direction.

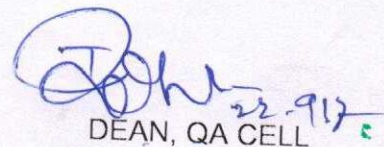
## 3. Stakeholders' feedback -2016-17

Dean, QA Cell presented a detail analysis of stakeholder's feedback and the action taken report. The members express their satisfaction on this.

## 4. Academic Audit 2016-17

The Academic Audit for 2017-18 was conducted by the internal auditors in the month of July. The academic audit report for 2016-17 along with action taken report for 2015-16 was placed before the IQAC. There was a though discussion among the members on this.

The meeting was ended with vote of thanks to the Chair and other dignitaries present in the meeting.

  
DEAN, QA CELL

MEMBR SECRETARY  
Dean, Quality Assurance Cell  
Kalinga Institute of Industrial Technology (KIIT)  
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KIIT UNIVERSITY

MEETING NO:KQAC/M4/2018 DATE/TIME:17.11.2017/ VENUE:CH-4 ,Campus-6  
11.00 a.m.

**AGENDA**

1	Confirmation of minutes of previous meeting
2	AQAR 2016-17
3	Students Progression
4	Social Outreach Activities







**KIIT UNIVERSITY**  
**INTERNAL QUALITY ASSURANCE CELL**  
**MINUTES OF THE MEETING**

**MEETING NO:KQAC/M4/2018    DATE/TIME:17.11.2017/    VENUE:CH-4 ,Campus-6**  
**11.00 a.m.**

1	Prof. P.P. Mathur, Vice Chancellor	-	Chairman
2	Prof. S. Nanda, Head, CIR	-	Vice Chairman
3	Dr. S. Samanta, Registrar	-	Member
4	Dr. M.R. Nayak, Director, Planning	-	Member
5	Dr. K.G. Mishra, Controller of Examination	-	Member
6	Dr. Biswajeet Sahoo, Director, Students Affairs	-	Member
7	Dr. Jyotin Dash, Principal, KIMS	-	Member
8	Dr. Shruti Vishal Dev, Professor, KIDS	-	Member
9	Prof. A.K. Sen, Professor, School of Electronics Engineering	-	Member
10	Dr. M. Suar, Director, KSBT	-	Member
11	Dr. Paramita Chataraj, KLS	-	Member
12	Sri D.N. Dwivedy, Management Representative	-	Member
13	Prof. Arabinda Tripathy, Former Professor, IIM Ahmedabad	-	Member
14	Adarsha Pattnaik, 3 <sup>rd</sup> SEE		Member
15	Trisha Chatterjee, 3 <sup>rd</sup> year MBBS	-	Member
16	Durgasish Mohapatra, Dy.Manager, Maruti Suzuki Ltd.	-	Member
17	Mr. R.N. Mohanty, President-Technology Pidlite Industries, Mumbai	-	Member
18	Dr. B.C. Guru, Advisor, QA Cell	-	Member
19	Dean, QA Cell	-	Member Secretary

**1. Confirmation of minutes of previous meeting**

The members confirmed all the resolutions taken the IQAC Meeting held on 22.09.2017 and expressed their satisfaction on action taken report.

**2. AQAR 2016-17**

Submission of AQAR is a pre-requisite for next cycle NAAC accreditation. The draft AQAR prepared for 2016-17 was discussed in the meeting.





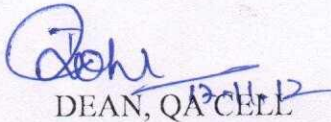
### 3. Students Progression

As far as the University is concerned, students progression data has become a vital information for further steps in this regard. It was recommended in the meeting to collect the details of students opting for higher studies in foreign as well as Indian Universities. Director, Students Activity Centere and Head, ICT Cell were requested to develop the module at the earliest.

### 4. Social Outreach Activities

The University has undertaken several community development and social outreach programmes like Art of Giving, Kanya Kiran, etc. Few more programme on Tribal Development, Health and Sanitation, Plantation etc are also being undertaken. The Students Activity Cell, NSS, NCC, Red Cross units were requested to plan out such activities for 2018.

The meeting ended with vote of thanks to the Chair and other members present.

  
DEAN, QA CELL  
MEMBR SECRETARY

Dean, Quality Assurance Cell  
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KIIT UNIVERSITY  
INTERNAL QUALITY ASSURANCE CELL  
MINUTES OF THE MEETING

MEETING NO:KQAC/M4/2018 DATE/TIME:02.02.2018/ VENUE:CH ,Campus-3  
11.00 a.m.

AGENDA

1	Confirmation of minutes of previous meeting
2	Revision of syllabus
3	Conduct of Academic Audit 2017-18
4	Seed money to faculty members for research
5	Academic Master Plan







**KIIT UNIVERSITY**  
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**MINUTES OF THE MEETING**

**MEETING NO:KQAC/M4/2018    DATE/TIME:02.02.2018/    VENUE:CH ,Campus-3**  
**11.00 a.m.**

1	Prof. P.P. Mathur, Vice Chancellor	-	Chairman
2	Prof. S. Nanda, Head, CIR	-	Vice Chairman
3	Dr. S. Samanta, Registrar	-	Member
4	Dr. M.R. Nayak, Director, Planning	-	Member
5	Dr. K.G. Mishra, Controller of Examination	-	Member
6	Dr. Biswajeet Sahoo, Director, Students Affairs	-	Member
7	Dr. Jyotin Dash, Principal, KIMS	-	Member
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9	Prof. A.K. Sen, Professor, School of Electronics Engineering	-	Member
10	Dr. M. Suar, Director, KSBT	-	Member
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18	Dr. B.C. Guru, Advisor, QA Cell	-	Member
19	Dean, QA Cell	-	Member Secretary

**1. Confirmation of minutes of previous meeting**

The members confirmed the resolutions and action taken report of the IQAC meeting held on 17.11.2017.

**2. Revision of syllabus**

It was decided to revise the syllabus for all the programmes from next academic session (2018-19) . A committee will be formed for this purpose. The Registrar was requested to discuss with Programme Head, PG Programme, Programme Head, UG Programm and the Dean / Directors of the Schools and to coordinate.





### 3. Conduct of Academic Audit 2017-18

The purpose of Academic Audit of each School is to provide the opportunity for a regular strategic over view of the teaching learning activities including research and consultancy. It was decided in the meeting to go for Academic Audit 2017-18 with external auditors from the institutes of repute. The Deans / Directors of all Schools will be requested to provide the detail of five experts in the domain area.

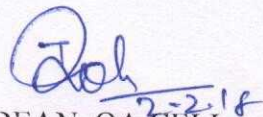
### 4. Seed money to faculty members for research

The committee recommended to increase the seed money given to faculty members for carrying out research. It was resolved to conduct seminar / workshop for the faculty members on the topic 'How to write Research Proposals' so that more project proposals can be sent to funding agencies.

### 5. Academic Master Plan

It was decided in the meeting that all the Schools will submit the academic master plan for the next academic session by 31<sup>st</sup> March 2018.

The meeting ended with vote of thanks to the Chair and the members present.

  
DEAN, QA CELL  
MEMBR SECRETARY  
Dean, Quality Assurance Cell  
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