



Estd. 1999

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

**INTERNAL CIRCULAR**

**Dt.: 7.11.2020**

**Sub: Minutes IQAC Sub- Committee Meeting held on 5.11.2020**

**Date- 5.11.2020**

**Venue- SSD Hall**

**Time- 3:30 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.**

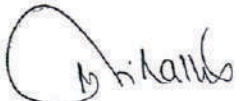
1. Dr Neha Gupta Started meeting by welcoming all members and asking about well being of all after pandemic. She briefed all members about how BIITM managed lockdown period without any impact on classes and college activities as a whole.
2. **Action Taken:** Dr. Neha Gupta Invited Mr. Amiya Ranjan das to brief faculties about technological upgradation for smooth functioning of online classes and other activities. Mr. Amiya Ranjan Das informed all about G-Suite upgradation for efficient planning scheduling and conduct of online classes. He also informed that institute is

**PRINCIPAL  
BIITM, BHUBANESWAR**

120

conducting webinars on G Meet and to facilitate large audience ZOOM package is bought as and when required. He further said that 2 new laptops and printers have been procured for online classes and faculty members are provided with financial support to purchase data packs required for smooth conduct of online classes.

3. **Action Taken:** Mr. K. Chandrasekhar informed about successful completion of summer internship project reports (SIP) in this pandemic times as well. He informed members that this time Chair IQAC decided new approach towards SIP as students couldn't physically visit companies so all guides have to allot one company to one student and student will write report on any topic of his choice on this company related to marketing strategy, finance strategy or HR policies. He also informed that 14 students have completed online courses on experiential learning and participative learning from various institutes and organizations.
4. Mr. M.K Rout informed the committee members that task of green audit is given to Mr. Manoj Parija and he is working on same. He also informed about policy and procedure for maintenance of BIITM facilities is being formed and approved by chairman IQAC for implementation and circulation on 3/11/2020.
5. **Action taken:** Coordinator IQAC informed about smooth functioning of online classes and course completion well in time. A SOP for the same is prepared and is adopted by all faculties. Online class SOP and feedback system is developed by senior Prof. B.K Bal and is approved by Chairman IQAC during lockdown period itself.
6. It was also suggested by Prof Vivek Mishra that quality related webinars can be conducted by IQAC. He also informed committee members about number of online webinars successfully conducted during the lockdown period.
7. **Action Taken:** Mr. M.K Rout incharge examination cell informed committee members about SOP for online examination which is prepared in accordance with BPUT online examination norms is in force and the same is communicated to students and faculties as well.
8. Mr. Amiya Ranjan Das informed about institutes work in Progress for ISO certification.
9. Committee entrusted the task for alumni registration and Eco- Club Formation to Mr. P.K Rout.
10. **Action Taken:** Dr. Neha Gupta informed members that institute takes pride in research work done by faculty members in pandemic times. Faculties have come up with 12 number of publications in Scopus and UGC- Care journals.
11. MR. P.K Rout gave suggestion that faculty members can utilize resources in MOOC and NPTEL platforms like free videos and lectures. To which it was also decided to download free study materials and make it available in library for student's access.

  
PRINCIPAL  
BIITM, BHUBANESWAR

- 121
12. **Action Taken:** Covid norms and policy is also put forward in front of committee members where steps taken by institute for betterment of staff during covid times. Policy like two day paid leave for RTPCR testing and 17 day paid leave for covid positive staff was highly appreciated by all. Members were also informed about placement of touchless sanitization machines in campus at key areas and also distribution of mask for staff members. It was also decided to frame a covid behavior norms to be adhered in campus by all faculty and staff. These points will be put forward to Chairman IQAC for discussion.
13. Dr. Neha Gupta coordinator concluded the meeting with a vote of thanks and requested all the committee members to ensure implementation of all the discussed points before the next annual IQAC meeting.

Prepared by:

*Neha Gupta*

(Faculty coordinator)

Dr. Neha Gupta

Approved By:

*P.K. Tripathy*

(Chairperson IQAC)

Prof (Dr) P.K Tripathy

PRINCIPAL  
BIITM, BHUBANESWAR