



# Internal Quality Assurance Cell (IQAC)

## Gandhi Institute For Technology (GIFT)

(Approved by AICTE, New Delhi & Govt. of Odisha, Affiliated to BPUT and SCTE & VT Odisha)

At: Gramadiha, Po: Gangapada, Dist- Khurda, City-Bhubaneswar, Pin: 752054

Web : [www.gift.edu.in](http://www.gift.edu.in) Email : [support@gift.edu.in](mailto:support@gift.edu.in)

Contact No: 7873008173

Ref:-

DATE:- 9/12/2021.

### ACTION TAKEN RPORT

#### ON

#### RESOLUTIONS MADE IN 25 TH. IQAC MEETING HELD ON 03.10.2021.

**Resolution:-** Each Department to assign one Faculty as Departmental IQAC coordinator, who will discuss with department & share with IQAC and vice versa.

**Action Taken:-** Each Department HOD have assigned one faculty as departmental coordinator (15 days back) & the same has been informed to HR cell.

**Resolution:- For improvement of Lab & Class attendance ,it was resolved that;**

1. Class adjustment of faculty availing leave to be properly checked by HOD & Dean academics for the topic to be covered by the adjusting faculty.
2. During class, faculty to conduct random quiz and the same marks to be included in Internal marks.
3. Students should allow to download their University examination Admit card from CMS. Such that, a student not having pre fixed attendance percentage can not able to download his/ her admit card. However after counseling by HOD/ Dean academics he or she may be issued the admit card.
4. A student having less attendance, should be debarred from the 1 st Internal test. If during 2 nd Internal test, he/ she improves the attendance then he/ she should allowed to appear supplementary 1 st. Internal test.
5. A student having low attendance in theory class , not to be allowed for Lab class.
6. Daily class attendance report to be submitted by faculty to concerned HOD.
7. Internal marks to have certain marks for Attendance.

**Action Taken:-** HODs of each Department sanctioning leave of faculty as per resolution.

All faculty members have been notified by concerned HODs to conduct random quiz test.

As per resolution, after completion of each class, faculty are submitting the attendance report to HODs & HODs are informing to Principal.

**Resolution:-** For improvement of examinations & evaluation process, it was resolved that;

- Common Lesson plan for common paper.
- For internal 1 & internal 2, the course coverage to be fixed.
- Internal Questions for each internal test to be submitted by each concerned subject teacher for common subjects and Examination section to pick-up one set for examination.
- Existing evaluation process to be continued.

**Action Taken:-**

PIC, Exam Cell have already notified to all HODs & Departmental SPOCs of Examination to develop common lesson plan for common paper & fixing course coverage for internal test.

**Resolution:-** For improvement of teaching methodology, it was resolved that; during uploading of Lesson plan, the necessary PPT with animated picture/ video to be must uploaded in CMS.

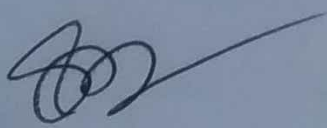
**Action Taken:-** All faculty members have been informed by their concerned HOD to take class with animated picture/ video where required and available.

**Resolution:-** In connection with last completed Academic Audit, it was resolved that the Audit report to be analysed by Dean Academics and the same to be shared with IQAC coordinator for further necessary action.

**Action Taken:-** Analysis report preparation is under process at Dean Academics I/c level.

**Resolution:-** For early completion of the documentation system through CMS, it was resolved that, regular chase up to be done with Prof. Priyabrata Sir and if necessary to involve Prof. Mukesh, T&P cell.

**Action Taken:-** Considering the work load of Prof. Priyabrata, IQAC have developed online secure data collection system through Google Form for all departmental and central activities. The departmental forms has been shared with all departmental coordinators and the process of documentation in files has been clearly clarified to them. The sharing of central activity Google forms with concerned SPOCs is in process, which will be completed by 15<sup>th</sup> December.



**Resolution:-** It was resolved that, all Department HODs and Central level SPOCs to prepare their calendar before puja vacation and hand over to IQAC coordinator for final central calendar. Necessary instruction to concerned HODs & SPOCs to be given by Principal.

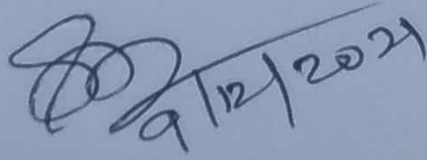
**Action Taken:-** After discussion with concerned central level SPOCs , HODs & Dean Academics I/c, IQAC have published a central level dynamic academic calendar and the same has been uploaded in our college website.

**Resolution:-** Regarding conduction of Students Satisfaction Survey and collection of students feed back on teachers performance, it was resolved that, Model Questionaries' for Students Satisfaction Survey to be prepared by IQAC coordinator and submitted for approval. Further resolved that, students having more than 75% attendance shall be eligible to participate in SSS and feed back on teacher performance.. Teachers performance feed back shall be carried out by different members of IQAC.

**Action Taken:-** Required model Questionaries' prepared by IQAC as per NAAC guidelines has been approved by Principal and as decided the feed back shall be collected latter on.

**Resolution:-** It was resolved that, the Parents meet feed back report prepared & analysed by concerned SPOC to be shared with IQAC .Also it was resolved that, Principal to appoint new SPOC for Alumni activity .

**Action Taken:-** Due to COVID restrictions, parents meet has been conducted only in one district and the feed back report of the same has been shared to IQAC by concerned SPOC . For Alumni activity, new SPOC has been appointed by Principal.

  
9/12/2021

**IQAC COORDINATOR**

  
Dr. Ch. V.S Parameswara Rao

**Principal cum Chairman IQAC**  
**Principal**  
**Gandhi Institute for Technology**  
**Bhubaneswar**

**C.C to:-**

- All concerned members of IQAC for kind information and necessary action
- Vice Chairman Sir, Balaram Panda Trust for kind information.
- OSD for kind information & necessary action.
- A.O (HR) for kind information and necessary action