



# GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

BANIATANGI, BHUBANESWAR-752060, INDIA

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



Ref No: GIET/IQAC/10/2018

Date: 20.04.2019

## 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 **22/04/2019**, at **04:00 PM** 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. The Action taken for the last IQAC meeting.
3. To improve the quality of teaching through FDP etc.
4. To improve the activity of Entrepreneur Development Cell.
5. To encourage extension activities of various Departmental society
6. To enhance the performance of academic and research activities.
7. Subscription of online journals
8. To enhance awareness about Student Support Services
9. To provide facilities to the students
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

Copy to:

1. Vice-Chairman for kind information
2. All members concerned/ Guard of File All Dean All 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/10(A)/2018

Date: 25.04.2019

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 22.04.2019 at 4 PM 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





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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.

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

## The Action was taken in the last IQAC meeting

- The lab maintenance committee representative of each department has submitted a report for conduction of experiment in the lab classes to IQAC Cell.

## To improve the quality of teaching through FDP etc

Dean Academic suggested for Faculty development programs (FDPs) which have proven to be successful for improving teaching skills in higher education. The teachers



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education should attend FDP training activities on regular basis and that the scope of planned FDPs should extend beyond the professions discipline, to include social skills necessary for collaboration, professional growth as well as management, and leadership abilities.

## **Resolution 1:**

It is resolved that the Faculty Development Program (FDP) is to be organized for the

- Innovative teaching methodology,
- Communicative skills and effective permutation,
- Students' psychology and classroom management,
- Use of modern technology in teaching

## **To improve the activity of Entrepreneur Development Cell**

Mr. Rayesh Pani, CEO, GENPACT, Pune (Industrialist) suggested for implementation of Entrepreneurship Development Cell (EDC) which will train and motivate the engineering students to become Job Creators rather than Job Seekers. It aims to cultivate the entrepreneurial spirit among students such as the spirit of resilience, and dedication.

## **Resolution 2:**

It is resolved to implement Entrepreneurship Development Cell at GIET, Baniatangi, Bhubaneswar.

## **Resolution 3:**

It is resolved to conduct a workshop on the Entrepreneur Development Awareness Camp. Dr. S. R. Mishra, HOD, BSH is given in charge to conduct the workshop.

## **To encourage extension activities of various Departmental society**

## **Resolution 4:**

All the departmental heads are requested to form a society which will look after all the various extension activities of the departments.





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## To enhance the performance of academic and research activities

Regarding the mechanism for ensuring the timely, efficient and periodic-progressive performance of academic and research activities on a regular basis all the HODs and other IQAC members have discussed.

### **Resolution 5:**

In order to work out the mechanism for ensuring the timely, efficient and periodic-progressive performance of academic, administrative and research activities on regular basis, it is resolved that internal assessment approved and a standing committee be constituted.

## **Subscription of online journals**

### **Resolution 6:**

The librarian is requested to subscribe some of the online journals with discussion with all the heads of the departments which will enhance the domain knowledge of students and also the faculty members.

## **To enhance awareness about Student Support Services**

### **Resolution 7:**

The chairperson shown his interest towards the facilities provided to the students. He emphasized about the financial assistance extended to economically weaker students from govt. to minimize the dropout rate in the college.

## **To provide facilities to the students**

### **Resolution 8:**

Dean, Academics along with other members of the committee agreed to provide more facilities should be provided to students like – Xerox, Wi-Fi internet, Bus Services and Food court, sports and games etc. Also, the IQAC should enhance awareness programme about Student Support Services by letter, email, notice boards, public address system etc.



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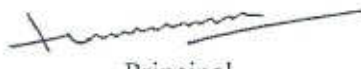
The Chair Person, IQAC appeal following points to IQAC members.

- To take action on the deficiency report from Lab maintenance committee for every Lab of each programme.
- As per the deficiency report, the proposal is to be submitted by each Department for equipment purchase and maintenance.

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**

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



  
Principal  
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