



GANDHI INSTITUTE FOR EDUCATION & TECHNOLOGY

(NAAC Accredited A+ Grade Engineering College)

BANIATANGI, BHUBANESWAR, KHORDHA - 752060

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT & SCIE&T)



Ref No: GIET/IQAC/10/2019

Date: 15.04.2020

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 25th April 2020, 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: April 25, 2020 03:00 PM India

Link:

<https://us02web.zoom.us/j/85698775011?pwd=RGM3eDZ3dmd5Vy84NmRmFjRIR>

MExaQT09 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. To discuss and adopt the initiatives taken by the college for delivering PLP through online Mode during lock down period.
4. To discuss and decide the quality initiatives planned by the

Principal
Gandhi Institute for
Education & Technology
Bhubaneswar

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departments/Sections for the forth coming 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.

Coordinator
IQAC

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Baniatangi, Bhubaneswar

Principal
GIET, Baniatangi, Bhubaneswar

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Copy to:

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



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Ref No: GIET/IQAC/10(A)/2019

Date: 27.04.2020

INTERNAL QUALITY ASSURANCE CELL

(MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 25.04.2020 at 3 p.m 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	11	Dr. Animesh Chhotray	Dean (Academics)
			Prof. Bikash Kumar Pattnaik	
			Dr. Sambit Kumar Mishra	Head, Department of CSE
			Prof. Sushil Kumar Pati	Head, Department of EE
			Prof. Arabinda Pradhan	Head, Department of EACE
			Dr. Laxman Kumar Sahoo	Assistant Prof., Department of Mechanical Engg.
			Dr. Sruti Ranjan Mishra	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	2	Er. Ankita Mohapatra	HR, Executive (Alumni Representative)

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	Alumni		Miss. Akansha Kumari	Mech, 4 th year 1701326120
6	Nominee from Employers /Industrialists/Stake holders	2	Mr. Jaya Krushna Ratha Er. Prasanna Kumar Dixit	Director, MECHEM. Pvt. Ltd Director, Interface Software Pvt. Ltd
7	Coordinator of the IQAC	1	Dr. Pritinika Behera	Head, Nodal Centre of Research, BPUT

The meeting started with the welcome address by the chairperson, Dr. J 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. To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lock down period.
4. To discuss and decide the quality initiatives planned by the departments/Sections for the forth coming 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.

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

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- Stock and Maintenance Register of all the Laboratories has been reviewed by the Academic Audit Committee.
- The Electrical Engineering Department has Successfully Completed the International Conference on Advances in Energy Technology on 17th and 18th January 2020 in association with CRC, Taylor & Francis and Springer Nature publication house.
- Department of Computer Science & Engineering have successfully completed Short Term Training Programme on “MACHINE LEARNING AND ITS APPLICATION ON CYBER SECURITY” from 10th to 15th February 2020.
- Being an engineering college, a special arrangement for GATE coaching classes are organized and conducted by all the departments of the Institution. 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 26th January 2020 by Prof. Nirmalendu Hota, Coordinator, NSS.

Agenda 3: To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lockdown period.

Dr. Jibanananda Jena started by saying that this meeting coincides on online mode due to the current pandemic and with the ‘Work from Home’ setting has resulted over video-conferencing platform. Some of the salient points that he highlighted were:

- The second half of academic year 2019-20 was conducted partially in physical mode and partially in virtual mode
- The teaching-learning process in virtual mode included online lectures, doubt-clearing sessions, term work submissions and conduct of practical and oral examinations
- TCET will continue to work in online mode until further notice from the State Government with online teaching starting full-fledged from 3rd August, 2020

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Prof. S K Pati then opened the forum for discussion on Agenda 3 and requested all especially the external and student members to give their suggestions. Dr. Animesh Chhotray said that he appreciated how in spite of the difficult scenario that the pandemic has posed on the daily lives of people, TCET continued with its academic activities in a 'Work from Home' setting and further suggested that for the next academic year, faculty members should be completing 20% of e-content and make it available online. Prof. Binya Kumar Panigrahi suggested and encouraged all the proctors to do the telephonic call to the students and parents both for the awareness of online classes.

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 2nd and 4th semester should be collected and uploaded in college website on or before 24th May 2020.

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.

Resolution 3:

It is resolved that subjects that have heavy duty mathematical analysis, will be conducted Live class through Zoom App Platform.

Resolution 4:

It is resolved that subjects that have heavy duty mathematical analysis, will be conducted Live class through Zoom App Platform.

Resolution 5:

It is resolved that selective lectures, will be recorded and these recorded videos will be uploaded in mediums like YouTube so that students from other colleges can also view these lectures that will also help in increasing the visibility of the lectures.

Agenda 4: To discuss and decide the quality initiatives planned

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departments/Sections for the forthcoming semester.

Dr. Sambit Kumar Mishra informed all that as far R&D activities are concerned, from 1st July, 2020 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 members have been informed to make their learning resources ready by 10th July. Department staff will be preoccupied with RBL activities, BE projects etc. Dr. Pritinika Behera 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. PIC Exam 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 2nd year and 3rd 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

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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. Sambit Kumar Mishra have 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, 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 actives will be conducted for the students. Dr. Smruti Rekha Das is charged to conduct these actives.

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.

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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. Jibananda 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 21st May 2020.

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

- 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 30th May 2020.

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.

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

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