



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

KU/IQAC/MOM/2022-23/001

Date: 18.09.2022

Venue: Board Room 2

Time: 10:30 AM to 12:15 PM, 1:15 PM to 2:15 PM & 6:00 PM to 8:00 PM.

The following members were present during the meeting.

Sl No.	Name	Designation
1	Dr. Sandeep Gandhi	Registrar
2	Dr. Vijayalaxmi Biradar	Director IQAC
3	Ms. Lincy Roy	Dy. Registrar & Head HR
4	Mr. Anup Kumar Jana	IQAC Coordinator
5	Mr. Sarat Chandra Mohanty	IQAC Coordinator
6	Mr. Gopal Prasad Patel	IQAC Office Assistant
7	Mr. Ashwan Kumar Sahu	IQAC Office Assistant

Agenda:

1. Reviewing responsibilities of IQAC team members.
2. IQAC initiatives from February 2022 to till date.
 - a. IQAC Filing
 - b. NABL
 - c. Research Initiations
 - d. CSR
 - e. IEEE
 - f. UBA
 - g. IIC/Incubation
 - h. Collaboration works
 - i. Feedback collection and analysis
3. NAAC compliance implementations





4. Plan of Action by IQAC for next 6 months
5. Challenges faced
6. Requirement of IQAC
7. Research outcome by IQAC team
8. Any other point with the permission of chair.

Agenda wise, the following discussions were made

1. Reviewing responsibilities of IQAC team members.

In the very beginning, Dr. Vijayalaxmi Biradar, Director IQAC has introduced the team members of IQAC and elaborated the responsibilities handled by them. Dr. Sandeep Gandhi sir, Registrar reviewed their responsibilities and the status of works by each IQAC team member. He has interacted individually with IQAC team. Sir has asked to make the following files ready so that he can go through at the end of the meeting.

Sl No	Details of File	To be shown by
1	Campus Recruitment Training Feedback analysis	Mr. Anup Kumar Jana
2	IQAC file list	Mr. Ashwan Kumar Sahu
3	Lab Audit	Mr. Anup Kumar Jana
4	Unnat Bharat Abhiyan	Mr. Gopal Prasad Patel
5	Faculty Development Program	Mr. Ashwan Kumar Sahu
6	Research project	Mr. Ashwan Kumar Sahu
7	NABL	Mr. Anup Kumar Jana
8	IEEE	Mr. Gopal Prasad Patel
9	IQAC Monthly Reports	Mr. Sarat Chandra Mohanty
10	Green and Energy Audit	Mr. Sarat Chandra Mohanty
11	Criteria 3	Mr. Gopal Prasad Patel





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2. IQAC initiatives from February 2022 to till date.

a. IQAC Filing

- Presentation regarding all agenda points were given by Director IQAC.
- Regarding 1.1.2 (BoS Minutes of Meeting), Director IQAC expressed that, the minutes of meeting is not received from any dean till date.

Resolution: Registrar sir has suggested to send a letter to all the deans through DAA to submit the MoM to IQAC.

- Director IQAC expressed that, all the awards received by faculty will be submitted while filling up data related to 2.4.4 in NAAC. Registrar sir has also agreed to it.
- Regarding 2.4.2, list of some more PhD holders are received from HR. IQAC will check them and update the same.
- Finance related points (3.1.2, 3.2.1, 3.5.2, 3.4.2, 6.4.3, 3.4.7 and budget related points (2019-2020) of NAAC criteria 4) are to be followed up from finance department. HR will cooperate IQAC in this regard, Registrar sir said.
- Regarding Green audit, energy audit and environment audit, quotations are being collected by IQAC. Registrar sir has suggested to prepare a comparison statement of the quotations received from different vendors. Mr. Sarat Sir will submit this by 08-12-2022.
- It was expressed by Director IQAC that there is no progress in the qualitative data related works of NAAC. Follow up will be done with Dr. Anuj; Registrar sir said.
- As IQAC has not received the list of faculty (2021-2022), criteria works related to faculty could not be started; Director IQAC said.

Resolution: Registrar sir has intimated Head HR to provide this information at the earliest to IQAC.

- Support for Finance related points (2021-2022) are also not received from Finance department as on date. Regarding this issue, Registrar sir has again requested HR to coordinate IQAC in fetching these details.
- Related to green audit, energy audit and environment audit as well as proof gathering of qualitative points, the same message (same as 2019-2020) is given by Registrar.

Director IQAC has shown the list of files maintained at IQAC to Registrar sir. Few of the important files are also checked by him. All the other initiations taken by IQAC is also





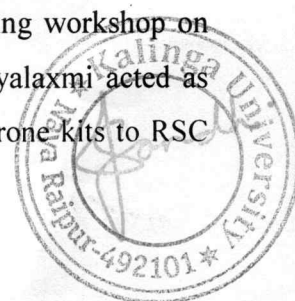
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put forward to the notice of Registrar. In this regard, some important observations are made as follows

- Registrar sir enquired to Director IQAC whether IQAC has the list of labs and in-charges of respective labs. In reply, Director IQAC said that before lab audit, she requested Mr. Rahul Mishra, DAA to provide the same. But the list was not received. Registrar sir has enquired the same and verified the status. When DAA said that the list is to be collected from Deans & HoDs, Registrar sir in reply, said DAA to submit this data from his end. DAA also mentioned that few faculty are not continuing their service in this organization and hence some modifications are required. Updation of lab in-charges is pending. Later, the list of laboratories were sent on the same day by DAA so that IQAC team can schedule audit for remaining labs also.
- Laboratory internal audits are in process and it was observed that, audit for some of the laboratories could not be scheduled for the above mentioned reason. Registrar sir has identified and suggested to go for auditing of those labs (CIF lab, Computer labs in Pharmacy building, Commerce & Management block and education department) also.
- Event reports are not being forwarded to IQAC as per standard format from Commerce and Management department and DSW. Immediately Registrar sir has contacted the concerned person and asked them to submit reports (From July 2022 to till date) in proper format. Commerce & Management department has promised to submit the reports as per format. Whereas DSW has told that, they will submit reports (with geo tagged photographs).
- Registrar sir suggested to check whether all the certificates were distributed to participants of One week FDP on Outcome Based Education in collaboration with Vmedulife. Director IQAC replied, all the certificates are distributed.
- Registrar sir gave a suggestion to post information in form of WhatsApp messages to the participants who attended NAAC workshop which was conducted in Kalinga University. IQAC is regularly doing the same on regular basis.
- Recently Kalinga University received the approval for conducting workshop on Drone Technology at Regional Science Centre (RSC) Dr. Vijayalaxmi acted as the resource person. In this regard, University has provided 5 drone kits to RSC





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but no letter of receipt is received from their side. Registrar has suggested to collect a letter from RSC stating that, they have received 5 drone kits after taking approval from Hon. Chancellor sir.

- Registrar sir has suggested to keep details of Ideathon 2.0, Investment meet as a part of innovation related initiations.
- As a part of Outcome Based Education (OBE), suggestion was given to examination department from IQAC to map COs, BTL with questions. But it was observed that the question papers did not follow the pattern. Same was brought to the notice of the Registrar.
- Registrar sir has instructed Director IQAC to involve into NBA work. Core committee regarding the same will be notified by the end of this week.
- AQAR is ready for submission from IQAC department.
- All the other initiatives from IQAC was reviewed by the Registrar.

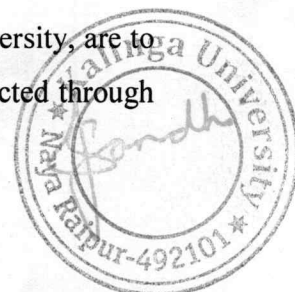
b. NABL

NABL work for CIF lab has been started. A committee is formed for understanding and implementing the tasks related to NABL. Action plan and the current status is shared with Registrar sir by Director IQAC. During NABL meeting for finalizing second Action plan, it was brought to the notice of Registrar sir that, Dr. Sandip Tiwari was absent after even after sending reminders. After the meeting, visit to different NABL accredited labs are scheduled. A visit of Dr. Alok Sahu, Director of CIPET is also scheduled in Kalinga University campus. This task was assigned to Dr. Sandip Tiwari sir. When Registrar sir enquired about the same, Sandip Tiwari sir replied, he will follow up on this.

c. Research Initiations

Research project work was initiated by IQAC under the guidance of Hon. Chairman Sir and the status of each project proposal was brought to the notice of Registrar sir by Director IQAC. The following points were discussed related to research initiations

- Faculty members who are presently not serving Kalinga University, are to be contacted through official mail and a NOC has to be collected through





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them if University wants to apply for the projects which they proposed during their service in Kalinga. NOC are to be collected from Mr. Shekhar Choudhary, Mr. Kailash Dewangan, Mr. Mithlesh Prajapati, Dr. Parakh Sehgal, Ms. Nirali Budhbatti, Dr. Ramswaroop Saini, Prof. (Dr.) Chandra Kant Sharma.

- Updates are to be collected from Dr. Deepa Biswas (Dr. Iswar Kumar was supposed to take her to Manoroma Group. Registrar sir has suggested to write all the project proposals separately to identify total number of projects sanctioned/ applied. He has also suggested to add a column in slides related to research proposals to identify the number of projects ready to be applied and sanctioned with their remarks. Also the amount sanctioned and received are to be separated and kept in different columns. Registrar sir suggested Director IQAC to update the excel sheet with correct status.
- Registrar sir has asked the details of project entitled *House Price Prediction on Raipur City* to be submitted to him so that he can discuss with his contacts regarding this.
- Director IQAC was asked to collect update on SAHAJ scheme from Dr. Sandip Prasad Tiwari.
- Amount sanctioned for Makhana cultivation project has to be checked and updated.
- Details of few more projects like AICTE conference, ProBono are also to be added.
- Registrar sir has asked the name of faculty from whom IQAC is facing challenges in research funding related work.
- University has a policy of sharing 60:40 of the sanctioned project amount between University and the PI. In this regard, the details related to research grant received is required to be submitted to the Registrar.





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d. CSR funding

The action plan of CSR submitted by IQAC and T&P was discussed with Registrar sir. He gave some inputs of contributions made towards blind schools, old age homes etc.

e. IEEE

- All the activities performed under IEEE were reviewed. Director IQAC suggested to change the IEEE KU SB Branch Counsellor and that was approved by Registrar sir.
- Registrar sir has suggested to conduct IEEE congress in the month of January 2023.
- Director IQAC has updated about IEEE SPS/HAC project. The agreement will be signed by next week and the amount will be transferred to IEEE KU SB account. Related to smart garbage monitoring project, Registrar sir suggested to add provision of remote sensing facility to monitor the status of garbage in bins through mobile application.
- Here also, the project amount received and sanctioned are to be separately shown.
- For satellite related project, Registrar sir has suggested to contact a resource person from ISRO Ahmedabad for any kind of guidance. The contact can be collected from him.
- As a student from Kalinga University has represented IEEE KU SB in AISYWLC event, his details are also to be included in the event visit report.
- A follow up has to be done regarding health kiosk that was supposed to be provided by Pulse active Stations (PAS), Hyderabad. Mr. Pankaj Tiwari, Director Corporate Relations was identified to contact PAS in this regard.
- A visit for Mr, Jignesh Talasila and his wife is to be scheduled in the month of January during IEEE event at kalinga University.
- Registrar sir has suggested to start IEEE KU SB quarterly newsletter with immediate effect. At the last page of the newsletter, the details of new members joined in IEEE are also to be kept along with their photographs.





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- Photographs kept is PPT has to be arranged properly; Registrar sir suggested.
- Director IQAC has also updated on IEEE WIECON'22. The sponsorship by Kalinga University is in progress. She has also updated about IEEE conference which is likely to be scheduled in July'23.

f. UBA

- Registrar sir has suggested to keep contact with Sarpanch of nearby villages and also keep on identifying areas where University can support villages through Unnat Bharat Abhiyan.
- Photographs kept is ppt has to be arranged properly along with captions; Registrar sir suggested. Photos of appreciation letters are also to be attached.
- List of projects to be submitted to UBA will be updated by IQAC after meeting with faculty. The areas are already identified.
- As a part of linking activity, UBA team members may visit villages at least once in a month to get in touch with village people; Registrar sir suggested.

g. IIC/Incubation

Ideathon 2.0 may be added as incubation initiative.

As the mail communications for Kapila scheme are done through DSW mail id, the update has to be taken from madam.

h. Collaboration works

- All the collaboration activities till date are presented by Director IQAC. Registrar sir has suggested to add the collaboration efforts made during local visits are also to be mentioned.

i. Feedback collection and analysis

IQAC is collecting feedback of different activities like conference, CIF training, CRT sessions etc. Those feedbacks are also being analyzed by IQAC. The file maintained related to these are reviewed by Registrar sir. Mr. Anup sir has shown the file related to all feedback





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3. NAAC compliance implementations

The status of NAAC compliance status of each points was shared by Director IQAC to the registrar during this review meet.

4. Plan of Action by IQAC for next 6 months

The plan of action of IQAC are shared to the Registrar which includes auditing of faculty, Academic audit, Admin audit, Exam Audit, Library audit, NABL related work, CSR funding, Orientation program etc. For the orientation program, Registrar sir has suggested to collect the dates of semester break from DAA. Registrar sir has also suggested to add preparation of IEEE newsletter into the plan of action.

5. Challenges faced

Some of the challenges faced by IQAC were expressed by Director IQAC during which some solutions were also suggested by Registrar sir. He said, student related circulars can be made available in ERP for easy communications. Regarding training program provided by Rajiv Gandhi National Ground Water Training & Research Institute, information has to be added to student's ERP.

6. Requirement of IQAC

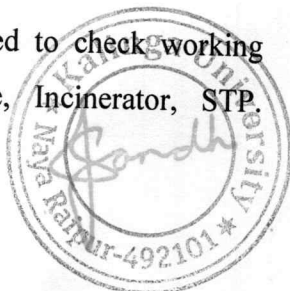
Some of the requirement of IQAC was put before Registrar. He has suggested to write letter to him for providing those facilities and those will be sanctioned. HR team is working on increasing man power of IQAC as required.

7. Research outcome by IQAC team

Papers published and papers submitted for publications by IQAC team members were presented before the Registrar by Director IQAC.

8. Any other point with the permission of chair.

- IQAC monthly report which is sent to HR every month, is to be shared with Registrar also from now.
- It was suggested to conduct a monthly review meeting with all department IQAC coordinators.
- Conference proceeding analysis (2022) are to be done by IQAC; Registrar informed.
- During Administration audit, Registrar sir instructed to check working condition of Sanitary Napkin Vending Machine, Incinerator, STP.





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Maintenance of ponds and fountain are also to be checked. The Crèche has to be made fully functional.

- Registrar sir has verified all the files handled by IQAC team as requested by sir at the beginning of the meeting. Sir has suggested few points like indexing of files, maintaining of proper sequence and also to check whether files consist of relevant document or not. Any irrelevant or unnecessary documents are to be removed from files; Sir has suggested.

Dr. Vijayalaxmi Biradar

Director IQAC



Copy to:

- Hon'ble Chairman Sir – for kind information
- Hon'ble Chancellor Sir – for kind information
- Hon'ble Vice Chancellor sir- for kind information
- Director General- for kind information
- Registrar Sir- for kind information

