



# 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/02/2022

Date: 28.05.2022

## 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 02/06/2022 at 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. 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

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

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



Principal  
GIET, Baniatangi, Bhubaneswar

Principal  
Gandhi Institute for  
Education and Technology  
Bhubaneswar

Principal  
Gandhi Institute for  
Education & Technology  
Bhubaneswar

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Ref No: GIET/IQAC/02(A)/2022

Date: 05.06.2022

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 02.06.2022 at 10 AM 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 Siwangi Kumari	EACE ,4 <sup>th</sup> year 1901326126
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. 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.

**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 Agenda no 3 and resolution no 2, of IQAC meeting held on dated 20.04.2022, The Chief Proctor and HoD, ECE had scheduled and conducted parent teacher meeting for Computer Science and ECE Department.
- Departmental Academic Calendar has been published by concern HODs for their Department.

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## Review of teaching and learning methodology

Dr. Jibanananda Jena, Principal 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 inturn 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.

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

### **Resolution 3:**

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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"**

Dr. Jibanananda Jena, 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.

### **Resolution6:**

It is resolved for the formation of Staff Welfare Committee. The IQAC recommended Prof. Padmalochan Prusty to be the coordinator of the Committee and prepare the guideline for the above.

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## Enhancement of proper utilization of ERP System

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.

### **Resolution 7:**

It is resolved that the ERP System will be updated. Prof. Padmalochan Prusty 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, Electrical and Electronics, and Mechanical Engineering Department.

### **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.

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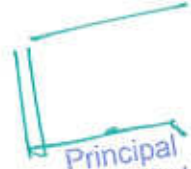
The meeting was ended with a vote of thanks by the chair and members present.

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



  
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