



# 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/08/2020

Date: 04.01.2021

## 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 12<sup>th</sup> January 2021, 03.00 PM 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: October 20, 2020, 03:00 PM India

#### **Link:**

<https://us02web.zoom.us/j/85698775011?pwd=RGM3eDZ3dmd5Vy84NmFbXlRMExaQT09>

Meeting ID: 856 9877 5011

Password: 3ZNFrM

#### **Agenda:**

1. Resolution of the last meeting and confirmation.
2. The Action taken for the last IQAC meeting.
3. Review the course progress, proctorial system, lecture note submission.
4. To discuss and decide the quality initiatives planned by the departments/Sections for the forthcoming semester.
5. Up-gradation for conduction of seminar/workshop/conference
6. Collaboration with reputed research organization
7. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC.
8. Review of Clubs and Committees

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#### **College Campus :**

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Principal  
Gandhi Institute for  
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9. Any other item with the permission of the Chair

10. Vote of thanks.

Co-ordinator  
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/08(A)/2020

Date: 15.01.2021

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 12.01.2021 at 3 PM 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. Jibananda 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. The Action taken for the last IQAC meeting.
3. Review the course progress, proctorial system, lecture note submission.
4. To discuss and decide the quality initiatives planned by the departments/Sections for the forthcoming semester.
5. Up-gradation for conduction of seminar/workshop/conference
6. Collaboration with reputed research organization
7. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC.
8. Review of Clubs and Committees
9. Any other item with the permission of the Chair
10. Vote of thanks.

## Agenda 1:

The minutes of the last meeting of the IQAC is placed before the IQAC Committee for confirmation. Dr. Sruti Ranjan Mishra, Coordinator, IQAC opened the forum for discussion and requested all especially the external and student members to give their suggestions.

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

- Stock and Maintenance Register of all the Laboratories has been reviewed by the Academic Audit Committee.
- Being an engineering college, a special arrangement for GATE coaching classes are organized and conducted by all the departments of the Institution

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In the GATE coaching classes, primary emphasis is given to solve the questions of last ten years. Tricks and tips is another regular practice of the GATE coaching classes.

- All the HODs have reviewed the proctor sheet of the respective Department and identified the slow learning students. With reference to the grievance of these students extra class has been arranged for better understanding.
- Plantation Programme has been organized on 26<sup>th</sup> January 2020 by Prof. Nirmalendu Hota, Coordinator, NSS.

## **Agenda 2: Review the course progress, proctorial system, lecture note submission**

### **Resolution 1:**

All the HODs are charged to review and instructed the subject teachers to submit the lecture notes to the central library. The lecture notes for 2<sup>nd</sup> and 4<sup>th</sup> semester should be collected and uploaded in college website on or before 24<sup>th</sup> May 2022.

### **Resolution 2:**

It has been decided that regular proctorial call is required for students and parents for awareness regarding tuition fees, attendance and attentiveness in online classes.

## **Agenda 4: To discuss and decide the quality initiatives planned by the departments/Sections for the forthcoming semester.**

Dr. Sambit Kumar Mishra informed all that as far R&D activities are concerned, from 1<sup>st</sup> July, 2022 Research-based Learning (RBL) activities will start. He mentioned that all activities will be mapped with the department POs and evaluation will be done towards direct CO attainment which is one of the data required by NBA. Case studies, role play etc. are some activities that will be conducted under RBL. Remaining routine activities like research grants, consultancy etc. will go on as usual. Dr. Animesh Chhotray informed activity-based Learning activities will begin and activities other than academics this time have been planned mostly after college or on Saturdays in online mode. Prof. Binay Panigrahi said that in Civil department all teaching

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members have been informed to make their learning resources ready by 10<sup>th</sup> July. Department staff will be preoccupied with RBL activities, BE projects etc. Prof. P. prusty gave a brief presentation on the initiatives taken by the Mechanical department and said that in the upcoming semester, certain subjects may require faculty members physical presence in college for conduction of certain practical as not all subjects can be taken in software mode during lockdown period. Prof. Chandan Kumar Sethi highlighted that during the lockdown all practical and oral exams were conducted smoothly in online mode while BE project examination was evaluated by industry experts. He also mentioned that the result generation in online mode happened much quicker than usual with smooth coordination between different departments

#### **Resolution 6:**

It is resolved that 2<sup>nd</sup> year and 3<sup>rd</sup> year classes will continue in online mode until further notification from BPUT.

#### **Resolution 7:**

It is resolved that activity based learning will be initiated after class timing for the Diploma and UG students.

#### **Agenda 5: Up-gradation for conduction of seminar/workshop/conference**

Prof. Jyoti Prakash Mishra, VC suggested for the improvement of the quality of seminar/workshop/conference conducted in the institute. He suggested for conducting webinars on online mode on the various theme involving COVID-19 Crisis. He suggested including more involvement of the industrial person.

#### **Resolution 8:**

It is resolved that webinars will be conducted in online mode by all the Departments.

#### **Agenda 6: Collaboration with reputed research organization**

Dr. J. Jena has discussed various advantages of collaborative research and academic activities for the students and as well as faculties. He suggested conducting quiz and competition involving various technical activities like seminars, web designing

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formation of new apps, and design of cheap ventilators which are highly required in this pandemic situation. The institute can select the best projects and send these students for further training to other universities for their better future.

## **Resolution 9:**

It is resolved that various technical activities will be conducted for the students. Prof. S. Pati, HoD, EE is charged to conduct these activities.

## **Resolution 10:**

It is resolved that Dr. Sambit Kumar Mishra is charged to collaborate with reputed research organization, industries and academia to introduce industry centric courses as part of a curricular process.

## **Agenda 7: To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC**

Dr. Animesh Chhotray suggested to all the teaching and non teaching staffs to attend Webinars Conducted by "Ministry of Education Innovation Cell" at 03:00 PM, that after the class hour. This will help the staffs for awareness to encourage the creative energy of our student population to work on new ideas and innovation and promote them to create start-ups and entrepreneurial ventures.

## **Resolution 11:**

It is resolved that all the staffs will attend the webinars conducted by "Ministry of Education Innovation Cell".

## **Agenda 8: Review of Clubs and Committees**

All the activities related to Clubs are reviewed. Dr. Jibanananda Jena, Principal have suggested for involvement of more activities for the students. The concerned faculty members will submit the monthly report of progress of the particular committee.

## **Resolution 12:**

It is resolved that monthly reports for clubs and committees should be submitted on or before 31<sup>st</sup> January 2021.

The Chair Person, IQAC appeal following points to IQAC members.

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- To update the college website because it is highly essential during this pandemic period.
- To send of internal marks and attendance to parents.
- 8th semester project work progress
- Writing of research articles, papers etc.
- Digitization of college system like ERP/Development of apps/ Website maintenance/Apps for COVID-19.
- Development of systematic workflow for disciplinary committee.

### Resolution 13:

It is resolved that website designers should ensure regular up gradations and post required details in website by consulting the concerned authorities. Students also should be encouraged by the concerned faculty members to develop an application regarding covid-19 as a project work.


### Resolution 14:


It is resolved that sending of internal marks and attendance to parents should be completed 30<sup>th</sup> May 2022.

### Resolution 15:

It is resolved that all the faculties during this lockdown period should Write the research articles, papers etc. The papers should be published in SCI Indexed journals.

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

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



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