



GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

(NAAC Accredited A+ Grade Engineering College)

BANIATANGI, BHUBANESWAR, KHORDHA - 752060

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



Ref No: GIET/IQAC/02/2021

Date: 02.08.2021

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 09th August 2021 by 10 AM in the conference hall of GIET, BBSR to discuss as per the following agenda. As such all the members are requested to attend the same without fail.

Agenda:

1. Review of Resolutions of the last meeting and conformation.
2. Action taken report for the last IQAC meeting.
3. Review of elective subjects allotted to every department
4. Rectification & Restructuring of various committees & its roles and responsibilities.
5. Conduct of FDPs.
6. Publication of College Magazine
7. Implementation of teaching methodologies in the classroom
8. Research proposals to UGC, DST, AICTE and ISTE
9. Organization of workshops, seminars and quality related themes
10. Departmental Associations and clubs are functioning along with various National and International Professional Bodies like ISTE, SAE, CSI, IE and IETE Institutional and Students Chapters
11. Review of accounting the laboratory experiments performed in each of the laboratories
12. Proposal to conduct an International Conference in the Institute.
13. Analysis of the Result Analysis of the results of the students of all the departments.
14. Any other item with the permission of the Chair

Principal
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15. Vote of thanks.


Coordinator
IQAC

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



Principal
GIET, Baniatangi, Bhubaneswar

Principal
Gandhi Institute for
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Bhubaneswar

Copy to:

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




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Ref No: GIET/IQAC/02(A)/2021

Date: 10.08.2021

INTERNAL QUALITY ASSURANCE CELL

(MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 09.08.2021 at 10 a.m at the Conference Hall 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. Soumya Ranjan Prusty	IT Analyst, TCS, (Alumni Representative)
			Miss Mousumi Debnath	CSE, 4 th year 1801326073
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.

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11. Review of accounting the laboratory experiments performed in each of the laboratories
12. Proposal to conduct an International Conference in the Institute.
13. Analysis of the Result Analysis of the results of the students of all the departments.
14. Any other item with the permission of the Chair
15. Vote of thanks.

Agenda 1

The minutes of the last meeting of the IQAC held on dated 22/04/2021 are reviewed and confirmed.

- (i) Chairman IQAC highlighted the necessity to encourage about Student Support Services and also summer Internship for students
- (ii) The Chairman, IQAC emphasized regarding Institutional Values and Best

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Practices

Agenda 2: Action taken report of last IQAC meeting conducted on dated: 22/04/2021

- (i) Students from all the branches have undergone summer internships for a period of 4 weeks during May 2021 and the reports have been submitted to TEQIP cell. Different skill programmes are organized for all the students to improve their skills and to prepare them for placements. Pre placement talks are also arranged with the experts from industries.
- (ii) Environmental Management Plan with the team members under the leadership of Dr. A. Chhotray, Dean, Academics have involved in the overall cleaning activities of GIET campus. NSS volunteers have extended their support in making green campus by planting saplings in the campus.

Agenda 3: Review of elective subjects allotted to students

For assuring quality and excellence in higher education, GIET, Baniatangi has taken steps to choose the elective subjects for the students, for having best outcome based education. Mr. P. K. Dixit has suggested to all the HODs for a perfect subject choice, which will help for the students in placement.

Resolution no -1

It is hereby resolved that the elective subjects for UG and PG for all the department should be outcome based.

Agenda 4: Rectification & Restructuring of various committees & its roles and responsibilities

Dr. J. Jena, Principal of GIET, Baniatangi addressed to the IQAC committee members that the functional committees are functioning effectively with Faculty has given autonomy to work in various areas pertaining to curricular, co-curricular and extracurricular activities, but he suggested to include more activities of the students to enhance their skills.

Resolution no -2

It is hereby resolved that all the committees & its roles and responsibilities will be reviewed and student activities will be increased.

Agenda 5: Conduct of FDPs

As per the feedback received by the students for the previous semester, all the HODs have discussed the performance of every teaching staff. Dr. A. Chhotray has suggested to conduction workshop regarding enhancing the teaching skills of the faculties.

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Resolution no -3

It is hereby resolved that workshop will be conducted for the improvement of teaching skills of the teaching staff.

Agenda 6: Publication of College Magazine

College Magazine of GIET, Baniatangi represent the performance of students, teaching and non-teaching staffs. It also reflects the growth of the institute. Prof. Binaya Kumar Panigrahi, HOD Civil, suggested to include more articles of the students and the list of papers published by the staffs.

Resolution no -4

It is resolved that College Magazine for the academic Year 2021-22 will be reviewed and by including the student articles and the list of the publication of teaching staff.

Agenda 7: Implementation of teaching methodologies in the classroom

The Principal has suggested to all HODs to monitor and use the latest technologies in the class room for each subject. The HODs will be responsible to review.

Resolution no -5

It is resolved that the latest technologies will be used in the classroom by the faculties. The HODs are responsible to review each subject as per the syllabus content.

Agenda 8: Research proposals to UGC, DST, AICTE, and ISTE

Dr. Sambit Kumar Mishra , Dean, R & D suggested for the conduction of workshop which will help faculty members to write research proposals to UGC, DST& AICTE

Resolution no -6

It is resolved that workshop will be conducted regarding write up of a research proposal for the faculty members.

Agenda 9: Organization of workshops, seminars and quality related themes

All the HODs have discussed regarding the various workshops, seminars and quality related programs as per the department level. Prof. J P Mishra has suggested conducting such program for the gain of knowledge of students.

Resolution no -7

It is resolved that per semester at least two department will arrange any of the workshops, seminars and quality related themes for the improvement of the students.

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Agenda 10: Departmental Associations and clubs are functioning along with various National and International Professional Bodies like ISTE, SAE, CSI, IE, and IETE Institutional and Students Chapters

The Principal suggested for review the Departmental Associations and clubs for functioning along with various National and International Professional Bodies like ISTE, SAE, CSI, IE and IETE Institutional and Students Chapters and to include it in final year Project.

Resolution no -8

It is resolved that Departmental Associations and clubs will be reviewed.

Agenda 11: Review of accounting the laboratory experiments performed in each of the laboratories

For the upcoming semester, Dr. D. sethy has suggested for reviewing the list of experiments to be done by the students.

Resolution no -9

It is resolved that the list of experiments of each lab as per BPUT Syllabus is to be reviewed and the feedback is to be submitted to the Principal.

Agenda 12: Proposal to conduct an International Conference in the Institute

Prof. JP Mishra, Vice Chairman of this institute, being an industrialist and also educationist has keen interest in research and development. He encourages all the IQAC members for the active participation in research. He suggested conducting an International Conference in GIET, Baniatangi. He also suggested for conducting this conference with an agreement by reputed publication house, so that all the faculties of our institute will be benefited.

Resolution no -10

It is resolved that an International Conference will be conducted at GIET, Baniatangi by Department of CSE. Prof. S. K. Balabantaray, HOD CSE will be the convener of the conference.

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

1. A concrete academic to be build up in all the department
2. The Proctors of Proctor committee to look up every individual student for counseling the students and developing a sense of trust between faculty and students unlocks the door to student learning unlike any other factor in a student's education.
3. Encouragement to students for participating in various award winning activities.
4. Review of the training classes for final year students.

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

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