



# GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



Ref No: GIET/IQAC/05/2018

Date: 12.09.2018

## 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 15/09/2018, 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. 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.

  
Coordinator  
IQAC

Co-ordinator (IQAC)

Copy to  
Gandhi Institute for  
Education and Technology  
Baniatangi, Bhubaneswar

1. Vice-Chancellor for kind information

2. All members concerned/ Guard / All HOD's/ IQAC cell

  
Principal  
GIET, Baniatangi, Bhubaneswar  
Principal  
Gandhi Institute for  
Education and Technology  
Bhubaneswar





# GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



Ref No: GIET/IQAC/05(A)/2018

Date: 18.09.2018

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 15.09.2018 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





# GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



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

The meeting started with the welcome address by the chairperson, Dr. M. C. Panda, Principal, GIET, Baniatangi, Khurda, Bhubaneswar. Principal 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.

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.

Principal  
Gandhi Institute for  
Education & Technology  
Bhubaneswar



# GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



- Dr. Sambit Kumar Mishra, H.O.D, CSE have scheduled and conducted parents' teacher meeting for Computer Science and Electrical Engineering Department.
- Departmental Academic Calendar has been published by concern HODs for their Department.

## 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 class room
- 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 I:**

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.

Principal  
Gandhi Institute for  
Education & Technology  
Bhubaneswar





# GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



## 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. J Jena, Dean (Academic) also 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 formulate PEO, POs, and PSOs for every department.

### **Resolution 3:**

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

## 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. Mohan Charan Panda, Principal suggested, to all HODs to identify the slow learners and list out them. Dr. J Jena 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. M Panda, Principal by all HODs.

Principal  
Gandhi Institute for  
Education & Technology  
Bhubaneswar



# GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



## Resolution 5:

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

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

Dr. Mohan Charan Panda, Principal 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.

## 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.

## Regarding symposia, seminars, conferences, workshops, 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.

## Resolution 8:

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

## Resolution 9:

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. Dr. Sambit Mishra, HOD (R&D) suggested to submit the project proposal to various funding agencies.





# GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



## **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**

Dr. M. C. 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.

## **Resolution 11:**

It is hereby resolved for the formation of Staff Welfare Committee. Mr. Padmalochan Prusty, Associate Professor, Mechanical Engineering Department to Coordinate and prepare the guideline for the Staff Welfare Committee.

## **Up gradation and proper utilization of the 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.

## **Resolution 12:**

It is hereby resolved that to update ERP System. Prof. Padmalochan Prusty, Assistant Professor, MECH to coordinator the ERP System.

## **Resolution 13:**

It is hereby resolved that 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 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.



# GANDHI INSTITUTE

FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



- 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.

#### 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)  
Gandhi Institute for  
Education and Technology  
Baniatangi, Bhubaneswar

  
Principal  
GIET, Baniatangi, Bhubaneswar

Principal  
Gandhi Institute for  
Education and Technology  
Bhubaneswar

Copy to:

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



  
Principal  
Gandhi Institute for  
Education & Technology  
Bhubaneswar