



IQAC MEETING

Venue: Conference Hall - 2, Campus - 6

Time: 4PM

Date: 28/09/2019

AGENDA

| Sl. No. | Agenda Item |
|---------|---|
| 1 | Confirmation of the Minutes of previous Meeting |
| 2 | Action Taken Report of the previous Proceeding |
| 3 | Organization of forthcoming Faculty Development Programme (FDP) |
| 4 | Scope and Competency of Faculties for developing Consultancy Services |
| 5 | Conduct of - (a) Academic Audit (b) Financial Audit (c) Energy Audit and (d) Green Audit |
| 6 | Improving Industry-Academic Interface for Placement, Internship, Collaboration & Consultancy Activities |
| 7 | Pre-placement Training for Final Year Students |
| 8 | Any other item as per the approval of the Chairperson |





INTERNAL QUALITY ASSURANCE CELL
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)
DEEMED TO BE UNIVERSITY

Minutes of Meeting

Venue: Conference Hall - 2, Campus - 6

Time: 4PM

Date: 28/09/2019

- The first quarterly meeting of the IQAC for the Session 2019-20 was held on Dt. 28/09/2019 in presence of the following members.

Members Present

| | |
|-------------------------------|------------------------|
| Prof. Hrushikesh Mohanty | Chairperson |
| Prof. Sasmita Samanta | Member |
| Prof. S.Nanda | Member |
| Prof. Jnyana Ranjan Mohanty | Member |
| Prof. Santosh Kumar Pani | Member |
| Prof. Subash Chander Raina | Member |
| Prof. Anil Bajpai | Member |
| Prof. Samaresh Mishra | Member |
| Prof. Chinmoy Kumar Panigrahi | Member |
| Prof. Ashok Kumar Sahoo | Member |
| Prof. Banu Gopal Mohapatra | Member |
| Prof. Arun Kumar Ray | Member |
| Prof. Biswajit Mishra | Member |
| Prof. Arindam Deb | Member |
| Mr. Roshan Ojha | Member (Student) |
| Ms. Jayashree Mohanty | Member (Industrialist) |
| Er. Suvendu Panda | Member (invitee) |
| Mr. Sudhir Charan Satapathy | Member (invitee) |
| Prof. Biswajit Sahoo | Member (invitee) |
| Prof. J. K. Parida | Member (Secretary) |



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The first quarterly meeting of IQAC for the Session 2019-20 was chaired by Prof. Hrushikesh Mohanty, Vice Chancellor, KIIT-DU. With due permission, Prof. J. K. Parida, Director, Quality Assurance welcomed all the members present in the Meeting. The meeting was started as per the proceedings circulated earlier.

1) Confirmation of the Minutes of previous Meeting :

After thorough discussion on Action Taken Report presented by Director, QA Cell, all the members unanimously approved the Minutes of last Meeting held on Dt. 10/05/2019.

2) Organization of forthcoming Faculty Development Programme (FDP):

- Based on the past experience, a thorough discussion has been made regarding the conduct of Faculty Development Programme (FDP) for the coming session i.e in June, 2020. As suggested by the Vice Chancellor and Pro Vice Chancellor, at least 3-5 external experts having vast experience on the subject be invited for each school. The Directors of the Schools are to be requested to forward the name of experts and their specific specialization. The QA Cell will coordinate the FDP Programme of each School and decide / finalize the list of experts to be invited for the purpose.
- Arising out of discussion, it is resolved to focus on the following aspects while conducting the FDP - 2020.
 - i. Pedagogy Learning (Course Outcome aspect)
 - ii. Cutting edge Technology
 - iii. Domain Knowledge
- With a view to upgrade the recent developments in the field and to increase the exposure of students, it was suggested to organize more and more Eminent Lecture Series in all schools throughout the year by inviting external experts. The same has to be coordinated by the Deans/Directors of respective Schools.

The NAAC Peer Team visited during 2016-17 for accreditation of our University and awarded 'A' Grade with (3.48). While putting forth their observations, they pointed out that only few teachers are the members of different Board of Study or Editorial Boards. As such, the committee decided to urge upon the Faculty members to be actively involved on the above two activities as far as practicable in our or other Universities.

3) Scope and Competency of Faculties for developing Consultancy Services:

In order to promote more and more no. of Consultancy activities by involving Faculty members, it was proposed to waive out initial share of the University fee for the new consultancy projects undertaken by the Faculty members. Schools are requested to extend all sorts of support in this regard. It is also viewed that Faculty members can take the help of interdisciplinary / multidisciplinary experts to develop consultancy projects.



(Signature)
18.5.2019

4) Conduct of :

(a) Academic Audit

As per the practice, Academic Audit has been conducted in all the Schools of KIIT-DU by inviting experts from inside and outside Odisha. QA Cell has been coordinating the same. It is decided to form a committee to look after the issues raised by the Academic Audit Team for taking corrective measures.

(b) Financial Audit

As opined by the Finance Officer of KIIT-DU, statutory financial audit has been undertaken by the statutory auditors in a regular manner every year. Besides that, a team of internal auditors headed by an Audit Officer regularly go for Internal Audit before release of payment. This is a mandatory process taken out by the KIIT-DU. The Finance Officer on discussion suggested to go for conducting a Training Programme for the employees of KIIT & KISS on the theme "Finance for the Non-Finance Managers" in order to mitigate the problems faced by majority of the officers for management of funds in their respective schools. The proposal was accepted by the committee.

(c) Energy Audit

To streamline the Energy Audit, Enervision Company has been engaged by the management of KIIT. The company initially started the work at KIMS; to be extended to all schools of KIIT in a phase manner. The opinion expressed by the Energy Audit Team should be implemented in toto. As suggested by the members, the students from School of Electronics and Electrical Engineering may be involved in the process of Energy Audit to gain experience and expertise on the area.

(d) Green Audit

Nodal Officer, KIIT & KISS - Green focused on Green Audit undertaken by KIIT and suggested that Students involvement in the Audit process may be improved. He was of the opinion that we may follow CII - Green Chapter for successful implementation of Green Audit at KIIT which was accepted by all the members.

5) Improving Industry-Academic Interface for Placement, Internship, Collaboration & Consultancy Activities:

- It is decided by the members to associate more and more number of industry personnel in our academic activities like development of curriculum, sharing their practical experience, internship, consultancy and others as a part of industry academic interface in a vigorous manner. This will facilitate in expanding the scope for wider internship and final placement of our students.



[Signature]
18.8.2019

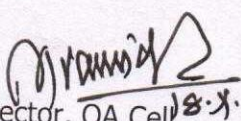
- As discussed, the following points shall also be taken care of -
 - i. Reflecting the Quality of B.Tech Projects through a) Publication & b) Hackathon.
 - ii. Software system to be monitored to grade the Projects of Students.
 - iii. Integration of Knowledge and Project has to be there in internship.
 - iv. Orientation of Student is a must for real life problem in Industry. Ms. Jayashree Mohanty, Member was proposed to be a mentor for the students in events like hackathon at KIIT-DU.
 - v. B.Tech Students must attend the research group. Concentrated effort in areas like Soil, Water, Rare Earth and Digitization etc. should be worked.
 - vi. Student Project should be started step by step for B.Tech Students by School Directors.
 - vii. Measures to be taken for the less scoring Faculty Members. Conference Paper & Project to be encouraged. Focus area should be there to get compound effort.

6) Pre-placement Training for Final Year Students:

Arising out of discussion, all the Directors of SoT, expressed their concern regarding non participation of the students to qualify NET and GATE Test. Students are hardly showing their interest for the purpose as they prefer to go for placement. It is unanimously decided to motivate the students by arranging in-house coaching and design the curriculum in such a manner which will fulfill the requirement of NET and GATE Test. With Quiz, MCQ and Surprise Test, main examination question pattern may be planned accordingly to tune the students as per the requirement of NET / GATE.

It was decided to discuss all other relevant points suggested by the NAAC Team in the next meeting. QA Cell has been asked to prepare a brief note of action taken by KIIT Deemed to be University on those issues raised by NAAC Peer Team.

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


 Director, QA Cell 28.8.2019
 Member (Secretary)

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





**OFFICE OF THE DIRECTOR
QUALITY ASSURANCE CELL
KIIT UNIVERSITY, BHUBANESWAR - 24**

KIIT-DU/QAC/IQAC meeting/19

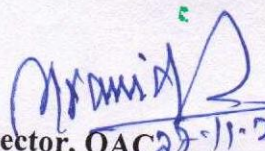
Date: 27.11.2019

Notice

The meeting of Internal Quality Assurance Cell, KIIT Deemed to be University will be held on 06.12.2019 at 3.00 p.m. in the Conference Hall-4, Campus-6. You are requested to attend the meeting. This has been approved by the Vice Chancellor and Pro-Vice Chancellor.

The Agenda for the meeting are as follows:

1. Confirmation of the Minutes of the last meeting.
2. Action taken report of the last meeting.
3. Progress regarding campus placement.
4. Analysis of students' feedback.
5. Conduct of semester examination and publication of results.
6. Any other items as per permission of the Chair.


Director, QAC 27-11-2019

Cc to: All the Members of the IQAC
Vice Chancellor / Pro-Vice Chancellor / Registrar





**INTERNAL QUALITY ASSURANCE CELL
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)
DEEMED TO BE UNIVERSITY**

IQAC Meeting-2 (2019-20)

Minutes of the Meeting

Venue: Conference Hall-4, Campus-6

Time: 3.00 p.m. Date: 06.12.2019

The meeting of the Internal Quality Assurance Cell for the session 2019-20 was held on 06.12.2019 at 3.00 p.m. in the Conference Hall-4, Campus-6, KIIT Deemed to be University. The following members were present in the meeting.

Members Present:

| | |
|----------------------------------|--------------------|
| 1. Prof. Hrushikesh Mohanty | Chairperson |
| 2. Prof. Sasmita Samanta | Member |
| 3. Prof. Jnyana Ranjan Mohanty | Member |
| 4. Prof. S.Nanda | Member |
| 5. Prof. B.C. Guru | Member |
| 6. Prof. Santosh Kumar Pani | Member |
| 7. Prof. Biswajit Sahoo | Member |
| 8. Prof. Banu Gopal Mohapatra | Member |
| 9. Prof. Chinmoy Kumar Panigrahi | Member |
| 10. Prof. Samaresh Mishra | Member |
| 11. Prof. Ashok Kumar Sahoo | Member |
| 12. Prof. Arun Kumar Ray | Member |
| 13. Prof. Biswajit Mishra | Member |
| 14. Prof. Arindam Deb | Member |
| 15. Prof. J.K. Parida | Member (Secretary) |

The meeting was chaired by Prof. Hrushikesh Mohanty, Vice Chancellor. At the outset Prof. J.K. Parida, Director, QAC welcomed all the members present in the meeting and extended the heartfelt thanks for the participating in the meeting. The meeting was conducted as per the Agenda as follows.

1. Confirmation of the Minutes of the last meeting &
2. Action taken report of the last meeting

The members confirmed all the resolutions taken in the IQAC meeting held on 28.09.2019 and expressed their satisfaction on the action taken. It was resolved to go for the Academic Audit by January / February 2020 for all the Schools by inviting two external experts. They have to be paid honorarium of Rs.5,000/- per day for two days, TA and DA as per the University rules and free accommodation in the University Guest House.

3. Progress regarding campus placement

The Officer in charge of the campus placement presented the placement activities undertaken by the KIIT during the session 2019-20.



DIRECTOR, QA
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
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[Signature]

- i) As presented, the orientation session and personalized career council for placement of students are regularly conducted during both the semesters. This year more than 1500 students were trained till date.
- ii) Regular CAT classes across 60 sections during the two semesters are conducted.
- iii) 24X7 platform based session and assistance and problem solving skills through WhatsApp groups is in place. Regularly the group is in touch with one another.
- iv) Assessment based base lining and employment indexing for all students are undertaken throughout the year. 60 days of day zero specific technology training on Linux, Cyber Security, IoT, ML, Block Chain, AR/VR, ADOBE Tools, Sales Force, RPA etc. by industry practitioners with hands-on are being conducted.
- v) Mock group discussion and personal interviews, training sessions has been regularly organized by the T&P Cell for interested students.
- vi) Twenty days company specific training of specific companies are in progress for the students interested to join in those companies.
- vii) Specific need based training programmes are designed and extended to the students of School of Management, School of Rural Management and School of Biotechnology.

The Cell also assists students in competency enhancement as per the need and requirement of the industry through A.I. driven platform and personalized approach for all students. The members expressed their satisfaction and expected to further improve the quality of placement for the students in future.

4. Analysis of students' feedback.

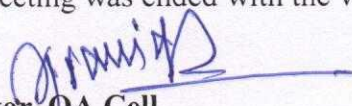
Arising out of discussion Dean, Quality Assurance presented the procedure follows for online collection of the feedback, analysis of the feedback and action taken on the basis of feedback analysis. For the session 2019-20, 15314 students feedback have been collected through SAP. As recommended by the IQAC a three men committee headed by the Dean has been constituted to analyze the feedback and suggest recommendation based on the students feedback. The parameters like students attendance, students progression and quality of teaching, working and leaving environment are to be given due importance while recommending to the authority. The recommendations of the three men committee has to be placed in the next meeting of the IQAC for onward transmission to the higher authority for necessary action.

5. Conduct of semester examination and publication of results.

As per the calendar of the University the Controller of Examinations Prof. S. Pani informed that all the examination of UG and PG has already been started. He also viewed that all the examination will be over in time and result will be published within stipulated period. The members expressed their thanks to the COE.

6. Arising out of discussion members suggested that all the Schools should be pro active in organization of good number of research methodology trainings in order to promote the faculties to go for more and more research projects and articles. It is also suggested that the School should go on organizing special lecturers, seminars and conferences on the specific theme of IPR, women empowerment, gender bias and others.

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


 Director, QA Cell
 Member (Secretary)



Action Taken Report

1. 18 no. of Seminars / Workshops were conducted by the Schools and centrally till date.
2. Pre-placement training has been vigorously taken up with the help of Career Advisory and Augmentation Services (CAAS) for the aspiring students for placement.
3. Green Audit, Energy Audit and Safety Audit are being conducted for the session.
4. Finance audit by the statutory auditor has been completed.
5. 15314 Feedback collected from the students have been analyzed and analysis report has been shared with individual faculty, Dean, Directors and University authority for appropriate action.

Action proposed to be undertaken

1. Faculty Development Programme (FDP) for faculties in June 2020 on 'Cutting Edge Technology'.
2. Organization of Lecture Series by involving eminent external Resource Persons as per our previous practice from January 2020.
3. Extensive efforts to increase competency of faculties on Research and Innovation with the help of seminars, workshops and personal motivation by the Dean / Director and Quality Assurance Cell.
4. Analysis of Academic audit report school wise by formation of a committee.
5. More focus on Industry-academic tie ups by involving industrial houses those who are associated with KIIT in form of internship, final placement, participation in seminars and conferences etc.



DIRECTOR, QA
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
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BHUBANESWAR





**OFFICE OF THE DIRECTOR
QUALITY ASSURANCE CELL
KIIT UNIVERSITY, BHUBANESWAR – 24**

KIIT-DU/QAC/IQAC meeting/20

Date: 10.3.2020

Notice

The 3rd quarterly meeting of Internal Quality Assurance Cell, KIIT Deemed to be University will be held on 13.03.2020 at 4.00 p.m in the Conference Hall-4. You are requested to attend the meeting.

The Agenda for the meeting are as follows:

1. Confirmation of the minutes of the last meeting.
2. Action taken report of the last meeting
3. Online classes, online Examination and online evaluation
4. Any other items as per permission of the Chair.

Director, QAC

Cc to: All the Members of the IQAC
Vice Chancellor / Pro-Vice Chancellor / Registrar





INTERNAL QUALITY ASSURANCE CELL
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)
DEEMED TO BE UNIVERSITY
IQAC Meeting-3 (2019-20)

Minutes of the Meeting

Venue: Conference Hall-4, Campus-6

Time: 4.00 p.m. Date: 13.03.2020

The meeting of the Internal Quality Assurance Cell for the session 2019-20 was held on 13.03.2020 at 4.00 p.m. in the Conference Hall-4, Campus-6, KIIT Deemed to be University. The following members were present in the meeting.

Members Present:

| | |
|----------------------------------|--------------------|
| 1. Prof. Hrushikesh Mohanty | Chairperson |
| 2. Prof. Sasmita Samanta | Member |
| 3. Prof. Jnyana Ranjan Mohanty | Member |
| 4. Prof. S.Nanda | Member |
| 5. Prof. B.C. Guru | Member |
| 6. Prof. Santosh Kumar Pani | Member |
| 7. Prof. Biswajit Sahoo | Member |
| 8. Prof. Banu Gopal Mohapatra | Member |
| 9. Prof. Chinmoy Kumar Panigrahi | Member |
| 10. Prof. Samaresh Mishra | Member |
| 11. Prof. Ashok Kumar Sahoo | Member |
| 12. Prof. Arun Kumar Ray | Member |
| 13. Prof. Pradeep Pattnaik | Member |
| 14. Prof. Mrutyunjaya Suar | Member |
| 15. Prof. P. Pattajoshi | Member |
| 16. Prof. Biswajit Mishra | Member |
| 17. Prof. Arindam Deb | Member |
| 18. Prof. J.K. Parida | Member (Secretary) |

The meeting was chaired by Prof. Hrushikesh Mohanty, Vice Chancellor. At the outset Prof. J.K. Parida, Director, QAC welcomed all the members present in the meeting and extended the heartfelt thanks for the participating in the meeting. The meeting was conducted as per the Agenda as follows.

1. Confirmation of the Minutes of the last meeting

The members confirmed the resolution taken on the IQAC meeting held on 06.12.2019



2. Action taken report of the last meeting


- a) Academic Audit which could not be conducted because of the COVID19 be immediately take up during the 1st week of August 2020 when the situation expected to be normal or otherwise online mode of Academic Audit be conducted in consultation with expert members as per the requirement of accreditation agencies.
- b) The Placement Cell as discussed are found to be very active and vibrant and even during this unnatural situation managed in placing more than 80% of the students through online campus interview. They also informed the members that other companies are in pipeline for placement of KIIT students. Members suggested the placement cell should be more pro active and should go ahead with 100% placement like previous year. More and more Pre-placement online training may be arranged in more frequent manner by motivating all the final year students awaiting for placement.

The members expressed their satisfaction on the action taken report.

3. Online classes, online Examination and online evaluation:

Due to the inevitable pandemic situation it was decided to conduct online classes through Zoom / Google Meet platform. Similarly the examinations will be conducted through Moodle. CoE was requested to conduct demo sessions for the smooth conduct of online classes and line exations.

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


Director, QA Cell
Member (Secretary)

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



IQAC Meeting.

4 messages

Director, Quality Assurance Cell <director.qac@kiit.ac.in>

Mon, Jun 29, 2020 at
2:11 PM

To: "Vice Chancellor, KIIT University" <vc@kiit.ac.in>, Pro Vice Chancellor KIIT <provicechancellor@kiit.ac.in>, Registrar KIIT <registrar@kiit.ac.in>, "Dr. S. Nanda" <snanda@kiit.ac.in>, bcguru50@rediffmail.com, spanifcs@kiit.ac.in, principal@kims.ac.in, director law <director.kls@kiit.ac.in>, Director KSOM <director@ksom.ac.in>, institute kiit biotech <institute@kiitbiotech.ac.in>, bsahoofcs@kiit.ac.in, director.civil@kiit.ac.in, director.electrical@kiit.ac.in, Director School of Computer Engineering <director.csit@kiit.ac.in>, director.sme@kiit.ac.in, director.electronics@kiit.ac.in, drbiswajit.mishra@kiit.ac.in, "Prof. Arindam Deb" <adebfet@kiit.ac.in>, kparasharfch@kiit.ac.in, studentsupport@kiit.ac.in, Tanmoy R Choudhury <trcfel@kiit.ac.in>, sports@kiit.ac.in, tmohantyfce@kiit.ac.in

Notice

The fourth quarterly meeting of Internal Quality Assurance Cell of KIIT Deemed to be University will be held on 30.06.2020 at 3.00 p.m in virtual platform. You are requested to attend the meeting and share your valuable suggestions for all way improvement of the educational environment of the KIIT. The proposed meeting has been approved by the Vice Chancellor and Pro-Vice Chancellor.

The Agenda for the meeting are as follows:

1. Confirmation of the Minutes of the last meeting held on 13.03.2020.
2. Action taken report of the last meeting.
3. Review of online class teaching, examination and result publication.
4. Planning and preparation of Blended Learning for Autumn Semester.
5. Familiarizing extension activities among the students of KIIT.
6. Motivating and facilitating faculties for preparation of research articles, project proposals and acquiring Ph.D. degree.
7. Any other items as per permission of the Chair.

Zoom Meeting ID: **meeting53.zoom@kiit.ac.in**

Password: **QAc@1920**

Prof. (Dr.) Jayanta K. Parida
Director, Quality Assurance
Mob: 9437229465





**INTERNAL QUALITY ASSURANCE CELL
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)
DEEMED TO BE UNIVERSITY**

IQAC Meeting-4 (2019-20)

**Minutes of the Meeting
Venue: In virtual platform
Time: 3.00 p.m. Date: 30.06.2020**

The meeting of the Internal Quality Assurance Cell, KIIT Deemed to be University was held on 30.06.2020 at 3.00 p.m. in virtual platform. Because of COVID19 pandemic situation for which the entire world has been suffering since February 2020, we are forced to go for the last meeting of the IQAC for the session 2019-20 in virtual mode.

Members Present:

| | |
|---|--------------------|
| 1. Prof. Hrushiksha Mohanty, Vice Chancellor | Chairperson |
| 2. Prof. Sasmita Samanta, Pro-Vice Chancellor | Member |
| 3. Prof. Jnyana Ranjan Mohanty, Registrar | Member |
| 4. Prof. S.Nanda, Research Chair | Member |
| 5. Prof. Saroj Mohapatra, Director, SOM | Member |
| 6. Prof. Chinmoy Kumar Panigrahi, Director, SEE | Member |
| 7. Prof. Banu Gopal Mohapatra, Director, SCE | Member |
| 8. Prof. Arun Kumar Ray, Director, SEE | Member |
| 9. Prof. Ashok Kumar Sahoo, Director, SME | Member |
| 10. Prof. Samaresh Mishra, Director, SCE | Member |
| 11. Prof. S.C. Raina, Director, School of Law | Member |
| 12. Prof. Biswajit Mishra, Dean, QA Cell | Member |
| 13. Prof. Arindam Deb, Dy. Director, QA Cell | Member |
| 14. Prof. Tanmoy Ray Choudhury, Coordinator-Red Cross | Invitee |
| 15. Dr. Gaganendu Das, Director- Sports | Invitee |
| 16. Prof. Kajal Parasar, Dy. Director-CEC | Invitee |
| 17. Dr. Shyam Sundar Beura, Dy. Director- KSAC | Invitee |
| 18. Prof. S. Pattnaik, I/c Biotech | Invitee |
| 19. Prof. J.K. Parida, Director, QA Cell | Member (Secretary) |

With due permission of the chair the meeting was initiated by Prof. J.K. Parida, Director, QA & the Member Secretary of IQAC, KIIT Deemed to be University. Prof. Parida extend a hearty welcome to the Chair Prof. Hrushiksha Mohanty, Vice Chancellor, Prof. Sasmita Samanta, Pro- Vice Chancellor, Prof. Jnyana Ranjan Mohanty, Registrar and all other dignitaries participated in the meeting. Prof. Parida rightly pointed out the problems confronted by the University because of the pandemic situation and how our University could able to overcome those hurdles by adopting appropriate strategic tools and techniques first of its kind in the State of Odisha. The KIIT University conducted all regular classes, completed the courses in time, conducted the examinations



as per the University calendar and published the results of the students within the stipulated time. He also requested the members to plan and chalk out suitable and innovative strategies to be followed by the University in coming days to come because of this abnormal situation without hampering the regular academic activities. Then the meeting was conducted as per the agenda circulated to the members on 29.06.2020. He also clearly spelled out the reason for which the IQAC meeting scheduled to be held in the month of March 2020 could not be possible due to Covid19.

1. Confirmation of the Minutes of the last meeting

The members confirmed minutes of the last meeting held on 13.03.2020

2. Action taken report of the last meeting

The online classes, online examinations and online evaluation were conducted smoothly. CoE, Dy. CoE of different schools and faculty members were congratulated for their cooperation and involvement in this regard.

3. Review of online Class teaching, Examination and Result publication

All the examination for UG and PG have been conducted online basis after getting due consent from the students. Students desirous of attending exam were extended demo and training regarding how to appear online examination. More than 90% of the students have appeared the exam on first attempt. The first online test was very successful as suggested by the Controller of Examinations. The second phase of online examination for the left out students shall be arranged from the 7th of July 2020 for which examination programme has already been notified.

4. Planning and preparation of Blended Learning for Autumn Semester.

Covid19 has been spreading in a mass scale throughout the country. It is not possible to go ahead with the regular classes as per the UGC and Government of Odisha direction. In order to make the students engaged and complete their courses as per the University calendar, it is unanimously decided that all faculty members be informed to go for preparing teaching materials to be used for online class at the earliest. The Director, School of Computer Engineering and Controller of Examinations have been entrusted to extend all sorts of support in preparation and dissemination of online study materials. The entire semester may be held on online basis. Awareness among the students may be made and properly communicated so that they will attend the online classes regularly.

It is also decided that the feedback of the students in the new system of online classes be collected daily basis with the help of SAP and on analysis the same will be communicated to the individual faculty members for their reference and necessary action. A feedback analysis committee consisting of the following members were constituted and were requested to submit weekly feedback report before the authority.



1. Prof. S. Nanda, Research Chair
2. Prof. G.B. Mund, Professor, School of Computer Engineering
3. Prof. B.C.M. Patnaik, Professor, School of Management
4. Prof. Biswajit Mishra, Dean, Quality Assurance Cell - Convener

5. Familiarizing extension activities among the students of KIIT.

The KIIT has undertaken a sizeable number of extension and extra mural activities throughout the year which has already been reflected in the Annual Reports and AQARs. In order to give more and more emphasis, Director-Sports, Dy. Director-KSAC, Dy. Director-NSS and Coordinator-Youth Red Cross of KIIT University were specially invited as guest member and their programmes for the year has been reviewed by the committee.

- a) When the University has world class infrastructure facilities as regards to sports is concerned and achieved laurels in the games and sports nationally and internationally, the committee felt that more number of KIIT students be motivated and involved in the sports activities of the University. The Director- Sports has been requested to take necessary action in this regard. Students may be motivated in this regard.
- b) The Students Activity Center is very pro active in organizing different cultural and extension activities among the students throughout the year as reported by the Dy. Director-KSAC. It is recommended that the office will be more active in sharing and attracting students for different types of activities carried out by them. It is also suggested that more and more students be involved directly for the purpose. Dy. Director-KSAC has been requested to take necessary steps in this regard.
- c) Red Cross, NCC and NSS Wings which are functioning in very effective manner in KIIT University by involving hundreds of the students for the normal and special camps and taking up various extension activity in and around the campus. The committee expressed their satisfaction. It is also decided that the students and employee of KIIT and inhabitants of the local area be involved at a large. Necessary steps be taken to publicize the same in social and print media platform in more vigorous manner.

6. Motivating and facilitating faculties for preparation of research articles, project proposals and acquiring Ph.D. degree

On reviewing the performance of faculties on areas of research interest, research projects financed by the funding agencies and the consultancy services extended, various research groups have been formed as per our last advisory committee under the direct supervision of the Vice Chancellor. It is further decided that the research faculties specially identified by the University be invited to share their plan and programmes for the coming academic session as well as the support they expected from the University authority. Prof. S. Nanda, Research Chair will head that Research Promotion Committee and requested to work in this direction.



7. Any other items as per permission of the Chair.

Organisations of FDP, EDP, Consultancy, Community Development activity are equally important for the part of the University to improve its quality. In the mean time it is seen that faculties organizing above mentioned programmes are not getting due weightage as they are supposed to get. Therefore, it is decided to form an Equivalence Committee to find out various ways and means in this regard.

Arising out of discussion the members suggested to make the Alumni Association more vibrant and active with the help of their direct and indirect participation. In order to frutify the same, members suggested that three special committees may be formed which will act as a advisory committee of the Alumni. Even though we are in touch with the alumni and collect their response and feedback, these committees will virtually analyze the views of the alumni members of the Alumni Association and suggest what more can be done in this matter. The three committees consist of at least three members are;

1. Alumni Advisory Committee
2. Alumni Mentoring Committee
3. Alumni Academic and Research Committee

The Dy. Director-KSAC has been asked to form the above committees in consultation with the QA Cell at the earliest and convene the meetings of the committees.

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



Director, QA Cell
Member (Secretary)

DIRECTOR, QA
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
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GHUBANESWAR



Action Taken Report

1. Full online classes are being organized for all courses since March 2020.
2. The placement cell has been conducting pre placement training and development programmes online basis with 80% of placement record for the session.
3. Campuses for the students are being organized by the placement cell on online basis.
4. All examination being conducted with 95% students participation as per the University calendar.
5. Students feedback for autumn session have been collected, analyzed and shared among the faculty members for their information and necessary action.
6. Webinars on Covid19, Women Empowerment, IPR and Domain specific topics have been organized at School level.

Action Proposed to be undertaken:

1. Academic Audit by involving at least two experts from NIT, IIT or Institution of Importance for each School at the earliest.
2. Evaluation of online classes through feedback by involving all students for all teachers after each class regularly.
3. Motivating the faculties to go for 100% online classes by preparing and uploading their study materials.
4. Promotion of further research environment among the faculty members to take up more and more research projects, quality publication.
5. Triggering extension and extra mural activities like games and sports, NSS, NCC and Red Cross among the students of the KIIT University.



