



Estd. 1999

**BIJU PATNAIK INSTITUTE OF IT & MANAGEMENT STUDIES,
BHUBANESWAR**

INTERNAL CIRCULAR

Dt.: 6.08.2020

Sub: Minutes IQAC Sub- Committee Meeting held on 5.08.2020

Date- 5.08.2020

Venue- SSD Hall

Time- 3:00 PM

Subject: IQAC Sub- Committee Meeting

Members Present:

Subcommittee Head: Dr. Neha Gupta (IQAC Coordinator)

Members: Mr. Amiya Ranjan Das

Mr. M.K Rout

Mr. P.K Rout

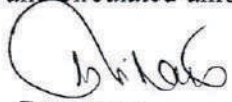
Mr. Vivek Mishra

Mr. K. Chandrasekhar

AGENDA

-To discuss the progress on Quality decisions taken in Annual IQAC Meeting.

1. Meeting started with greeting all members by coordinator IQAC, as all met physically after a long lockdown period.
2. **Action Taken:** She also informed all members that college will be functional on roaster basis as allowed by govt of Odisha with 33% of staff coming to college. She also talked about how online classes went in last semester and opened the forum for discussion on improvements and suggestions.
3. **Action Taken:** Mr. Vivek Mishra raised the point of preparation of standardized instructions regarding online classes, should be framed and circulated among faculty


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members for new semester. Idea was highly appreciated and will be presented to chairman for further approval and action.

4. MR. Amiya R. Das suggested that many faculties are facing trouble in taking online classes from home due to unavailability of laptop or camera or internet facility issues. To which it was decided that all faculties will be asked and provided with possible support from institute. It was also suggested that faculties should be provided with financial support for buying data packs to enable them to take classes from home. To which coordinator IQAC suggested that all these points needs approval from top management and it will be brought to their notice for further action.
5. **Action Taken:** Mr. K. Chandrasekhar expressed his satisfaction towards decision made during lockdown by IQAC members regarding conduct of online SIP by students. He also said due to timely decision regarding online SIP and allotment of topics by internal guides student's are able to complete SIP on time along with gaining knowledge out of it. He also shared about SIP evaluation schedule which is made for conducting VIVA in online mode. To which all committee members expressed their joy and considered it as a big breakthrough in these challenging times.
6. **Action Taken:** Mr. M.K Rout incharge examination expressed his concern over examination pattern for this semester may be changed as exams will be conducted online. He informed committee members that as per his conversation with chairman IQAC 150 MCQ of each subject will be prepared and circulated by respective subject faculties to student's.
7. Dr. Neha Gupta also informed committee members that a format for preparing notes should be made and adopted by all for having a standardized format for all subjects. This matter will be taken up with Academic council for further action.
8. Dr. Neha Gupta emphasized on online maintenance and record keeping of all activities hence forth as it's a paradigm shift which has taken place during pandemic. Various committees should maintain their records online for each event and it should be duly updated in website as well.
9. Discussion ended with vote of thanks by coordinator IQAC.

Prepared by:

Neha Gupta
(Faculty coordinator)

Dr. Neha Gupta

Approved By:

P.K. Tripathy
(Chairperson IQAC)

Prof (Dr) P.K Tripathy

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