



# 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/05/2020

Date: 15.10.2020

## 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> October 2020 at 3 PM through online 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: October 20, 2020, 03:00 PM India

Link: <https://us02web.zoom.us/j/85698775011?pwd=RGM3eDZ3dmd5Vy84NmFbXIRMExaQT09>

Meeting ID: 856 9877 5011

Password: 3ZNFrM

#### **Agenda:**

1. Resolution of the last meeting and confirmation.
2. The action is taken for the last IQAC meeting.
3. To discuss the number of lab experiments to be conducted in each lab per batch for all the sections and program.
4. Faculty orientation programs.
5. To strengthen R&D activity.
6. Redressal of grievance
7. Smooth implementation of various Clubs, Committees.
8. To be member of Professional forums

Principal  
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9. Eco friendly approaches
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

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/ All Dean's/ All HOD's/ IQAC cell



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Ref No: GIET/IQAC/05(A)/2020

Date: 22.10.2020

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 20.10.2020 at 3 p.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

WWW.GIET.EDU.IN

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Baniatangi, Bajapur, Bhubaneswar, Khordha-752060

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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. The action is taken for the last IQAC meeting.
3. To discuss the number of lab experiments to be conducted in each lab per batch for all the sections and program.
4. Faculty orientation programs.
5. To strengthen R&D activity.
6. Redressal of grievance
7. Smooth implementation of various Clubs, Committees.
8. To be member of Professional forums
9. Eco friendly approaches
10. Any other item with the permission of the Chair
11. Vote of thanks.

## Agenda 1:

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

## Agenda 2: The Action was taken in the last IQAC meeting

- Faculty Development Program in collaboration with NITTTR is being done on various topic relating to
  - Innovative teaching methodology,
  - Communicative skills and effective permutation,
  - Students' psychology and classroom management,
  - Use of modern technology in teaching

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### **Agenda 3: To discuss the number of lab experiments to be conducted in each lab per batch for all the sections and programme**

Dr. A. Chhotray, suggested upgrading of all the lab equipment for every Department. He further suggested for preparation of a report on the number of lab experiments conducted in each lab per batch for all the sections and program. If, any deficiency in conducting the lab experiment for default in the lab equipment, is to be mentioned in the report and the same may be informed and charged the duty for repairmen to lab-in-charger.

#### **Resolution-1**

It is resolved that the lab maintenance committee, will submit a report for every lab the number of lab experiments conducted for all the sections and program. The report will also include the deficiency report of the instrument for each lab of every Department.

### **Agenda 4: Faculty orientation programs**

Dean, Academics is requested to contact various Institutions like NITTTR etc and conduct faculty orientation programs inside the Institute for the faculty members and academic support staffs.

#### **Resolution-2**

It is resolved that faculty orientation program will be conducted.

### **Agenda 5: To strengthen R&D activity**

To strengthen the R&D activity at GIET, Baniatangi, Bhubaneswar, Dr. Sambit Kumar Mishra, Dean, R & D has suggested conducting more international conferences, staff development programme etc. He also suggested for the inclusion of most recent and innovative projects for the final year students. He also encourages all the HODs to propose Research Projects to the funding agencies like DST, AICTE, UGC etc. and to arrange national, international workshop and Seminars.

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## Resolution -3

It is resolved that Research Project Proposals and conduction of conference/workshop will be applied from every Department under the guidance of Dean (R&D).

## Agenda 6: Redressal of grievance

### Resolution-4

The chairperson expressed his interest to form a grievance redressal committee under the leadership of Dean, Academics. Other Deans and some of the senior faculty members will be the members of that committee. The grievance of the students should be clarified properly.

## Agenda 7: Smooth implementation of various Clubs, Committees & Professional forums

Implementation of various, Clubs & Committees is suggested by Dr. Banoj Kumar Panda.

## Resolution-5

It is resolved that smooth implementations of various Clubs, Committees so that the students show their talents both in co-curricular and extracurricular activities.

## Agenda 8: To be member of Professional forums

### Resolution-6

It is resolved that all the students and staff members should be member of different professional society. The professional forums should be formed for different branches of engineering like IETE for ECE, CSI for CSE and SAE for Mechanical and Automobile Engineering so that the student will have an idea for the project from B.Tech 2<sup>nd</sup> year. The student will have an idea of project selection and also for the fabrication of the same.

## Agenda 9: Eco friendly approaches

### Resolution-7

All the members of the committee strongly recommended the ecofriendly approaches should be considered by the students and also staff members to make the campus green.

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and clean.


The Chair Person, IQAC appeal the HODs members to schedule the above in the next meeting.

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



Coordinator  
IQAC

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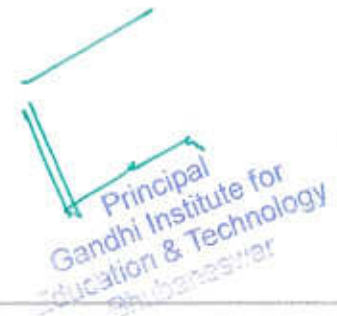


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