



# GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

(NAAC Accredited A+ Grade Engineering College)

BANIATANGI, BHUBANESWAR, KHORDHA - 752060

(Approved by AICTE & Govt. of Odisha, Affiliated to RPUT & SCTE&VT)



Ref No: GIET/IQAC/02/2020

Date: 15.06.2020

## INTERNAL QUALITY ASSURANCE CELL

### NOTICE

It is hereby informed to all the members of IQAC, of Gandhi Institute for Education & Technology, Baniatangi, Bhubaneswar that a meeting is scheduled on 20<sup>th</sup> June 2020 at 10 AM by online mode to discuss as per the following agenda. As such all the members are requested to attend the same without fail.

#### **Online Media:**

Zoom Cloud Meeting.

Topic: IQAC MEETING

Time: June20, 2020 10:00 AM India

Link:

<https://us02web.zoom.us/j/85698775011?pwd=RGM3eDZ3dmd5Vy84NmFbXIRMEaQT09>

Meeting ID: 856 9877 5011

Password:3ZNFrM

#### **Agenda:**

1. Resolution of the last meeting and confirmation.
2. An action is taken for the last IQAC meeting conducted.
3. Up gradation of teaching-learning methodology.
4. Review of outcome based education.
5. Addition of study materials and tutorials for slow learners department wise for the students
6. Identification of potential rank holders and make necessary actions taken for them.
7. Regarding symposia, seminars, conferences, workshops, FDPs etc.,
8. Enhancement of research activities.

#### **College Campus :**

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9. To initiate the Staff Welfare Program.
10. Up gradation and proper utilization of the ERP System.
11. Enhancement of Academic Results and campus placement
12. Review of Publication Committee
13. Any other item with the permission of the Chair
14. Vote of thanks.

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

Principal  
GIET, Baniatangi, Bhubaneswar

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Copy to:

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



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Ref No: GIET/IQAC/02(A)/2020

Date: 22.06.2020

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 20.06.2020 at 10 a.m By online mode under the chairmanship of Principal, GIET, Baniatangi, Bhubaneswar.

#### Members Present:

Sl.No	Composition Criteria Specified by NAAC	No of Members	Name of the Member	Designation
1	Chairperson	1	Dr. Jibanananda Jena	Principal
			Mr. Jagannath Nayak	Administrative Officer
3	Teachers	10	Dr. Animesh Chhotray	Dean (Academics)
			Prof. Bikash Kumar Pattnaik	Assistant Professor, CSE
			Dr. Sambit Kumar Mishra	Head, Department of CSE
			Prof. Sushil Kumar Pati	Head, Department of EE
			Prof. Arabinda Pradhan	Head, Department of EACE
			Prof. Laxman Kumar Sahoo	Assistant Prof., Department of Mechanical Engg.
			Prof. Sulochana Das	Head, Department of BSH
			Prof. Binay Panigrahi	Head, Department of Civil
			Prof. Chandan Kumar Sethi	Assistant Prof., Department of Mechanical Engg.
			Prof. Padmalochan Prusty	Assistant Prof., Department of Mechanical Engg.
4	Management Representative	1	Prof. Jyoti Prakash Mishra	Vice-Chairman, SPBM Foundation
5	Nominee from local society, Students and Alumni	2	Er. Abhishek Biswal	Design Engineer, Dubai, (Alumni Representative)
			Miss Anisha Pradhan	CSE ,4 <sup>th</sup> year 1701326051
6	Nominee from Employers /Industrialists/Stake holders	2	Mr. Jaya Krushna Ratha	Director, MECHEM. Pvt. Ltd
			Er. Prasanna Kumar Dixit	Director, Interface Software Pvt. Ltd
7	Coordinator of the IQAC	1	Dr. Sruti Ranjan Mishra	Associate Professor, BSH Department

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The meeting started with the welcome address by the chairperson, Dr. Jibanananda Jena, Principal, GIET, Baniatangi, Bhubaneswar, 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.
3. Up gradation of teaching-learning methodology.
4. Review of outcome-based education.
5. Addition of study materials and tutorials for slow learner's department wise for the students
6. Identification of potential rank holders and make necessary actions taken for them.
7. Regarding symposia, seminars, conferences, workshops, FDPs etc.,
8. Enhancement of research activities.
9. To initiate the Staff Welfare Program.
10. Up gradation and proper utilization of the ERP System.
11. Enhancement of Academic Results and campus placement
12. Review of Publication Committee
13. Any other item with the permission of the Chair
14. Vote of thanks.

## Agenda 1

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

## Agenda 2: Action taken report of last IQAC meeting conducted on dated: 25.04.2020

- Academic Audit Committee and Anti ragging committee is reformed.
- Monthly Publication of College Magazine done as the name "CAMPUSFOCUS".
- Stock and Consumable register for all the equipment's are reviewed for each department by respective HODs.
- University Semester Examination/ Result Analysis Report 2019-20 has been

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sent to Dean Academic.

### Agenda3: Up gradation of teaching-learning methodology

Dean Academics suggested reviewing the teaching-learning methodology. He further suggested to the faculty to adopt Innovative processes in where a combination of the conventional 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 video lecture, LCD projector, webinars and Swayam.
- Modern multi-media teaching aids like OHP, multimedia projectors, Internet enabled computer systems are employed in most of the classroom
- E-resource center (e-library) system is available for the students
- 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 hereby 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.

### Agenda 4: Review of outcome-based education

Outcome Based Education (OBE) focuses on the skills and results achieved by the student as the most important aspect of education. Most quality assurance practices are based on this methodology. OBE does not rely on the conventional teaching methods. It believes, instead of rankings and exams, the use of assessments, opportunities and classroom experiences should all provide necessary support for the students to achieve their goals. For achieving all these methodologies Programme Educational Objectives (PEOs), Programme Outcomes (POs), and Programme Specific Objective (PSOs) for every department is suggested by all HODs. Dr. A Chhotray, Dean (Academic) also



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raised and suggested to form Course Outcome of every subject of all the department by their concern course teacher.

## **Resolution 2:**

It is hereby resolved that to review the PEO, POs, and PSOs for every department.

## **Resolution 3:**

It is hereby resolved that to review COs of every subject of all the department.

## **Agenda 5: Addition of study materials and tutorials for slow learner's department wise for the students**

A "slow learner" is the student who has the ability to learn necessary academic skills, but at rate and depth below average same age peers. In order to grasp new concepts, a slow learner needs more time, more repetition, and often more resources from teachers to be successful. Dr. J. Jena, Principal suggested to all HODs to identify the slow learners and list out them. Dr. A Chhotray suggested preparing study materials and tutorials for the slow learners.

## **Resolution 4:**

It is hereby resolved that department wise the list of slow learners' students are to submitted to Dr. J. Jena, Principal by all HODs.

## **Resolution 5:**

It is hereby resolved that subject wise the preparation of study materials and tutorials.

## **Agenda 6: Identification of potential rank holders and make necessary actions taken for them**

Dr. Sambit Kumar Mishra, Dean, R & D suggested to all HODs to identify the potential rank holders and guide them to excel in their carrier. He also suggested to the list of interested Students and guides them to pursue their higher studies either in India/Abroad. He also suggested to list out the student department wise and helps them on scholarships and admissions.

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## **Resolution 6:**

It is hereby resolved that to list out the students having potential rank holders.

## **Resolution 7:**

It is hereby resolved that to guide the list out students for excel carrier.

## **Agenda 7: Regarding symposia, seminars, conferences, workshops, FDPs etc.,**

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

## **Resolution8:**

It is hereby resolved that every Department should conduct National and International Level symposia etc.,

## **Resolution9:**

It is hereby resolved that each department should conduct one day seminar or workshop for the benefit of students.

## **Enhancement of research activities**

Research activities of all the department were raised and discussed by all HODs. The projects related to interdisciplinary are discussed. The Principal suggested to submit the project proposal to various funding agencies.

## **Resolution 10:**

It is hereby resolved to submit project proposal to various funding agencies by all the Department of GIET, Baniatangi, Bhubaneswar.

## **To initiate Staff Welfare Program**

The 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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## **Resolution 11:**

It is hereby resolved for the formation of Staff Welfare Committee. Prof. Sushil Kumar Pati, Assistant Professor, Electrical Engineering Department to Coordinate and prepare the guideline for the Staff Welfare Committee.

## **Up gradation and proper utilization of the ERP System**

Prof. B. K. Pattnaik 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.

## **Resolution 12:**

It is hereby resolved that to update ERP System. Prof. Padmolachan Prusty, Assistant Professor, to coordinate the ERP System.

## **Resolution 13:**

It is hereby resolved that to organize a workshop for awareness of ERP System among the staff members.

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

- To schedule Parents teacher meeting for all departments.
- 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 14:**

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

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## Resolution 15:

It is resolved that parent's feedback is to be collected from parents as per the format available at IQAC cell.

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



Coordinator  
IQAC

Co-ordinator (IQAC)  
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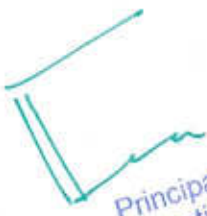


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