



# 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/11/2020

Date: 19.04.2021

## 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 25<sup>th</sup> April 2021 at 10 AM 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: June20,202010:00 AM India

Link:

<https://us02web.zoom.us/j/85698775011?pwd=RGM3eDZ3dmd5Vy84NmFbXIRM>

[ExaQT09](#)

Meeting ID: 856 9877 5011

Password:3ZNFrM

#### **Agenda:**

1. Review of Resolutions of the last meeting and conformation.
2. Action taken report for the last IQAC meeting.
3. Digital Transformation
  - i. Faculty preparedness
  - ii. Infra Structure –IT services
  - iii. Practices followed towards the implementation of OBE:
  - iv. Semester Readiness Program (SRP)
  - v. Rubrics for Projects and Seminars
  - vi. Plan of Action for the next year:
4. Fixation of Research targets
  - i. Quality in Publications and Citations of Faculty Publications
  - ii. Organization of Training Programs
  - iii. Organization of International Conferences
  - iv. Sponsored Projects and Consultancy Projects
  - v. Plagiarism Issues
  - vi. IPRs / Patent filing.

Principal  
Gandhi Institute for  
Education & Technology  
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5. New infrastructural Proposals in view of additional intake and new UG program(s)  
Uploading of Class room Video lectures and e-Content on to the Portal
6. Assuring of qualitative facilities for Student activities and welfare
  - i. Co-curricular and Extra-curricular activities
  - ii. Personal Counselling
  - iii. Taking care of Health of the Students
  - iv. Career counselling
  - v. Training the students on Coding Platforms
  - vi. Efforts for improving quality placements
7. Academic Audit
  - i. Implementation of three level Academic Audit
  - ii. Program exit feedback systems
8. Participation in NIRF conducted by MHRD
  - i. Constitution of Institute level Committee for effective Governance
  - ii. Assessing the performance of the staff through SAR
  - iii. Faculty retention
  - iv. Faculty selection process
9. Any other item with the permission of the Chair
10. 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/11(A)/2020

Date: 27.04.2021

## INTERNAL QUALITY ASSURANCE CELL

### (MINUTES OF MEETING)

A meeting of the IQAC of Gandhi Institute for Education & Technology, Baniatangi is held on dated 25.04.2021 at 10 a.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

Principal

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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. Review of Resolutions of the last meeting and conformation.
2. Action taken report for the last IQAC meeting.
3. Digital Transformation
  - i. Faculty preparedness
  - ii. Infra Structure –IT services
  - iii. Practices followed towards the implementation of OBE:
  - iv. Semester Readiness Program (SRP)
  - v. Rubrics for Projects and Seminars
  - vi. Plan of Action for the next year:
4. Fixation of Research targets
  - i. Quality in Publications and Citations of Faculty Publications
  - ii. Organization of Training Programs
  - iii. Organization of International Conferences
  - iv. Sponsored Projects and Consultancy Projects
  - v. Plagiarism Issues
  - vi. IPRs / Patent filing.
5. New infrastructural Proposals in view of additional intake and new UG program(s)  
Uploading of Class room Video lectures and e-Content on to the Portal
6. Assuring of qualitative facilities for Student activities and welfare
  - i. Co-curricular and Extra-curricular activities
  - ii. Personal Counselling
  - iii. Taking care of Health of the Students
  - iv. Career counselling
  - v. Training the students on Coding Platforms
  - vi. Efforts for improving quality placements
7. Academic Audit
  - i. Implementation of three level Academic Audit
  - ii. Program exit feedback systems
8. Participation in NIRF conducted by MHRD
  - i. Constitution of Institute level Committee for effective Governance
  - ii. Assessing the performance of the staff through SAR
  - iii. Faculty retention
  - iv. Faculty selection process
9. Any other item with the permission of the Chair
10. Vote of thanks.

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## Agenda 1

The minutes of the last meeting of the IQAC held on dated 25/04/2020 are reviewed and confirmed.

- i. Chairman IQAC highlighted the necessity to encourage about Student Support Services and also summer Internship for students
- ii. The Chairman, IQAC emphasized regarding Institutional Values and Best Practices

## Agenda 2: Action taken report of last IQAC meeting conducted on dated: 25/04/2020

- i. Different skill programmes are organized for all the students to improve their skills and to prepare them for placements. Pre placement talks are also arranged with the experts from industries.
- ii. Environmental Management Plan with the team members under the leadership of Dr. A. Chhotray, Dean, Academics have involved in the overall cleaning activities of GIET campus. NSS volunteers have extended their support in making green campus by planting saplings in the campus.

## Agenda 3: Digital Transformation

- i. Faculty preparedness
- ii. Infra Structure –IT services
- iii. Practices followed towards the implementation of OBE:
- iv. Semester Readiness Program (SRP)
- v. Rubrics for Projects and Seminars
- vi. Plan of Action for the next year

Dr. A. Chhotray, Dean, Academics, has informed that the class work for the academic year 2020-21 for both UG and PG has been conducted in blended (Online + Offline) mode for theory and labs. He also informed that the course material and faculty video lectures are made available in the GIET portal, which can also be accessed / browsed through the web page. He also presented in the meeting that GIET has procured 10 user ZOOM/Webex academic bundle with maximum capacity of 500 participants in each of the account.

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Dean Academics has informed that the Semester Readiness Program is introduced and a three level internal academic auditing process has also been introduced by IQAC from the academic year 2020-2021 onwards to reflect OBE.

He further informed that Rubrics which are re-designed for Projects and Seminars. Results for the academic years 2017-18, 2018-19 and 2019-20 for UG and PG courses were shared by the Dean Academics.

Prof. B. K. Panigrahi asked about the decrease of pass percentage for Civil Engineering PG program. The PIC, Examinations has clarified that because of high demand for Civil Engineering graduates in the construction field in and around Odisha, most of the students are engaged by these construction Companies.

Prof. B. K. patanaik asked how Digital Examination is used for evaluation of laboratories. Dr. R. K. Bhuyan, PIC, Examinations clarified about the examination process.

#### Agenda 4: Fixation of Research targets

- i. Quality in Publications and Citations of Faculty Publications
- ii. Organization of Training Programs
- iii. Organization of International Conferences
- iv. Sponsored Projects and Consultancy Projects
- v. Plagiarism Issues
- vi. IPRs / Patent filing.

Dr. S. K. Mshra, Dean R & D, shared about R & D activities which are going on in the campus. He informed that a separate space is allocated to each Department in the R & E Hub, the co-ordinators have been identified and they are advised in every stage. He further explained the research targets proposed for faculty and the departments.

Dr. S. R. Mishra suggested that two publications per year will increase pressure on the faculty and suggested to publish at least one paper in the top /good publishing group Journals (IEEE, Sage, Taylor & Fancis etc.) so that they will be automatically indexed by both Scopus and WoS.

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Dr. J. Jena, Principal further informed that the R&D hub has planned to procure Turnitin software towards to ensure the quality in publications, PhD and PG Theses. He also informed that so far, the institute has filed 7 Patents out of which 2 Patents are granted.

## **Agenda 5: New infrastructural Proposals in view of additional intake and new UG program(s) Uploading of Class room Video lectures and e-Content on to the Portal**

Dr. S. R. Mishra, Coordinator-IQAC, has presented the proposals submitted to the Management regarding the construction of new Academic buildings, Canteen block, Auditorium and other required infrastructure in view of additional intake and introduction of new Program(s).

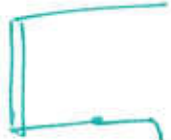
Dr. J. Jena, Principal and Chairman has clarified to the query raised by Sri P. K. Dixit, External Member, regarding meeting of the requirements and standards.

The procedure adopted in uploading of Class room Video lectures and e-content on to the Portal was shared by Dr. S. R. Mishr Cordinator-IQAC.

## **Agenda 6: Assuring of qualitative facilities for Student activities and welfare**

- i. Co-curricular and Extra-curricular activities
- ii. Personal Counselling
- iii. Taking care of Health of the Students
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- v. Training the students on Coding Platforms
- vi. Efforts for improving quality placements

Dr. S. R. Mishra, has presented a report on different Students Clubs, Co-curricular and Extra-curricular activities conducted every year in the campus. He also informed about the student counseling process. He added that a report is recorded for every problem, based on the report, necessary steps are taken for the welfare of the students. He further informed about the facilities available in the campus, to take care of the Health of students.

  
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Dr. Banoj Panda has opined that mentoring shall be more academic than personal and counseling shall be more personal than academic and he advised to involve students also in the Counseling Committee so that the students can open up for their personal problems.

Dr. N. R. Agasti gave presentation on the process of students Placements, training of Soft skills, Internships. He also shared the information about various training programs planned and conducted to the students on Coding through Coding platforms. He also mentioned the recent MoUs made with the organisations for the training the students in the coding.

Dr. Agasti was asked the details of placement branch-wise and the Dean, Academic has given information related to the same.

## Agenda 7: Academic Audit

- i. Implementation of three level Academic Audit
- ii. Program exit feedback systems

Dean, Academics presented about three level academic audit processes which are introduced in the campus. A sample Audit form and an action taken report are also shared. He also shared information about the online 'Program exit feedback system' which is under implementation. He also evidenced the sample reports by the respective HoDs regarding the actions proposed for improvement and fixation of targets for the next academic year.

Dr. D. K. Nayak has asked the details regarding the members involved in auditing process and their training. Chairman-IQAC has clarified that senior faculty of the Institute who are familiar with the processes are involved in the auditing processes.

## Agenda 8: Research proposals to UGC, DST, AICTE, and ISTE

Dr. S. R. Mishra has presented about the position of the Institute in NIRF ranking since 2018 to till date and he also shared about parameter-wise action plans for improving the rank.

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He shared information about the constitution of Institute level Committees for effective Governance in the Institute.

Dr. Sambit Kumar Mishra, Dean, R & D suggested for the conduction of workshop which will help faculty members to write research proposals to UGC, DST& AICTE

All the HODs have discussed regarding the various workshops, seminars and quality related programs as per the department level. Prof. J P Mishra has suggested conducting such program for the gain of knowledge of students.

### The Chair Person, IQAC appeal the HODs to look into the following subjects

1. A concrete academic to be build up in all the department
2. The Proctors of Proctor committee to look up every individual student for counseling the students and developing a sense of trust between faculty and students unlocks the door to student learning unlike any other factor in a student's education.
3. Encouragement to students for participating in various award-winning activities.
4. Review of the training classes for final year students

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



Coordinator  
IQAC

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



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