**Indira Gandhi Institute of Technology**

**Sarang-759146**

**Internal Quality Assurance Cell (IQAC)**

IGIT/IQAC/18

13.11.2024

**Proceedings of the 11<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting held in hybrid mode on 13.11.2024 at 11 AM in the Career Development Center of IGIT, Sarang.**

**Members present:**

1. Prof (Dr) Satyabrata Mohanta, Director (Chairman IQAC)
2. Prof (Dr) Sudeep Kumar Chand, Member Secretary, IQAC, IGIT, Sarang (present online)
3. Prof (Dr)Suresh Chandra Patnaik, Member, IQAC, IGIT, Sarang
4. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, IGIT, Sarang
5. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, IGIT, Sarang
6. Prof (Dr) Mihir Sarangi, Associate Professor, Mechanical Engineering Department, IIT, Kharagpur, Expert Committee Member (present online)
7. Dr. Abhina Chandra Biswal, Hitachi Energy, Bangalore, Expert Committee Member (present online)
8. Prof (Dr) Urmila Bhanja, Convener, IQAC, IGIT Sarang.
9. Mr. P. R Dhal, Registrar, Member IQAC, IGIT Sarang.

**11/1. Action taken on the resolution of the 10<sup>th</sup> IQAC meeting.**

| Serial number | Description | Complied | IQAC Directive/Remarks |
|---|---|---|---|
| 10/1 | The Departmental Annual Academic and Administrative report was discussed, and suggestions/modifications were incorporated. (Annexure-A) | The department's annual academic report is collected from all the departments from 2020-2021 onwards. | Implemented. |
| 10/2 | The prepared laboratory feedback format was discussed and reviewed by the IQAC committee. The | It is complied. | It has been decided to be implemented through ERP. |

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| | feedback form must reflect the working condition of the laboratory equipment required for conducting experiments, the condition of the laboratory manual, students' safety and overall laboratory ambience. **(Annexure-B)** | | |
| 10.3 | The teacher Feedback format used earlier was modified. The format includes teacher feedback and input for a particular course taken by teachers/teachers. **(Annexure-C)** | It is complied. | It has been decided to be implemented through ERP. |
| 10/4 | Feedback format for graduating students (UG/PG) was introduced. The feedback format reflects the program, faculty, society, cultural activities, academic activities, accommodation, and student support system feedback. The format also incorporates students' voices and suggestions for the overall growth of the Institute. **(Annexure-D)** | It is complied | It has been decided to be implemented through ERP. |
| 10/5 | The end-semester question format for (UG/PG) students was revised as per the suggestions from the NBA team. It was decided to change the end-semester question format to cover all the course outcomes as prescribed in the syllabus. Furthermore, the questions will be framed by adopting Bloom's Taxonomy level. It was decided to cover a maximum of 40 % of the question with Bloom's Taxonomy level 1 and Bloom's Taxonomy level 2; the rest of the question with Bloom's Taxonomy level 3 and Bloom's Taxonomy level 4 as per the flexibility of the course. **(Annexure-E)** | It is complied | Implemented. |
| 10/6 | The committee suggested engaging visiting faculty/adjunct | It is complied | IQAC has implemented it. Industry personnel and faculties from reputed institutes are |

| | regularly to enhance the quality of academics. | | student seminars to discuss current technology of art and enhance students' and faculty members' knowledge. |
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The following agenda points are discussed during the 11<sup>th</sup> IQAC meeting.

**11/2. To conduct one mid-semester examination instead of two class tests.**

It was discussed in the IQAC meeting that a mid-semester examination should be conducted instead of two class tests to save the lecture contact hours.
The committee suggested that one class test of 20 marks, including assignments, quizzes, and viva, would be conducted during the class hour by the subject teacher in the classroom. A mid-semester will be conducted with 30 marks after 50% of the course completion. The end semester examination will be conducted out of 50 marks covering the entire course syllabus. The committee approved it.

**11/3. Introduction of diploma course in Mining Engineering of 60 intake from 2025-26.**

The IQAC committee discussed the new diploma course in mining engineering with a 60-intake capacity, and the committee approved it.

**11/4. Introduction of Institute scholarship for PG and PhD students.**

The committee has recommended increasing the PG and PhD admissions by providing the Institute scholarships of INR 10,000 for the PG students and INR 25,000 for the PhD students. The Institute may ask the Government for funding or use the internal revenue generation (IRG) fund to provide the Institute scholarship. The committee approved it.

**11/5. To provide hostel accommodation for regular PG and PhD students.**

The committee suggested discussing the matter internally with the chairman of IQAC/ Director of the Institute. The agenda point can be addressed in other institute-level meetings with permission from the chairman.

**11/6. Implementation of a biometric attendance system in the classroom.**
The committee suggested that it could be implemented. The problem is the students' data security if the database is on the Institute server. However, the committee recommended that the agenda point can be addressed in other institute-level meetings with permission from the chairman.

**11/7. Active participation of regular and guest faculty members in R&D activities.**

The committee suggests that regular and guest faculty members should be encouraged to participate actively in R&D activities and to publish a conference or journal paper annually. The committee approved it.

**11/8. Publication of a quarterly newsletter with a technical write-up**

The committee suggests publishing a quarterly Institute newsletter. The committee approved it.

**11/9. Set up collaborations with other institutes and R&D organizations.**

The committee suggests collaboration with other Institutes and R & D organizations to enhance the research activities. Further, the committee recommended that the Dean, faculty affairs. research and consultancy (Dean, FARC) may look after developing R&D activities. The committee also suggested strengthening the alumni cell to enhance outreach activities. and the Institute should start organizing alumni meetings yearly. The committee approved it.

**11/10. Approval of APAR format for the laboratory technical staff members.**

The committee approves the annual performance assessment report (APAR) format for laboratory technical staff members of the Institute attached in Annexure-1.

**11/11. Suggestion of two department names for the NAAC peer team visit.**

The IQAC chairman suggested that the NAAC peer team members visit two departments, Mechanical Engineering and Electrical Engineering. The committee approved it.

The meeting ended with thanks from the chair.

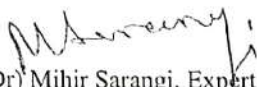Prof (Dr) Sudeep Kumar Chand, Member Secretary, IQAC    Prof (Dr) Suresh Chandra Patnaik, Member, IQAC

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Prof (Dr) Satyabrata Mohanta, Chairman, IQAC