



GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

Approved by AICTE, New Delhi, Govt. of Odisha & Affiliated to BPUT, Rourkela & DCTE&VT, BBSR



Ref No: GIET/IQAC/02/2018

Date: 20.05.2018

INTERNAL QUALITY ASSURANCE CELL

NOTICE

It is hereby informed to all the members of the IQAC that a quarterly meeting of the IQAC will be held in Conference Room on **02/06/2018**, at **10:00 AM** to discuss the following agenda. All members are requested to make it convenient to attend the meeting. This is for your kind information and necessary action.

Agenda:

1. Resolution of the last meeting and confirmation.
2. An action is taken for the last IQAC meeting conducted.
3. Review of teaching-learning methodology.
4. To make alternative arrangements for slow learners
5. Identification of potential rank holders and make necessary actions taken for them
6. Proposal and plan to conduct National and International Level seminars, conferences, workshops, symposiums, FDPs etc.,
7. Project proposals for different funding agencies
8. To initiate the Staff Welfare Program.
9. Enhancement of proper utilization of the ERP System.
10. Any other item with the permission of the Chair
11. Vote of thanks.

Coordinator
IQAC
Co-ordinator (IQAC)
Gandhi Institute for
Education and Technology
Baniatangi, Bhubaneswar

Copy to:

1. Vice-Chairman for kind information
2. All members concerned/ Guard file/ All Heads of All HOD's/ IQAC cell

Principal
Gandhi Institute for
Education & Technology
Bhubaneswar

Principal
GIET, Baniatangi, Bhubaneswar
Principal
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Bhubaneswar



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Ref No: GIET/IQAC/02(A)/2018

Date: 05.06.2018

INTERNAL QUALITY ASSURANCE CELL

(MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 02.06.2018 at 10.A.M. at the Conference Hall under the chairmanship of Principal, GIET, Baniatangi, Bhubaneswar.

Members Present:

Sl. No.	Name of the Members	Designation
1.	Prof. (Dr.) Mohan Charan Panda, Principal, GIET, Baniatangi, Khurda, Bhubaneswar	Chair Person
2.	Prof. (Dr.) Pritinika Behera, H.O.D, ME, GIET, Baniatangi, Khurda, Bhubaneswar	Coordinator
3.	Prof. Jyoti Prakash Mishra, VC, SPBM foundation, Bhubaneswar	Member
4.	Prof. (Dr.) Jibanananda Jena Dean (Academic), GIET, Baniatangi, Khurda, Bhubaneswar	Member
5.	Mr. Jagannath Nayak General Manager, GIET, Baniatangi, Khurda, Bhubaneswar (Administrative Officer)	Member
6.	Prof. (Dr.) Sruti Ranjan Mishra H.O.D, BS&H, GIET, Baniatangi, Khurda, Bhubaneswar	Member
7.	Prof. (Dr.) Sambit Kumar Mishra Dean (R&D), GIET, Baniatangi, Khurda, Bhubaneswar	Member
8.	Prof. Chandan Kumar Sethi Assistant Professor, Mech, GIET, Baniatangi, Khurda, Bhubaneswar	Member
9.	Prof. Binay Kumar Panigrahi H.O.D, Civil Engg, GIET, Baniatangi, Khurda, Bhubaneswar	Member
10.	Prof. Sushil Kumar Pati H.O.D EE, GIET, Baniatangi, Khurda, Bhubaneswar	Member
11.	Prof. Padmalochan Prusty Assistant Professor, Mech, GIET, Baniatangi, Khurda, Bhubaneswar	Member
12.	Mr. Rayesh Pani, CEO, GENPACT, Pune (Industrialist)	Member
13.	Mr. Seshadev Jena, Software engineer Cognizant, Kolkata (Alumni)	Member

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City Office



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14.	Mr. Amar Budharaj, Manager, PNB Metlife India Insurance Company Ltd, Bhubaneswar (Student representative)	Member
15.	Mr. Debi Prasad Soumya Ranjan Prusty, 4 th year, Mechanical, 2018-19 (Student representative)	Member

The meeting started with the welcome address by the chairperson, Prof. (Dr.) Mohan Charan Panda, Principal, GIET, Baniatangi, Khurda, Bhubaneswar. He extended warm welcome to the members of the IQAC. The agenda prepared by the coordinator IQAC is read over and accepted for discussion.

Agenda:

1. Resolution of the last meeting and confirmation.
2. An action is taken for the last IQAC meeting conducted.
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4. To make alternative arrangements for slow learners
5. Identification of potential rank holders and make necessary actions taken for them
6. Proposal and plan to conduct National and International Level seminars, conferences, workshops, symposiums, FDPs etc.,
7. Project proposals for different funding agencies
8. To initiate the Staff Welfare Program.
9. Enhancement of proper utilization of the ERP System.
10. Any other item with the permission of the Chair
11. Vote of thanks.

The minutes of the last meeting of the IQAC is placed before the IQAC Committee for confirmation.

Action taken for the last IQAC meeting conducted

- Faculty Appraisal form is reviewed and reformatted for the teaching and non-teaching staff and implemented.
- As per the resolution no 2, of IQAC meeting held on dated 10.04.2018, Dr. Sambit Kumar Mishra, H.O.D, CSE have scheduled and conducted parent teacher meeting for Computer Science and Electrical Engineering Department.



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- Departmental Academic Calendar has been published by concern HODs for their Department.

Review of teaching and learning methodology

Prof. (Dr.) Jibananda Jena suggested reviewing the teaching-learning methodology. He further suggested to the faculty to adopt Innovative processes in where a combination of the traditional lecture method along with other methods will help the young minds to increase their learning capacity. IQAC team members have recommended including following methodologies in the teaching-learning process.

- To use course material from NPTEL.
- Conduct of Student Seminars.
- Conduct of Assignments, tutorials, Classroom tests and Group discussions on Case studies.
- Conduct of remedial /backlog classes and special classes for slow learners so as to improve the learning skills of the student
- Depute of students to conferences, seminars, and workshops which in turn helps the students to acquire paper presentation /preparation, communication and event participation skills.
- To teach content beyond the syllabus.

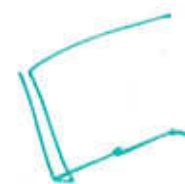
Resolution 1:

It is resolved that teaching-learning methodology will be reviewed for every subject of all Department by their HODs and as per recommended by the IQAC member the teaching methodology will be improved.

To make alternative arrangements for slow learners

Resolution 2:

The principal discussed regarding the improvement for the weaker students. The coordinator IQAC and Dean, Academics both will be given the responsibilities to identify weaker students through the process of evaluation of students through examination reforms and makes alternative arrangement for them so that, they can improve in their career.



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Identification of potential rank holders and make necessary actions taken for them

Resolution 3:

The principal and Dean, Academics discussed about to identify the potential rank holders and brilliant students, so that they can achieve good placement and also secure good rank for the higher study.

Proposal and plan to conduct National and International Level seminars, conferences, workshops, symposiums, FDPs etc.,

Prof.(Dr.) Sambit Mishra, Dean (R&D) have suggested reviewing all the National and International Level Seminars, conferences, workshops, symposium, FDP etc., of all the Department.

Resolution4:

It is resolved that from every Department proposal will be given regarding National and International Level Seminars, conferences, workshops, symposium, FDP etc.,

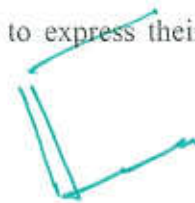
Project proposals for different funding agencies

Resolution 5:

Dean, R & D is requested to discuss and coordinate with all the departmental faculty members, to submit project proposal to various funding agencies.

To initiate "Staff Welfare Program"

Prof. (Dr.) Mohan Charan Panda, Principal suggested implementing Staff Welfare Program for the faculties to provide a platform for the faculty members to express their ideas and felicitate for their outstanding achievements in various fields.



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Resolution6:

It is resolved for the formation of Staff Welfare Committee. The IQAC recommended Prof. Chandan Kumar Sethi, Assistant Professor, MECH to be the coordinator of the Committee and prepare the guideline for the above.

Enhancement of proper utilization of ERP System

Dr. Sambit Kumar Mishra, H.O.D, CSE suggested refining ERP System on a continuous basis to make it more efficient and effective. He also suggested linking admissions and examinations of the college in the ERP system.

Resolution7:

It is resolved that the ERP System will be updated. Prof. Padmalochan Prusty, Assistant Professor, MECH is recommended to be the coordinator of the ERP System and requested to organize a workshop for awareness among the staff members.

The Chair Person, IQAC appeal the IQAC members to look into the following subjects

- To schedule Parents teacher meeting for Automobile, Civil, Electronics and Communication, and Mechanical Engineering Department.
- Chairperson also suggests to that all concern Proctor of the student will make prepare the student file containing their class attendance, results, and other activities, by which parents can know the performance and activities of their son/daughter.
- Parent's feedback is to be collected from the parents on the parent's teacher meeting day as per the format available.
- Suggested to implement all academic activities as per the academic calendar submitted by the Department.

Resolution 8:

It is resolved that student file will be prepared for every student under the guidance of their respective proctor for the Automobile, Civil, Computer Science, Electrical, Electronics and Electronics, and Mechanical Engineering Department.

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Resolution 9:

It is resolved that parent's feedback is to be collected from parents as per the format available on the parent's teacher meeting day.

The meeting was ended with a vote of thanks by the chair and members present


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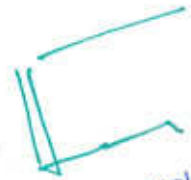

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