NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi
Recognized by Government of Odisha)

Ref. No.: NIT /55/2023

Date: 27.04.2023

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 25.04.2023. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.) Rabindra Kumar Dalai, NIT,BBSR	Chairperson
2	Prof. Narottam Sahoo Dept. of CSE	Member
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	Member
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT,BBSR	Member
5	Prof. Pradyunma Das Dept. of ME, NIT,BBSR	Member
6	Prof. Shakti Charan Panda Dept.of CSE	Member
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	Member

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
3. Monitoring of the academic activities of all the Departments.
4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
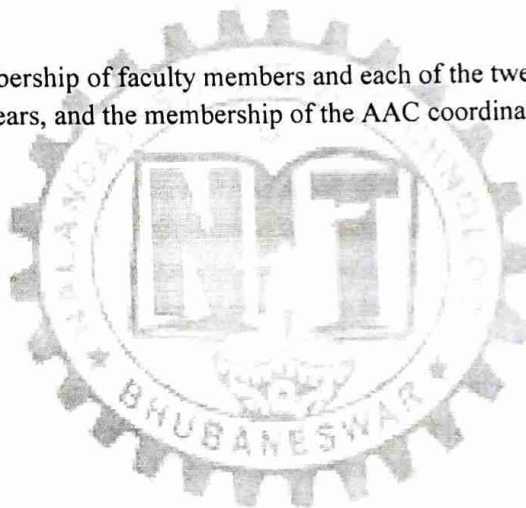
NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.

6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.

8. Introduce innovations in Teaching, Learning and Evaluation practices.

9. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of ndy disciplines

10. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/ corporate institutions like ISO etc.

Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL

NIT, BBSR

Copy to:- All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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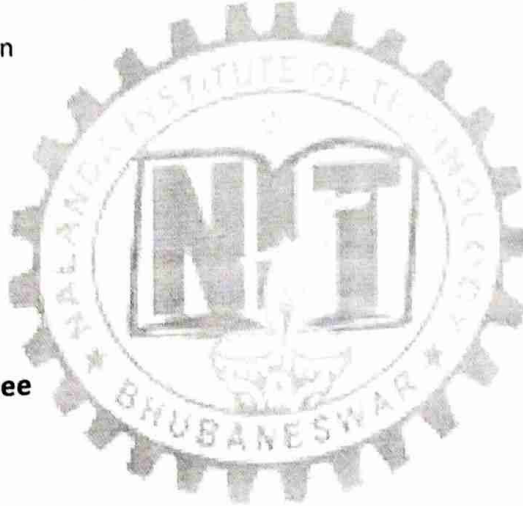**Date: 20/06/2023**

Ref. No: NIT/60/ 2022

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 23/06/2023 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Curriculum and Syllabus for the year 2023-24
3. Teaching Learning Methodologies
4. Research Activities
5. Students Progression
6. Vote of Thanks

Convener
Academic Audit Committee

Principal
NIT, BBSR

Copy to: All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2023-24 was conducted on **23-06-2023** at 3.30PM in Hall no. B-202. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.) Rabindra Kumar Dalai, NIT,BBSR	Principlal	Chairperson	
2	Prof. Narottam Sahoo Dept. of CSE	HoD, CSE	Convenor	
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	HoD, ME	Member	
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT,BBSR	Asst. Prof.	Member	
5	Prof. Pradyunma Das Dept. of ME, NIT,BBSR	Asst. Prof.	Member	
6	Prof. Shakti Charan Panda Dept.of CSE	Asst. Prof.	Member	
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	HoD, Dept of BSH	Member	

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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Agenda:

1. Welcome address by Chairman
2. Curriculum and Syllabus for the year 2023-24
3. Teaching Learning Methodologies
4. Research Activities
5. Students Progression
6. Vote of Thanks

Proceedings:

1. Curriculum and Syllabus for the year 2023-24
   Discussion

   The members discussed about the Curriculum and Syllabus for the year 2023-24
   1. The curriculum and syllabus shall be assessed by the concerned departments in their board of studies meeting for 2023-24 batches of students.
   2. The contents of syllabus need to be updated, if required.
   3. According to the courses offered the credits distribution shall be verified.
   4. Extra credits shall be given for specific course completion.

2. **Teaching Learning Methodologies**
   Discussion:
   1. The members discussed on the following in respect of teaching and learning: 1. The work load and subject allocation shall be allotted as per the norms of the institution.
   2. The log book shall be completed regularly and verified by the Head of Department.
   3. The internal test shall be conducted in regular intervals. maintained in the department.
   4. The internal test marks to be
   5. The practical classes are to be conducted as per the schedule.
   6. The review of project for final year students shall be conducted by the departments.

3. **Research Activities:**
   Discussion:
   1. Every semester extension activities shall be planned.
   2. The faculty members shall undertake consultancy from various industries.
   3. The students shall be motivated to participate in the seminars, conferences, etc.
   4. Every semester industrial visit shall be organized by the departments.
   5. Internship for students shall be encouraged.
   6. Motivating students to publish papers in the conferences.
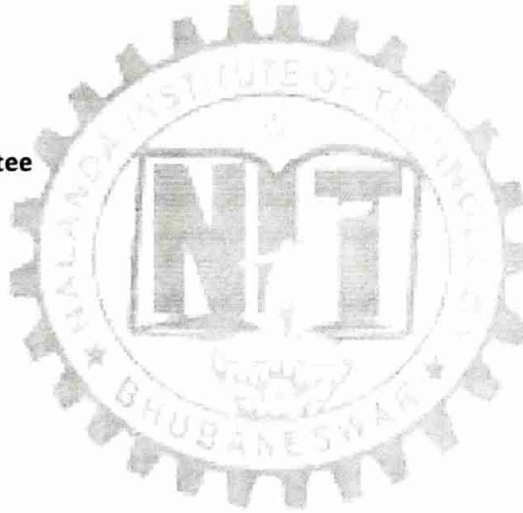
4.

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5. Students Progression

The committee recommended on the following points in respect of students progressing:

1. Once in a semester class committee meeting shall be conducted.
2. Arrear students shall be provided with remedial classes.
3. Online courses available in online platform may be informed to the students to get additional certifications.
4. Sports students may begiven attendance during their participation in the sports activities.
5. Motivating the students to participate in the cultural activities conducted by various colleges.

Convener

Academic Advisory Committee

PRINCIPAL

NIT,BBSR

Actions taken

| Sl. No.	Date of the Meeting	Action Areas	Action Taken
1	26-06-2023	Curriculum and Syllabus for the year 2023-24	The Committee resolved to approve the above suggestions.
2	26-06-2023	Teaching Learning Methodologies	The Committee resolved to approve the above suggestions.
3	26-06-2023	Research Activities	The Committee resolved to approve the above suggestions.
4	26-06-2023	Students Progression	The Committee resolved to approve the above suggestions.
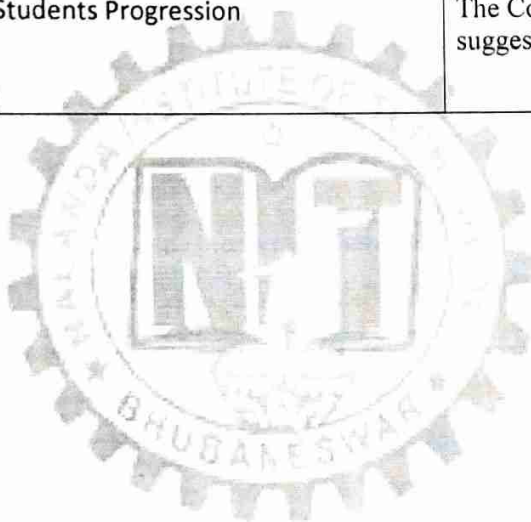
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Ref. No.: NIT / 145/2022   **Date: 10.05.2022**

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 20.04.2022. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.) N.H.S.Ray, NIT,BBSR	Chairperson
2	Prof. Narottam Sahoo Dept. of CSE	Convenor
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	Member
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT.BBSR	Member
5	Prof. Shakti Prasad Jena Dept. of ME, NIT,BBSR	Member
6	Prof. Shakti Prasad Panda Dept.of CSE	Member
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	Member

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. 2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
3. Monitoring of the academic activities of all the Departments.
4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
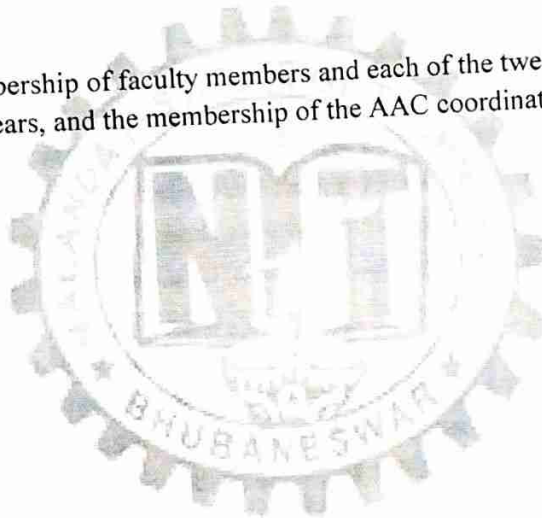

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5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.
6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.
7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.
8. Introduce innovations in Teaching, Learning and Evaluation practices.
9. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of ndy disciplines
10. 11. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/ corporate institutions like ISO etc.

Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL

NIT, BBSR

Copy to:- All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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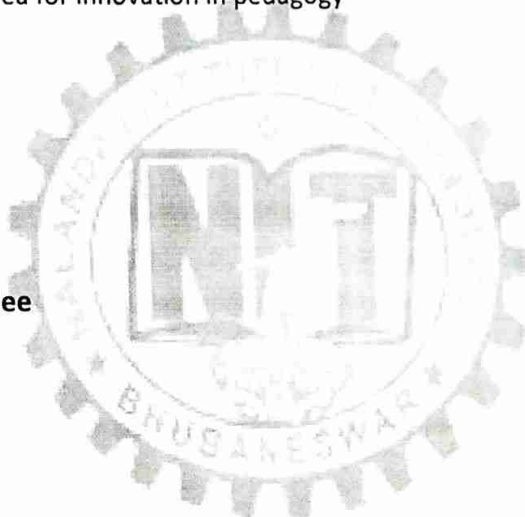Ref. No: NIT/58 / 2022   Date: 2/07/2022

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 4/07/2022 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Planning of Academic Calendar covering various events/activities with dates, constitution of various committees
3. Planning of the academic audit during A.Y.2022-23
4. Identify the thrust area for innovation in pedagogy
5. Vote of Thanks

Convener
Academic Audit Committee

Principal
NIT, BBSR

Copy to: All members concerned

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ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2022-23 was conducted on **04/07/2022** at 3.30PM in Hall no. B-202. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.) N.H.S.Ray, NIT,BBSR	Principal, NIT,BBSR	Chairman	
2	Prof. Narottam Sahoo Dept. of CSE	Dept. of BSH, NIT,BBSR	Convenor	
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR	Member	
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR	Member	
5	Prof. Shakti Prasad Jena Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.	member	
6	Prof. Shakti Prasad Panda Dept.of CSE	Dept. of CSE NIT,BBSR	Member	
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	Dept. of BSH NIT,BBSR	Member	

Agenda:

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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1. Welcome address by Chairman
2. Planning of Academic Calendar covering various events/activities with dates, constitution of various committees
3. Planning of the academic audit during A.Y.2022-23
4. Identify the thrust area for innovation in pedagogy
5. Vote of Thanks

Proceedings:

1. **Planning of Academic Calendar covering various events/activities with dates, constitution of various committees:**
   It was decided to prepare academic calendar for BMS, MBA-I and MBA-II, MMS by respective coordinators. It was decided to reform the following committees and the members to be selected for each committee.
   • Academic Audit Committee
   • Co-curricular and extra curricular activities Committee
   • Grievance Redressal Committee
   • Library Committee
   • Planning & Evaluation Committee
   • Sexual harassment Committee
   • Student welfare committee

2. **Planning of the academic audit during A.Y.2022-23:**
   It was decided to capture the following information from all the faculty members
   • Semester-wise Subjects to be taught for current semester.
   • Teaching Plan
   • To maintain the records of classes conducted, mentoring sessions, tutorial schedule to be taken in the semester
   • Record of application of Teaching Pedagogy
   • Remedial lectures schedule, if required, per semester
   • Maintaining the record of Research Papers written and published in UGC approved journals, Books published, seminar attended ,if applicable
   • Plan for Industrial Visits and Consultancy during the semester

3. **Identify the thrust area for innovation in pedagogy:**
   It was decided to identify various innovative pedagogies in order to give more of practical knowledge which will be of use when students start working in the Industry or begin their Entrepreneurial venture Since there was no any other business, the meeting was concluded at 0230 pm.

Convener

Academic Advisory Committee

PRINCIPAL
NIT,BBSR

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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Actions taken

Sl. No.	Date of the Meeting	Action Areas	Action Taken
1	04/07/2022	To Grant leave of absence No Action required. All members were present	To Grant leave of absence No Action required. All members were present
2	04/07/2022	Planning of Academic Calendar covering various events/activities with dates, constitution of various committees	Academic Calendar for B.Tech, M.Tech, MBA was prepared by the respective course coordinators. The academic calendar was circulated electronically to all the students of respective courses and the concerned faculty members. A copy of the same is also given to Exam Dept, Director and Deans of the Institute.
3	04/07/2022	Planning of the academic audit during A.Y.2022-23	Academic Audit committee conducted academic audit for all the courses. During academic audit marks of tutorials, internal examination were verified with the source documents.
4	04/07/2022	Identify the thrust area for innovation in pedagogy	Faculty development program was organized on the topic "Use of simulation in teaching" to train the faculty members to use Business Simulation Games to help them train students by using simulation. The faculty members used this technique in the computer lab for virtual stock market. Teach back method is also used by the faculty member wherein the topic which is taught in the class will be again taught by the student. Use of videos and cases is used for the technical subjects.

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Ref. No.: NIT / 155/2022

Date: 10.09.2022

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 20.04.2022. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.) P.K. Subuddhi, Director Academics, NIT,BBSR	Chairperson
2	Prof. Narottam Sahoo Dept. of CSE	Member
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	Member
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT,BBSR	Member
5	Prof. Shakti Prasad Jena Dept. of ME, NIT,BBSR	Member
6	Prof. Shakti Prasad Panda Dept.of CSE	Member
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	Member

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. 2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
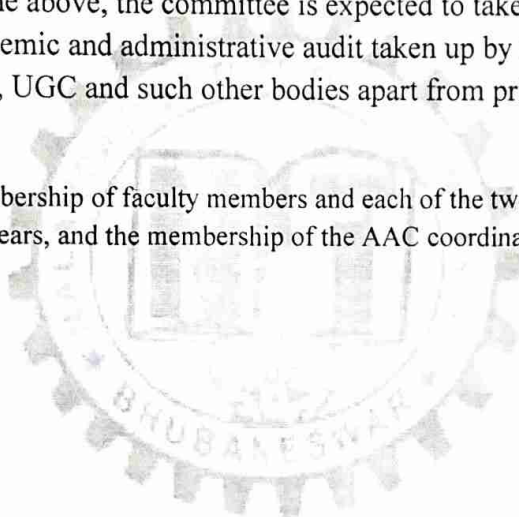3. Monitoring of the academic activities of all the Departments.

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process

5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.

6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.

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PRINCIPAL

NIT, BBSR

Copy to:- All members concerned

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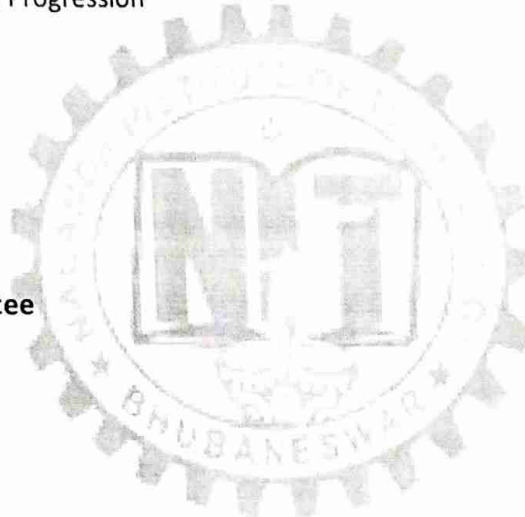**Ref. No: NIT/138 / 2022**　　　　　　　　　　　　　　　　　　**Date: 20/01/2023**

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 23/01/2023 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Curricular Aspects for the Batch 2022-23
3. Teaching, Learning and Evaluation
4. Research, Innovations and Extension
5. Student Support and Progression
6. Vote of Thanks

Convener　　　　　　　　　　　　　　　　　　　　　　　　**Principal**
Academic Audit Committee　　　　　　　　　　　　　　　　NIT, BBSR

Copy to: All members concerned

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ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2022-23 was conducted on **23-01-2023** at 3.30PM in Hall no. B-202. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.) P.K. Subuddhi, Director Academics, NIT,BBSR	Director Academics, NIT,BBSR	Chairman	
2	Prof. Narottam Sahoo Dept. of CSE	Dept. of BSH, NIT,BBSR	Convenor	
3	Prof (Dr.) Shakti Prasanna Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR	Member	
4	Prof. Soumya Ranjan Satapathy, Dept. of Civil Engg, NIT,BBSR	Dept. of CE NIT,BBSR	Member	
5	Prof. Shakti Prasad Jena Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.	member	
6	Prof. Shakti Prasad Panda Dept.of CSE	Dept. of CSE NIT,BBSR	Member	
7	Prof. Bipin Bihari Bhoi, Dept. of BSH, NIT,BBSR	Dept. of BSH NIT,BBSR	Member	

Agenda:
1. Welcome address by Chairman
2. Curricular Aspects for the Batch 2022-23
3. Teaching, Learning and Evaluation
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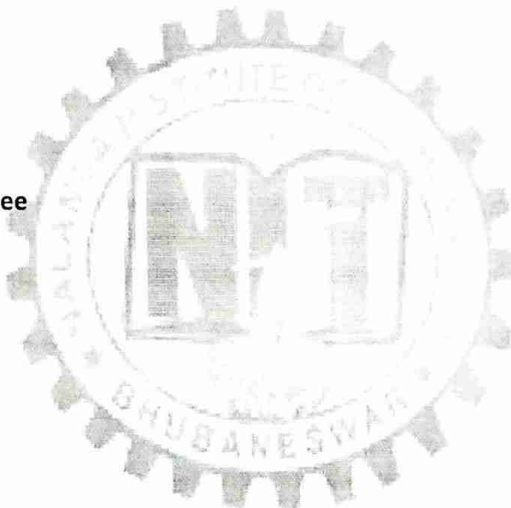*Recognized by Government of Odisha)*

5. Student Support and Progression
6. Vote of Thanks

Proceedings:

1. **Curricular Aspects for the Batch 2022-23**

Discussion:
The members discussed about the curricular aspects in respect of curriculum and contents of syllabus and the same shall be assessed by the concerned departments in their board of studies meeting for 2022-23 batch.The vision and mission of the college shall be reflected in PEOs and POs in all the programmes offered.

2. **Teaching, Learning and Evaluation**
The members discussed on the following points in respect of teaching,

Discussion:
1. The percentage of syllabus revision shall be in accordance with the guidelines provided by the COE.
2. The option of subject willingness shall be given priority to seniority of the staff members.
3. The work load and subject allocation shall be allotted as per the regulations of our institution.
4. The log book shall be completed on daily basis and verified by the Head of Department and submitted to Principal Office every semester.
5. The class adjustment register shall be recorded and to be maintained in the departments.
6. The conduct of unit test and internal test shall be assured, marks to be recorded by the staff in-charges and maintained in the department.
7. The internal marks (rubrics) shall be calculated as per the instructions given by the CEO and the copy to be maintained in the departments.
8. The practical classes are to be conducted as per the guidelines given by the syllabus.

3. **Research, Innovations and Extension**
The committee suggested on the following points in respect of research, innovations and extension:

Discussion
1. Out Reach Programmes by the students and staff are to be planned by every departments.
2. Collaborative projects shall be tried continuously and it may also be inter-discipline.
3. Consultancy shall be undertaken by the staff members in the industries. 4. The departments shall instruct the students to participate in the conferences, seminars and workshops at every semester.
4. In respect of students projects, the importance of doing own projects in the interested area shall be educated by the staff members.
5. Industrial visit shall be organized for the students at every semester.
6. The departments shall arrange Internship for students in various industries to get practical exposure.
7. Extension activities shall be mandatory for students to get connected with the society.

4. **Providing Student Support and Progression:**
The committee recommended on the following points in respect of providing

Discussion:

1. Class committee meeting shall be conducted with students' representatives of every department once in a semester.
2. The arrear students are to be provided with remedial classes for the courses in which they have to reappear for examinations.
3. The committee recommended maintaining students' mentoring report in all the departments.
4. Extra credits carned by the students for the short term courses completed are to be considered to include in the mark statement by the approval of CEO.
5. The students of every department shall be instructed to do online certifications available in NPTEL, Swayam etc.

Convener
Academic Advisory Committee

PRINCIPAL
NIT,BBSR

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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Actions taken

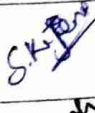| Sl. No.	Date of the Meeting	Action Areas	Action Taken
1	23-01-2023	Curricular Aspects for the Batch 2022-23	The Committee resolved to approve the above discussion.
2	23-01-2023	Teaching, Learning and Evaluation	The Committee resolved to approve the above discussion.
3	23-01-2023	Research, Innovations and Extension	The Committee resolved to approve the above discussion.
4	23-01-2023	Student Support and Progression	The Committee resolved to approve the above discussion.

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi Recognized by Government of Odisha)

Ref. No.: NIT / 145/2022   Date: 10.05.2021

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 20.04.2022. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Chairperson
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Member
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	Member
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	Member
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Member
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Member

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. 2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
3. Monitoring of the academic activities of all the Departments.
4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process

5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.

6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.

8. Introduce innovations in Teaching, Learning and Evaluation practices.

9. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of ndy disciplines

10. 11. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/ corporate institutions like ISO etc.

Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL

NIT, BBSR

Copy to:- All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

Ref. No: NIT/48 / 2022

Date: 2/03/2022

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 4/03/2022 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Planning of Academic Calendar covering various events/activities with dates, constitution of various committees
3. Planning of the academic audit during A.Y.201-22
4. Identify the thrust area for innovation in pedagogy
5. Vote of Thanks

Convener
Academic Audit Committee

Principal
NIT, BBSR

Copy to: All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2022-23 was conducted on **04/03/2022** at 3.30PM in Hall no. B-202. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Principal, NIT,BBSR	Chairman	
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Dept. of BSH, NIT,BBSR	Convenor	
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR	Member	
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR	Member	
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.	member	
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Dept. of BSH NIT,BBSR	Member	

Agenda:

1. Welcome address by Chairman
2. Planning of Academic Calendar covering various events/activities with dates, constitution of various committees
3. Planning of the academic audit during A.Y.2022-23
4. Identify the thrust area for innovation in pedagogy
5. Vote of Thanks

Proceedings:

1. **Planning of Academic Calendar covering various events/activities with dates, constitution of various committees:**

   It was decided to prepare academic calendar for BMS, MBA-I and MBA-II, MMS by respective coordinators. It was decided to reform the following committees and the members to be selected for each committee.
   - Academic Audit Committee
   - Co-curricular and extra curricular activities Committee
   - Grievance Redressal Committee
   - Library Committee
   - Planning & Evaluation Committee
   - Sexual harassment Committee
   - Student welfare committee

2. **Planning of the academic audit during A.Y.2022-23:**

   It was decided to capture the following information from all the faculty members
   - Semester-wise Subjects to be taught for current semester.
   - Teaching Plan
   - To maintain the records of classes conducted, mentoring sessions, tutorial schedule to be taken in the semester
   - Record of application of Teaching Pedagogy
   - Remedial lectures schedule, if required, per semester
   - Maintaining the record of Research Papers written and published in UGC approved journals, Books published, seminar attended ,if applicable
   - Plan for Industrial Visits and Consultancy during the semester

3. **Identify the thrust area for innovation in pedagogy:**

   It was decided to identify various innovative pedagogies in order to give more of practical knowledge which will be of use when students start working in the Industry or begin their Entrepreneurial venture Since there was no any other business, the meeting was concluded at 0230 pm.

Convener

Academic Advisory Committee

PRINCIPAL

NIT,BBSR

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi
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Actions taken

Sl. No.	Date of the Meeting	Action Areas	Action Taken
1	04/07/2022	To Grant leave of absence No Action required. All members were present	To Grant leave of absence No Action required. All members were present
2	04/07/2022	Planning of Academic Calendar covering various events/activities with dates, constitution of various committees	Academic Calendar for B.Tech, M.Tech, MBA was prepared by the respective course coordinators. The academic calendar was circulated electronically to all the students of respective courses and the concerned faculty members. A copy of the same is also given to Exam Dept, Director and Deans of the Institute.
3	04/07/2022	Planning of the academic audit during A.Y.2022-23	Academic Audit committee conducted academic audit for all the courses. During academic audit marks of tutorials, internal examination were verified with the source documents.
4	04/07/2022	Identify the thrust area for innovation in pedagogy	Faculty development program was organized on the topic "Use of simulation in teaching" to train the faculty members to use Business Simulation Games to help them train students by using simulation. The faculty members used this technique in the computer lab for virtual stock market. Teach back method is also used by the faculty member wherein the topic which is taught in the class will be again taught by the student. Use of videos and cases is used for the technical subjects.

6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.
7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.
8. Introduce innovations in Teaching, Learning and Evaluation practices.
9. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of ndy disciplines
10. 11. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/ corporate institutions like ISO etc.

Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL

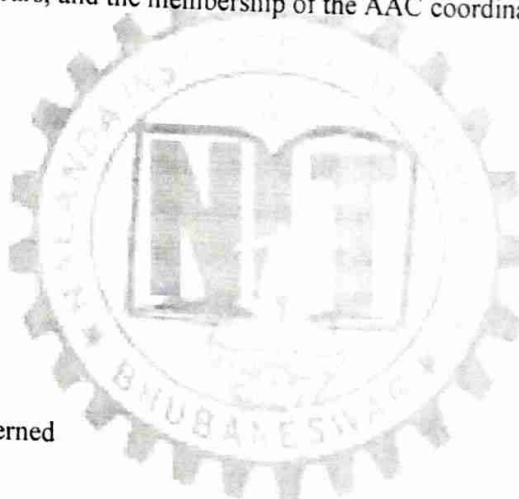**NIT, BBSR**

Copy to:- All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi
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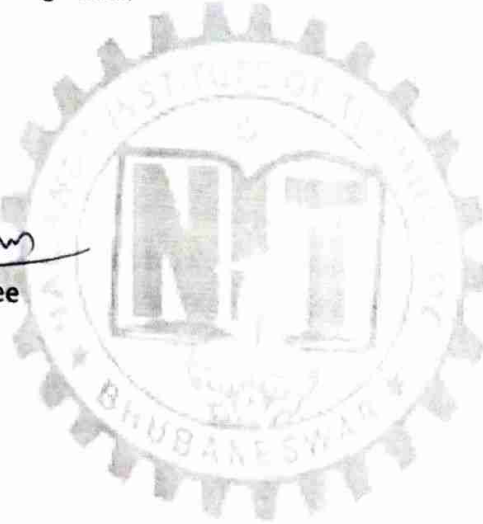Ref. No: NIT/88 / 2022

Date: 06/01/2022

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 10/01/2022 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Curricular Aspects for the Batch 2022-23
3. Teaching, Learning and Evaluation
4. Research, Innovations and Extension
5. Student Support and Progression
6. Vote of Thanks

Convener
Academic Audit Committee

Principal
NIT, BBSR

Copy to: All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi Recognized by Government of Odisha)

ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2022-23 was conducted on **10/01/2022** at 3.30PM in Hall no. B-202. Following members were present in the meeting.

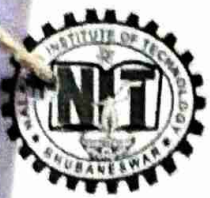| S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Chairperson	Chairman	
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Member	Convenor	
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	Member	Member	
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	Member	Member	
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Member	member	
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Member	Member	

Agenda:

1. Welcome address by Chairman
2. Curricular Aspects for the Batch 2022-23
3. Teaching, Learning and Evaluation

4. Research, Innovations and Extension
5. Student Support and Progression
6. Vote of Thanks

Proceedings:

1. **Curricular Aspects for the Batch 2022-23**

   Discussion:
   The members discussed about the curricular aspects in respect of curriculum and contents of syllabus and the same shall be assessed by the concerned departments in their board of studies meeting for 2021-22 batch.The vision and mission of the college shall be reflected in PEOs and POs in all the programmes offered.

2. **Teaching, Learning and Evaluation**
   The members discussed on the following points in respect of teaching,

   Discussion:
   1. The percentage of syllabus revision shall be in accordance with the guidelines provided by the COE.
   2. The option of subject willingness shall be given priority to seniority of the staff members.
   3. The work load and subject allocation shall be allotted as per the regulations of our institution.
   4. The log book shall be completed on daily basis and verified by the Head of Department and submitted to Principal Office every semester.
   5. The class adjustment register shall be recorded and to be maintained in the departments.
   6. The conduct of unit test and internal test shall be assured, marks to be recorded by the staff in-charges and maintained in the department.
   7. The internal marks (rubrics) shall be calculated as per the instructions given by the CEO and the copy to be maintained in the departments.
   8. The practical classes are to be conducted as per the guidelines given by the syllabus.

3. **Research, Innovations and Extension**
   The committee suggested on the following points in respect of research, innovations and extension:
   Discussion
   1. Out Reach Programmes by the students and staff are to be planned by every departments.
   2. Collaborative projects shall be tried continuously and it may also be inter-discipline.
   3. Consultancy shall be undertaken by the staff members in the industries. 4. The departments shall instruct the students to participate in the conferences, seminars and workshops at every semester.
   4. In respect of students projects, the importance of doing own projects in the interested area shall be educated by the staff members.
   5. Industrial visit shall be organized for the students at every semester.
   6. The departments shall arrange Internship for students in various industries to get practical exposure.

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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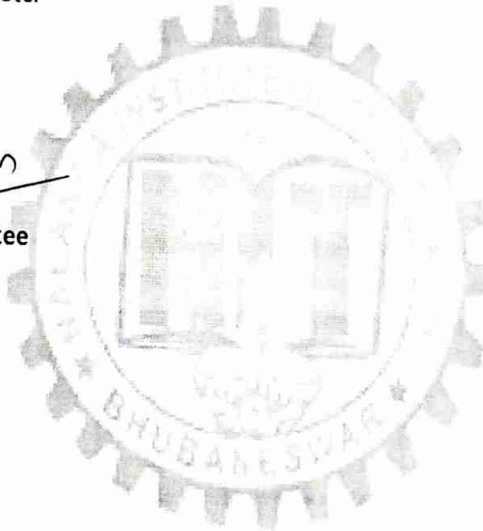7. Extension activities shall be mandatory for students to get connected with the society.

4. Providing Student Support and Progression:

The committee recommended on the following points in respect of providing

Discussion:

1. Class committee meeting shall be conducted with students' representatives of every department once in a semester.
2. The arrear students are to be provided with remedial classes for the courses in which they have to reappear for examinations.
3. The committee recommended maintaining students' mentoring report in all the departments.
4. Extra credits carned by the students for the short term courses completed are to be considered to include in the mark statement by the approval of CEO.
5. The students of every department shall be instructed to do online certifications available in NPTEL, Swayam etc.
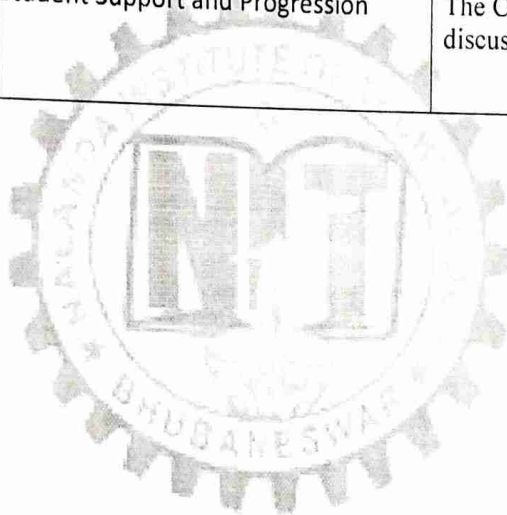
Convener
Academic Advisory Committee

PRINCIPAL
NIT,BBSR

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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Actions taken

Sl. No.	Date of the Meeting	Action Areas	Action Taken
1	23-01-2023	Curricular Aspects for the Batch 2022-23	The Committee resolved to approve the above discussion.
2	23-01-2023	Teaching, Learning and Evaluation	The Committee resolved to approve the above discussion.
3	23-01-2023	Research, Innovations and Extension	The Committee resolved to approve the above discussion.
4	23-01-2023	Student Support and Progression	The Committee resolved to approve the above discussion.

Ref. No.: NIT /45/2020   **Date: 27.04.2020**

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 20.04.2022. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Principal, NIT,BBSR
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Dept. of CSE, NIT,BBSR
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Dept. of BSH NIT,BBSR

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. 2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
3. Monitoring of the academic activities of all the Departments.
4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.
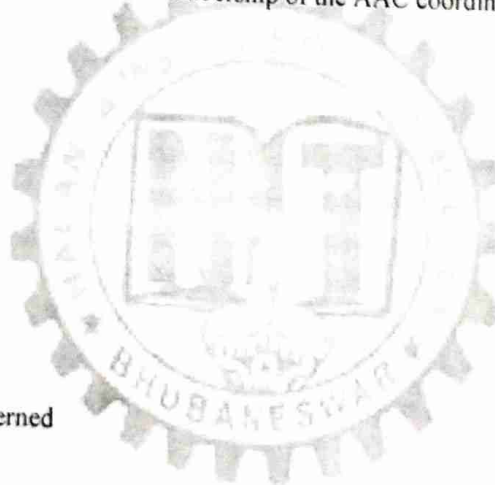
![NIT Logo]

NALANDA INSTITUTE OF TECHNOLOGY (NIT)
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6. Organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

7. The Committee will schedule and supervise academic audit across all Departments and ensure that academic audit reports are submitted to Principal and IQAC within time.

8. Introduce innovations in Teaching, Learning and Evaluation practices.

9. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of ndy disciplines

10. 11. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/ corporate institutions like ISO etc.

Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL

NIT, BBSR

Copy to:- All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi
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Ref. No: NIT/138 / 2020

Date: 22/11/2020

NOTICE

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 26/11/2020 at 11:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Class Time Table
3. Syllabus Portion coverage
4. Teaching pedagogy
5. Student's Interaction
6. Teaching tools used
7. Assignment/ MCQs/ Internal Test
8. Vote of thanks

Convener
Academic Audit Committee

Principal
NIT, BBSR

Copy to: All members concerned

ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2020-21 was conducted on **26/11/2020** at 11:30 AM in Hall no. 201. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Principal, NIT,BBSR	Chairman	
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Dept. of CSE, NIT,BBSR	Convenor	
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR	Member	
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR	Member	
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.	member	
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Dept. of BSH NIT,BBSR	Member	

Agenda:
1. Welcome address by Chairman
2. Class Time Table
3. Syllabus Portion coverage
4. Teaching pedagogy
5. Student's Interaction
6. Teaching tools used

7. Assignment/ MCQs/ Internal Test
8. Vote of thanks

Discussions:

The Chairman of Academic Audit Committee welcomed all the laternal Expert Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

1. Class Time Table:

The external expects conducted academic pudit and presented the following comments and suggations in respect of Class Time Table. The members had discussion on these points for next level of improvement.

- All class timetables were available.
- Staff login to online class was in time.
- Classes were going on as per schedule.

2. Syllabus Portion Coverage

The external experts conducted academic audit and presented the following comments and suggestions in respect of Coverage of Syllabus. The members had discussion on these cominents.

Discussion

- Syllabus completed on time.
- Incorporating multimedia may be considered.
- Adequate time is available to complete the remaining portions.
- Portions of syllabus were covered, except few.

3. Teaching Pedagogy

The external experts conducted academic audit and presented the following coniments and suggestions in respect of Teaching Pedagogy. The members had discussion regarding these points.

Discussion

- PPTs for some subjects to be prepared as per standard template. 2. The regular teaching pedagogy is followed.
- Project Based learning may be considered.
- Mostly lecture method is used.
- Group discussion was made during the hour.
- Case studies to be discussed more.

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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4. Students' Interaction

The external experts conducted academic audit and presented the following comments and suggestions in respect of Students' Interaction. The members had discussion on these points.

- Students' interaction during online class was good but efforts may be taken to improve to the next level.
- Interactive teaching tools may be considered for more effective delivery.
- Communication with students to be continuously done.
- First year students' interaction should be improved.
- Excellent student interaction in third year class
- Interaction of students with staff was good

5. Teaching Tools Used

The external experts conducted academic audit and presented the following comments and suggestions in respect of Teaching Tools. The members had discussion on these points,

- More innovative teaching methods may be used.
- Online quiz tools may be introduced to motivate the students.
- Regular PPTs were used in the classes.
- Innovative videos relating to the topic were played.
- Innovative teaching method using Pen tab may be introduced.

6. Assignments/MCQ/Internal Test

The external experts conducted academic audit and presented the following comments and suggestions in respect of Assignments/MCQ/Internal Test. The members had discussion on the same.

- MCQ test not conducted online for some subjects.
- Assignments were given to the students.
- MCQ may be conducted online via Kahoot.
- Internal tests were planned to conduct through online mode.
- MCQ tests were conducted for second and third year UG students.
- First year MCQ test yet to be conducted.
- MCQ Test for all the courses need to be conducted

Convener
Academic Advisory Committee

PRINCIPAL
NIT,BBSR

Copy to:
All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

(AFFILIATED TO BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY, APPROVED BY A.I.C.T.E. New Delhi Recognized by Government of Odisha)

Actions taken

Sl. No.	Date of the Meeting	Action Areas	Resolution
1	26/11/2020	Class Time Table	The Committee resolved to approve the above discussion.
2	26/11/2020	Syllabus Portion Coverage	The Committee resolved to approve the above discussion.
3	26/11/2020	Teaching Pedagogy	The Committee resolved to approve the above discussion.
4	26/11/2020	Students' Interaction	The Committee resolved to approve the above discussion.
5	26/11/2020	Teaching Tools Used	The Committee resolved to approve the above discussion.
		Assignments/MCQ/Internal Test	The Committee resolved to approve the above discussion.

Ref. No.: NIT /45/2020

Date: 27.05.2020

OFFICE ORDER

The Academic Audit Committee of Nalanda Institute of Technology (NIT), Bhubaneswar was formed on 20.04.2022. The list of members & Coordinators is mentioned below.

Sl.No	Name & Dept.	Designation/ Functionary
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Principal, NIT,BBSR
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Dept. of CSE, NIT,BBSR
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Dept. of BSH NIT,BBSR

FUNCTIONS OF THE COMMITTEE:

1. The Academic Audit Committee (AAC) is constituted and assigned the task of assessing the performance of academic units of the Institution.
2. 2. The suggestions required gives valuable committee to achieve remarkable academic standards in the competitive educational environment.
3. Monitoring of the academic activities of all the Departments.
4. Facilitating the creation of a learner-centric environment favorable to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
5. Arrangement of feedback response templates to collect feedback from students, parents and other stakeholders on quality-related institutional processes.

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Following this date, the membership of faculty members and each of the twelve nominated members will be valid uoto a term of two years, and the membership of the AAC coordinator will be valid for a period of three years.

PRINCIPAL
NIT, BBSR

Copy to:- All members concerned

Ref. No: NIT/138 / 2020

NOTICE

Date: 10/08/2020

It is hereby informed to all the members of Academic Advisory Committee that the first meeting of the this session will be held on 10/08/2020 at 3:30PM in the Hall No. B-202 to discuss the following agenda. All members are requested to make it convenient to attend the meeting.

Agenda:

1. Welcome address by Chairman
2. Conduct of online Academic audit
3. Inviting External experts
4. Schedule of online academic audit
5. Any other matters
6. Vote of thanks

Convener
Academic Audit Committee
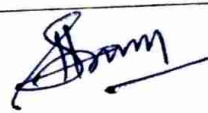
Principal
NIT, BBSR

Copy to: All members concerned

NALANDA INSTITUTE OF TECHNOLOGY (NIT)

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ACADEMIC AUDIT COMMITTEE
MINUTES OF THE MEETING

The first meeting of Academic Advisory Committee for the academic session 2020-21 was conducted on **10/08/2020** at 11:30 AM in Hall no. 201. Following members were present in the meeting.

S.L No	Name of the Staff Member	Designation& Dept.	Designationin Funtionary	SIGNATURE
1	Prof (Dr.)N.H.S.RAY, NIT,BBSR	Principal, NIT,BBSR	Chairman	
2	Prof. Gyana Prakash Bhuyan Dept. of CSE	Dept. of CSE, NIT,BBSR	Convenor	
3	Prof (Dr.) Shakti Prasad Jena, Dept. of ME, NIT,BBSR.	HOD, ME, NIT,BBSR	Member	
4	Prof. Bhabagrahi Dash, Dept. of Civil Engg, NIT,BBSR	HOD, CE NIT,BBSR	Member	
5	Prof. Pradyunma Kumar Das Dept. of ME, NIT,BBSR	Dept. of ME NIT,BBSR.	member	
6	Prof. Bipin Bihari Bhoi Dept.of BSH.	Dept. of BSH NIT,BBSR	Member	

Agenda:
1. Welcome address by Chairman
2. Conduct of Online Academic audit
3. Inviting External experts
4. Questionnaire for online audit
5. Schedule of online academic audit

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6. Any other matters
7. Vote of thanks

Discussions:

The Chairman of Academic Audit Committee welcomed all the laternal Expert Committee members for the meeting. The items listed in the agenda were taken for discussion.

The following are the Minutes of the Meeting:

1. **Conduct of Online Academic Audit:**

   The committee members discussed the following regarding online academic audit to conducted for the academic year 2020-21:

   Discussion

   - Since there is no possibility to conduct academic audit physically due to Pandemic situation, the members discussed about the online mode of audit.
   - The procedures for conducting online academic audit were discussed and most of the activities in respect of coverage of syllabus shall be audited during the online audit.

2. **Inviting External Experts**
   The members discussed the following in respect of inviting external experts to audit online:

   - The academic audits were conducted in the previous years by inviting the external expert members to visit in-person to every department of each faculty to audit all the files of academic related.
   - Due to Pandemic, this academic year external expert members from reputed institutions are to be invited to conduct online audit.

3. **Questionnaire for Online Audit**
   The members discussed and suggested the following for conducting online academic audit for the academic year 2020-21:

   - Questionnaire shall be prepared in which necessary particulars of academic aspects are to be included.
   - Coverage of syllabus and portions completed.
   - Teaching methods such as lecture, tutorial, student seminar, GD, guest lecture, etc

4. **Schedule of Online Academic Audit:**
   The committee members recommended the following points in respect of

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Discussion

- preparing schedule of online audit: 1. The dates of online audit shall be fixed on the availability and convenience of the external experts. 2. The schedule shall be prepared and given to the external experts well in advance to make it convenient to them.

5. **Any other matters**

The Committee suggested that Online Academic Audit shall be conducted, for all the departments in respect of above discussions made, during the month of sept 2020.

Discussion

- The suggestions will be taken into consideration to implement according to the norms and procedures of the institution

Convener
Academic Advisory Committee

PRINCIPAL
NIT,BBSR

Copy to:
All members concerned

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Actions taken

Sl. No.	Date of the Meeting	Action Areas	Resolution
1	10/08/2020	Conduct of Online Academic Audit	The Committee resolved to approve the above discussion.
2	10/08/2020	Inviting External Experts	The Committee resolved to approve the above discussion.
3	10/08/2020	Questionnaire for Online Audit	The Committee resolved to approve the above suggestions.
4	10/08/2020	Schedule of Online Academic Audit	The Committee resolved to approve the above recommendations.
5	10/08/2020	Any other matters	The suggestions will be taken into consideration to implement according to the norms and procedures of the institution