Internal Quality Assurance Cell (IQAC)

Gandhi Institute For Technology (GIFT)

(Approved by AICTE, New Delhi & Govt. of Odisha, Affiliated to BPUT)
At:Gramadiha, Po: Gangapada, Dist- Khurda, Bhubaneswar, Pin: 752054
Web :www.gift.edu.in Email : gift_bbsr@yahoo.co.in
City Office: (0674)2561008, 2561445, Mobile No- 7873008101/194

Letter No ....   Dated 12.8.2020.

NOTICE

Hereby all IQAC members are requested to attend the online meeting of IQAC on 24.8.2020 (Monday) through Google Meet at 2:00 P.M and the agenda of meeting is as below . The link for the meeting shall be shared with you in your WhatsApp number before 4 hours of meeting.

The above is for your kind information & necessary action.

Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of MOOCs enrollment by students and faculty.
3. Review of all online FDP hosted or to be hosted under TEQIP-III / sponsored by our Trust .
4. Regarding closure of EE branch and seat enhancement in CSE & Technology branch.
5. Review of inter departmental Peer lead seminar and Quality enhancement.
6. Review of R&D research project proposal and AICTE grants to be submitted by different departments.
7. Starting of Bridge course for B.Tech. and M.Tech . students.
8. Students registration in extracurricular activities.
9. Planning for celebration of Engineer's Day.
10. Provision of Office Automation training for all teaching and non teaching staff.
11. Any other items with the permission of the Chair.

Thanking You.

IQAC COORDINATOR   CHAIRMAN-IQAC

• C.C to:-All concerned members of IQAC./ All notice board./ A.O (HR) for necessary arrangement./ IQAC coordinator.

Principal
Gandhi Insitute for Technology
Bhubaneswar

Letter No ....

Dated . 27.8.2020.

MOM 21

(MINUTES OF MEETING)

Date:- 24.8.2020

Time:- 2 PM to 5 PM

Venue:- Online mode through google meet.

Members present:-

1. Dr. Surya Narayan Pattnaik, Principal.
2. Er. Samir Ranjan Panda, Officer on Special Duty , Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. Nabnit Panigrahi, Deptt. Of ME.
6. Prof. Surjit Pattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Khitish Kumar Dash, Deptt. Of ME
9. Prof. Saumendra Behera, Deptt. Of ECE.
10. Mr. Bhabagrahi Mohapatra, A.O (G).
11. Mr. Vivek Sharma, Registrar.
12. Mr.Prasanta Kumar Das, A.O (HR) .
13. Sri Kamala kanta Nayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.

14. Mr. Debasish Nayak, Student of 4 th. Yr. (ME) at GIFT. Regn. No. 1701298036.

15. Er. Aswini Lakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
16. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .

17. Mrs. Jayshree Mohanty, Luminous. (Employer)
18. Mr. Chhabindra Sethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 4 th. Year ECE student)
19. Dr. Alok Mohapatra, IQAC coordinator.
20. Mrs. Sabita Mohapatra , Non-Teaching

The Leave of absence was granted to:- NIL

Agenda.

1. Review of pending issues of previous meeting.
2. Review of MOOCs enrollment by students and faculty.
3. Review of all online FDP hosted or to be hosted under TEQIP-III / sponsored by our Trust .
4. Regarding closure of EE branch and seat enhancement in CSE & Technology branch.
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10. Provision of Office Automation training for all teaching and non teaching staff.
11. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members joined through online and he requested to Dr. Surya Narayan Pattnaik to chair the IQAC meeting.

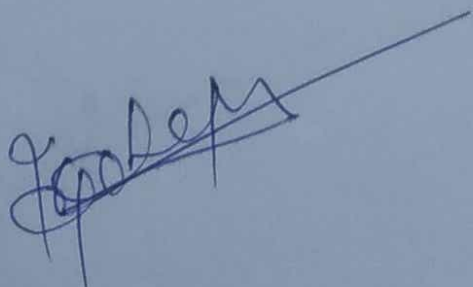**Agenda 1 :-** Review of pending issues of previous meeting.

NIL

Agenda 2:- Review of MOOCs enrollment by students and faculty.

Resolution:-

After online review, it was resolved that, all students are to be encouraged to enroll in MOOCs, NPTEL courses. ALL EE,EEE &ECE students to enroll in online free training of Swaraj Foundation on solar design course and CSE,MCA students in TCS free online courses

Action:- HODs of each Department.

Agenda 3:- Review of all online FDP hosted or to be hosted under TEQIP-III / sponsored by our Trust .

Resolution:- The TEQUIP programs sanctioned in favour of GIFT reviewed. It was resolved to organize all programs in online mode. Dean research to coordinate with HODs of each Department for smooth hosting of all TEQUIP programs of BPUT. Also it was resolved to organize Webinar by eminent speakers for students by each department .

Action:- HODs of each Department & Dean Research

Agenda 4:- Regarding closure of EE branch and seat enhancement in CSE & Technology branch.

Resolution:- After review of the vacant seat status for last 3 years in Electrical Engineering branch and Electrical & Electronics Engineering branch, it was resolved to close EE branch and considering the demand the intake capacity of CSE branch to enhance.

Action:- SPOC- Admission & SPOC-AICTE/BPUT

Agenda 5:- Review of inter departmental Peer lead seminar and Quality enhancement.
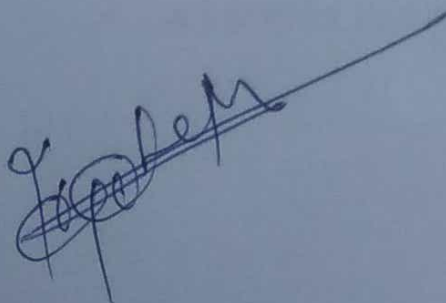
Resolution:- After review of the participation status & students interest in peer lead seminar through online mode, it was resolved that, best student award with cash prize to be implemented .

Action:- Dean Academics

Agenda 6:- Review of R&D research project proposal and AICTE grants to be submitted by different departments

Resolution:- After review of ongoing research project s statu (as stopped due to lock down), it was resolved to collect more R&D projects , each department to apply to AICTE for Conference, SPICES, R&D projects, etc..

Action:- HODs of each Department & Dean Research

Agenda 7:- Starting of Bridge course for B.Tech. and M.Tech . students.

Resolution:- After thorough discussion, due to delay in completion of admission process by concerned authority on account of pandemic, it was resolved to start the bridge class in online mode for all B.Tech., M.Tech., MBA, MCA & Diploma students who have applied/ booked for admission.

<div align="center">

Action:- PIC Bridge class

</div>

Agenda 8:- Students registration in extra curricular activities.

Resolution:- It was resolved, not to organize any extra curricular activity for students due pandemic.

Agenda 9:- Planning for celebration of Engineer's Day.

Resolution:- It was resolved, to celebrate upcoming Engineer's day through online mode on 18.9.2020. All faculty members to participate.

<div align="center">

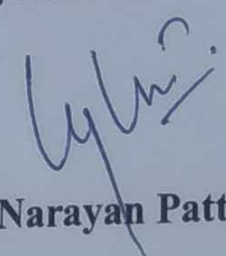**Action:- Administrative Officer (HR)**

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Agenda 10:- Provision of Office Automation training for all teaching and non teaching staff.

Resolution:- Considering COVID-19 guidelines, with less numbers of staff in in 2 phase, office automation training to be conducted for all employee at campus in physical mode.

Agenda 11:- Any other items with the permission of the Chair.
NIL

IQAC COORDINATOR

Dr. Surya Narayan Pattnaik,

Principal cum Chairman IQAC

Principal
Gandhi Insatute 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

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City Office: (0674)2561008, 2561445, Mobile No- 7873008101/194

Letter No ....   **Dated. 28/10/2020.**

NOTICE

Hereby all IQAC members are requested to attend the online meeting of IQAC on 9.11.2020 (Monday) through Google Meet at 2:00 P.M and the agenda of meeting is as below . The link for the meeting shall be shared with you in your WhatsApp number before 4 hours of meeting.

The above is for your kind information & necessary action.

Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of New Education Policy.
3. Establishment of GIFT Automation club.
4. Review of mentoring activity.
5. Review of Faculty collaborative learning sessions.
6. Review of NAAC- AQAR work progress.
7. Organisation of e-Induction program for 1 st year students.
8. Review of new MOUs to be signed
9. Review of AICTE sponsored FDP to be hosted by different departments.
10. Organization of Alumni meet.
11. Review of Mock TI, PI & CC program for students.
12. Arrangement for students Laboratory classes .
13. Review of NBA filing work of EEE & ME department.
14. Any other items with the permission of the Chair.

Thanking You

IQAC COORDINATOR   CHAIRMAN-IQAC

- **C.C to:-**All concerned members of IQAC./ All notice board./ A.O (HR) for necessary arrangement./ IQAC coordinator.

Principal
Gandhi Insitute for Technology
Bhubaneswar

Internal Quality Assurance Cell (IQAC)

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City Office: (0674)2561008, 2561445, Mobile No- 7873008101/194

Letter No ....   Dated. 12.11.2020

MOM 22

(MINUTES OF MEETING)

<u>Date:-</u> 9.11.2020

Time:- 2 PM to 5 PM

Venue:- Online mode through google meet.

Members present:-

1. Dr. Surya Narayan Pattnaik, Principal.
2. Er. Samir Ranjan Panda, Officer on Special Duty , Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. Satyajit Nayak, Deptt. Of CSE..
6. Prof. Surjit Pattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Khitish Kumar Dash, Deptt. Of ME
9. Mr.Prasanta Kumar Das, A.O (HR) .
10. Sri Kamala kanta Nayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.

11. Mr. Debasish Nayak, Student of 4 th. Yr. (ME) at GIFT. Regn. No. 1701298036.
12. Er. Aswini Lakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
13. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .
14. Mrs. Jayshree Mohanty, Luminous. (Employer)

15. Mr. Chhabindra Sethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 4 th. Year ECE student)
16. Dr. Alok Mohapatra, IQAC coordinator.
17. Mrs. Sabita Mohapatra , Non-Teaching

The Leave of absence was granted to:-

18. Prof. Saumendra Behera, Deptt. Of ECE.
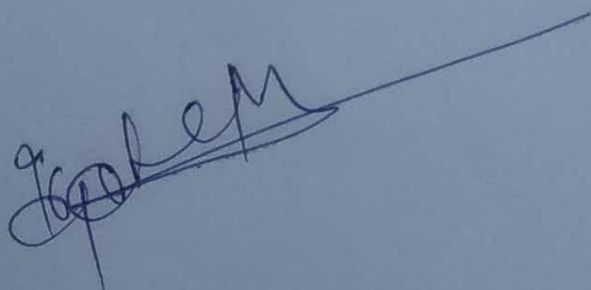19. Mr. Bhabagrahi Mohapatra, A.O (G).
20. Mr. Vivek Sharma, Registrar.

Agenda.

1. Review of pending issues of previous meeting.
2. Review of New Education Policy.
3. Establishment of GIFT Automation club.
4. Review of mentoring activity.
5. Review of Faculty collaborative learning sessions.
6. Review of NAAc- AQAR work progress.
7. Organisation of e-Induction program for 1 st year students.
8. Review of new MOUs to be signed
9. Review of AICTE sponsored FDP to be hosted by different departments.
10. Organization of Alumni meet.
11. Review of Mock TI, PI & CC program for students.
12. Arrangement for students Laboratory classes .
13. Review of NBA filing work of EEE & ME department.
14. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members joined through online and he requested to Dr. Surya Narayan Pattnaik to chair the IQAC meeting.

Agenda 1 :- Review of pending issues of previous meeting.

NIL

Agenda 2 :- Review of New Education Policy.

Resolution ;-

It was resolved that, a committee of Sr. Faculty members headed by Dr. Bikram Rout, BSH Department shall review the New National Education Policy and organize online/ offline seminar talk with other faculty members regularly.

Action:- Principal & Dr. Bikram Rout

Agenda 3 :- Establishment of GIFT Automation club.

Resolution ;-

It was resolved that, Mechanical Engineering Department to start one Automation Club for the students after procurement & commissioning of one CNC Machine.

Action:- HOD, Mechanical Engg.

Agenda 4 :- Review of mentoring activity.

Resolution ;-

After review of Mentoring activity from CMS, it observed that; maximum mentors have covered 100% mentoring as per rule. But the remark of 1st reviewer for some faculty members is not satisfactory. So it was resolved that, hence forth Reviewer faculty of each mentor group to upload his/ her remarks without delay.
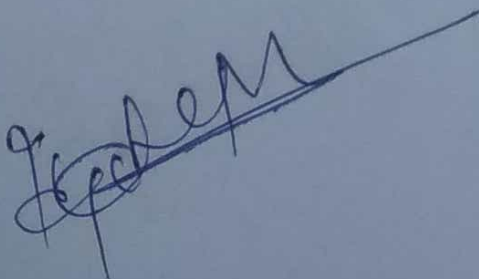
Action:- Registrar

Agenda 5 :- Review of Faculty collaborative learning sessions.

Resolution ;-

It was resolved that, during lock-down, the collaborative session to continue on each Thursday through online mode among 3 to 4 groups. In every session , in each group; one or two faculty to deliver the talk and others to attend the same. Further resolved to appoint one faculty as SPOC for each group towards coordination.

Action:- Dean (Academics)

Agenda 6 :- Review of NAAc- AQAR work progress.

Resolution ;-

NAAC coordinator informed in the meeting regarding extension of last date of submission of AQAR due to pandemic. However considering the urgency, it was resolved that, all concerned staffs taking free pass from Govt. to come college to complete the balance pending work of AQAR.

Action:- NAAC coordinator & Registrar.

Agenda 7 :- Organisation of e-Induction program for 1 st year students.

Resolution ;-

After review of the BPUT Academic calendar, it was resolved that, the induction program for 1 st year students (all) to be organized in online mode within next 15 days.
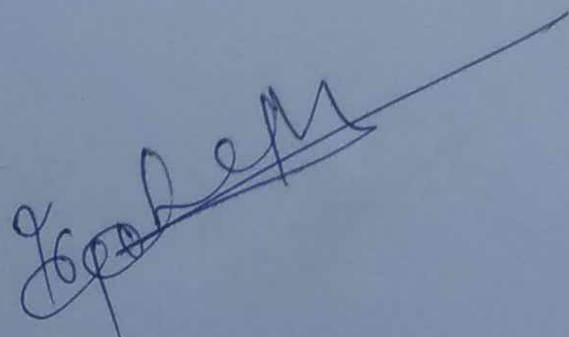
Action:- First year coordinator.

Agenda 8 :- Review of new MOUs to be signed

Resolution ;-

After review of the status of MOUs signed , chairman-IQAC stressed to sign new MOUs with many software/ training companies. Such tat, during present lock down condition our students & faculty members can undergo training through online mode. Thus it was resolved that, Prof. Bhupesh Deka, HOD-MCA to coordinate with different software/ training companies and sign MOUs followed by conducting activity for the benefit of students & faculty.

Action:- HOD-MCA

Agenda 9 :- Review of AICTE sponsored FDP to be hosted by different departments.

Resolution ;-

      All members reviewed the AICTE sponsored FDP programs of all departments. It was resolved that all departments to conduct the sponsored FDP programs through online mode before 31st December 2020.

                              Action:- HODs

Agenda 10 :- Organization of Alumni meet.

Resolution ;- It was resolved that this year with less Alumni, to conduct the Alumni meet before December 2020.

                              Action:- Head T & P Cell

Agenda 11 :- Review of Mock TI, PI & CC program for students.

      Resolution ;-   All members reviewed the TI,PI & CC activity status. Chairman congratulate all faculty members for good performance .It was resolved to continue the activity in online mode and the activity to be video recorded.

                              Action:- SPOC- Training, T&P Cell

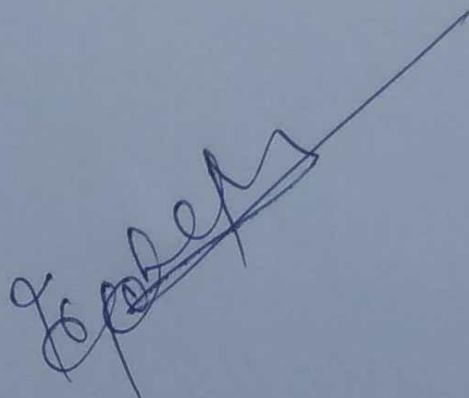**Agenda 12 :-** Arrangement for students Laboratory classes .

      Resolution ;- Due to lockdown as students are not doing any Laboratory experiments, so it was resolved all department to develop video recording of each lab experiments pertaining to 5 th semester class of B.Tech. and forward the same to students.

                              Action:- HODs

Agenda 13 :- Review of NBA filing work of EEE & ME department.

      Resolution ;- After review of the NBA work it was resolved to complete all work in all respect before December as it is expected that team may visit during January 1 st week.
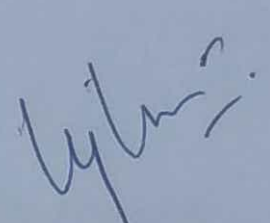
                              Action:- NBA Coordinator

Agenda 14 :- Any other items with the permission of the Chair.

Resolution:- NIL

Dr. Surya Narayan Pattnaik

Principal cum Chairman IQAC

IQAC COORDINATOR

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

Letter No ....   Dated 3.3.2021.

NOTICE

Hereby all IQAC members are requested to attend the IQAC meeting physically on 15.3.2021 (Monday) at 2:00 P.M in our mini conference hall (Room No. 309) as per COVID guide lines. The agenda of meeting is as below .

The above is for your kind information & necessary action.

Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Regarding inspection of all laboratory equipment of college.
3. Regarding launching of CNC club.
4. Review of NAAC SSR work progress.
5. Regarding celebration of " World Water Day " and " UtkalDiwas" at college campus.
6. Registration of students for Infosys Certification course.
7. Review of 8 th. Semester student's Major Project work progress and finalization for External Evaluation.
8. Review of all Webinar hosted and to be hosted by different departments.
9. Review ofprogress in Rain water harvesting work at campus.
10. Review of status of all On line classes conducted and arrangement of doubt clearing class for 1 st. year students.
11. Regarding implementation of " Company specific training for all students ".
12. Any other items with the permission of the Chair.

Thanking You.

IQAC COORDINATOR   CHAIRMAN-IQAC

- C.C to:-All concerned members of IQAC./ All notice board./ A.O (HR) for necessary arrangement./ IQAC coordinator.

Principal
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Bhubaneswar

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City Office: (0674)2561008, 2561445, Mobile No- 7873008101/194

Letter No ....   Dated . 18.3.2021.

MOM 23

(MINUTES OF MEETING)

Date:- 15.3.2021

Time:- 2 PM to 5 PM

Venue:- Mini conference hall (Room No. 309), physically with covid guidelines.

Members present:-

1. Dr. Ch.V.S Parameswara Rao, Principal.
2. Er. Samir Ranjan Panda, Officer on Special Duty , Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Prof. Surjit Pattnaik, Deptt. Of Civil Engg.
6. Prof. Khitish Kumar Dash, Deptt. Of ME
7. Prof. Saumendra Behera, Deptt. Of ECE.
8. Mr. Bhabagrahi Mohapatra, A.O (G).
9. Dr. Manoranjan Mishra, Registrar.
10. Mr.Prasanta Kumar Das, A.O (HR) .
11. Sri Kamala kanta Nayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.

12. Mr. Debasish Nayak, Student of 4 th. Yr. (ME) at GIFT. Regn. No. 1701298036.

13. Er. Aswini Lakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
14. Mr. Chhabindra Sethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 4 th. Year ECE student)

15. Dr. Alok Mohapatra, IQAC coordinator.
16. Mrs. Sabita Mohapatra , Non-Teaching

The Leave of absence was granted to:-

1. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .(Personal problem)

2. Mrs. Jayshree Mohanty, Luminous. (Employer) (Personal problem)

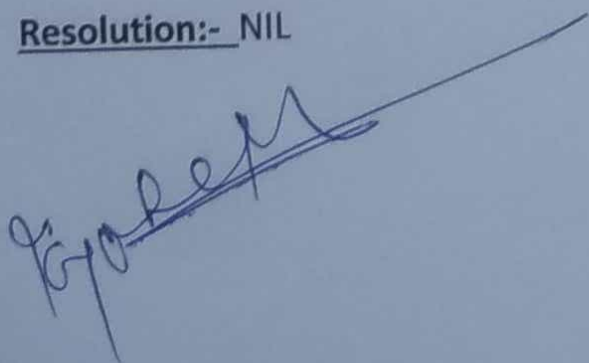3. Dr. Satyajit Nayak, Deptt. Of CSE ..(COVID positive)

Agenda.

1. Review of pending issues of previous meeting.
2. Regarding inspection of all laboratory equipment of college.
3. Regarding launching of CNC club.
4. Review of NAAC SSR work progress.
5. Regarding celebration of " World Water Day " and " Utkal Diwas" at college campus.
6. Registration of students for Infosys Certification course.
7. Review of 8 th. Semester student's Major Project work progress and finalization for External Evaluation.
8. Review of all Webinar hosted and to be hosted by different departments.
9. Review of progress in Rain water harvesting work at campus.
10. Review of status of all On line classes conducted and arrangement of doubt clearing class for 1 st. year students.
11. Regarding implementation of " Company specific training for all students ".
12. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members present in Room and he requested to Dr. Ch. V.S Parameswara Rao to chair the IQAC meeting.

Agenda 1 :- Review of pending issues of previous meeting.

Resolution:- NIL

Agenda 2 :- Regarding inspection of all laboratory equipment of college.

Resolution:- After a long period of lock down as the college has opened on 17. 2021, so it was resolved to inspect the quantity and working status of all Laboratory equipment with immediate effect.

Action:- HODs & Dean Academics

Agenda 3 :- Regarding launching of CNC club.

Resolution:- Principal informed to all members present regarding installation & commissioning of Wooden platform design CNC router machine in the CNC club of Mechanical Engg. Department. It was resolved that, all teaching & para teaching staff to undergo 10 hours training followed by a test on the operation of the CNC machine.

Action:- AO (HR)

Agenda 4 :- Review of NAAC SSR work progress.

Resolution:- The work progress against NAAC SSR preparation reported bt NAAC coordinator . Chairman IQAC expressed his un satisfaction for the progress. It was resolved to complete the SSR work within one month and to be uploaded in NAAC website.

Action:- NAAC Coordinator.

Agenda 5 :- Regarding celebration of " World Water Day " and " Utkal Diwas" at college campus.
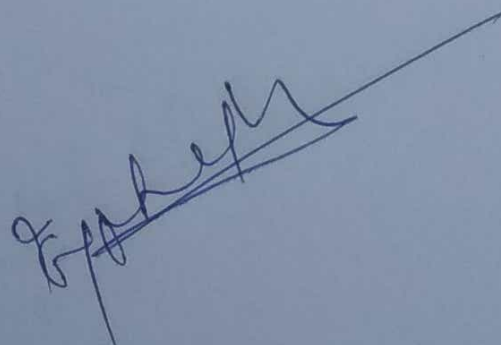
Resolution:- It was resolved to celebrate the upcoming Utkal Diwas & World water day in our campus.

Action:- Registrar/ Dean Academics

Agenda 6 :- Registration of students for Infosys Certification course.

Resolution:- It was resolved , to enroll more students for Infosys certification course, which is free & in online mode and shall be helpful for campus drive.

Action:- prof. Archana Panda, SPOC.

Agenda 7 :- Review of 8 th. Semester student's Major Project work progress and finalization for External Evaluation.

Resolution:- Final year student's project work progress report reviewed by the members & it was resolved to evaluate their work by external evaluator along with poster presentation.

<div align="center">

Action:- prof. Saumendra Behera, SPOC.

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Agenda 8 :- Review of all Webinar hosted and to be hosted by different departments.

Resolution:- It was resolved to organize a webinar on Industry 5.0, Webinar on startups, webinar on Quality development, etc...

<div align="center">

Action:- IQAC coordinator

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Agenda 9 :- Review of progress in Rain water harvesting work at campus.

Resolution:- It was resolved to complete the ongoing rain water harvesting work in campus as soon as possible.

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Action:- Prof. Abhijit Mangaraj, SPOC

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Agenda 10 :- Review of status of all On line classes conducted and arrangement of doubt clearing class for 1 st. year students.
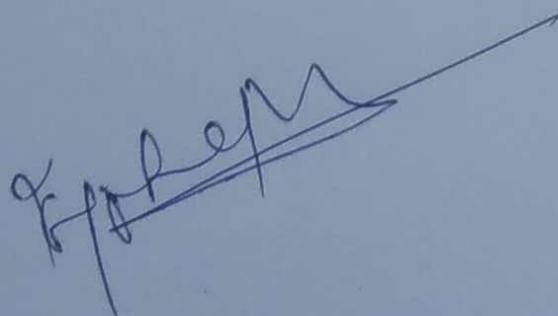
Resolution:- The committee reviewed the online class status and it was resolved for optimal utilization of our SMART board for online class.

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Action:- System Administrator

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Agenda 11 :- Regarding implementation of " Company specific training for all students ".
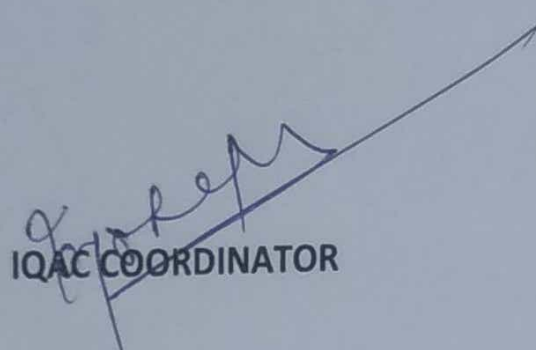
Resolution:- It was resolved to conduct company specific training for all B.Tech. students by experienced faculty of department or out sourcing to improve students ability for placement.

<div align="center">

Action:- PIC- Co. specific training.

</div>

Agenda 12 :- Any other items with the permission of the Chair.

Resolution:- NIL

Dr. Ch.V.S Parameswara Rao

Principal cum Chairman IQAC

IQAC COORDINATOR

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

Letter No ....   Dated 2.6.2021.
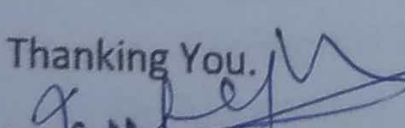
NOTICE

Hereby all IQAC members are requested to attend the online meeting of IQAC on 9.6.2021 (Wednesday) through Google Meet at 2:00 P.M and the agenda of meeting is as below . The link for the meeting shall be shared with you in your Whats App number before 4 hours of meeting.

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Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of New Education Policy.
3. Review of progress on NAAC filing work and submission of SSR.
4. Review of Mock T.I , EET class and Company Specific Training.
5. Organisation of Webinar on Quality by IQAC for all teaching staff.
6. Regarding hosting of Technical Symposium.
7. Regarding hosting AICTE sponsored events in time.
8. Regarding release of e- proceedings of organized national conference.
9. Participation in CSR-GHRDC Ranking survey
10. Conducting Academic Audit in each department.
11. Any other items with the permission of the Chair.

Thanking You.

IQAC COORDINATOR

PRINCIPAL

- C.C to:-All concerned members of IQAC./ All notice board./ A.O (HR) for necessary arrangement./ IQAC coordinator.

Principal
Gandhi Institute for Technology
Bhubaneswar

Letter No ....   Dated . 11.6.2021.

MOM 24

(MINUTES OF MEETING)

Date:- 9.6.2021

Time:- 2 PM to 5 PM

Venue:- Online mode through google meet..

Members present:-

1. Dr. Ch.V.S Parameswara Rao, Principal.
2. Er. Samir Ranjan Panda, Officer on Special Duty , Balaram Panda Trust.
3. Prof. Sujit Panda, Deptt. Of CSE.
4. Dr. Satyajit Nayak, Deptt. Of CSE..
5. Prof. Surjit Pattnaik, Deptt. Of Civil Engg.
6. Prof. Khitish Kumar Dash, Deptt. Of ME
7. Prof. Saumendra Behera, Deptt. Of ECE.
8. Mr. Bhabagrahi Mohapatra, A.O (G).
9. Dr. Manoranjan Mishra, Registrar.
10. Mr.Prasanta Kumar Das, A.O (HR) .
11. Sri Kamala kanta Nayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.

12. Mr. Debasish Nayak, Student of 4 th. Yr. (ME) at GIFT. Regn. No. 1701298036

13. Mrs. Jayshree Mohanty, Luminous. (Employer)
14. Mr. Chhabindra Sethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 4 th. Year ECE student)
15. Dr. Alok Mohapatra, IQAC coordinator.
16. Mrs. Sabita Mohapatra , Non-Teaching

The Leave of absence was granted to:-

17. Er. Aswini Lakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
18. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .
19. Sri Kamala kanta Nayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
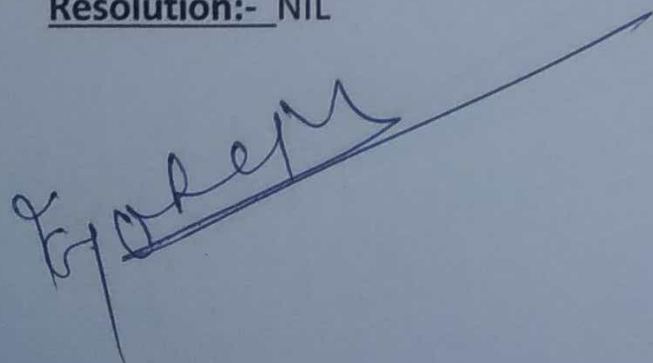20. Prof. Prasanna Kumar Rout, Deptt. of BSH.

Agenda.

1. Review of pending issues of previous meeting.
2. Review of New Education Policy.
3. Review of progress on NAAC filing work and submission of SSR.
4. Review of Mock T.I , EET class and Company Specific Training.
5. Organisation of Webinar on Quality by IQAC for all teaching staff.
6. Regarding hosting of Technical Symposium.
7. Regarding hosting AICTE sponsored events in time.
8. Regarding release of e- proceedings of organized national conference.
9. Participation in CSR-GHRDC Ranking survey
10. Conducting Academic Audit in each department.
11. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members joined through online and he requested to Dr. Ch.V.S Parameswara Rao to chair the IQAC meeting.

Agenda 1 :- Review of pending issues of previous meeting.

Resolution:- NIL

Agenda 2 :- Review of New Education Policy.

Resolution:- After review of the comments of different committee members of GIFT New education policy review committee, it was resolved to explain about the policy in brief to all faculty members by conducting an online meeting.

Action:- PIC- New Education Policy

Agenda 3 :- Review of progress on NAAC filing work and submission of SSR.

Resolution:- During review, Principal expressed his unhappiness due delay in submission of SSR. It was resolved to complete all work & submit the SSR to NAAC by last week of July-2021.

Action:- NAAC Cordinator

Agenda 4 :- Review of Mock T.I , EET class and Company Specific Training.

Resolution:- After review of the performance of faculty conducting mock TI,PI & CC, it was resolved to assign students list faculty wise to conduct mock TI,PI & CC in video mode with recording and sharing to authorized person . Also resolved to start company specific training for students of pre final year and one PIC to be appointed by Principal

Action:- Principal & SPOC-training

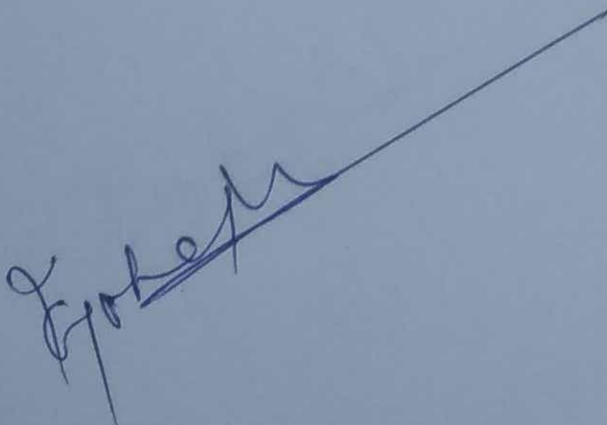**Agenda 5 :-** Organisation of Webinar on Quality by IQAC for all teaching staff.

Resolution:- To improve the Quality of all activity, it was resolved that, IQAC to conduct a seminar on role of teaching staff for improvement of Quality by inviting an eminent speaker through online/ offline mode.

Action:- IQAC coordinator

Agenda 6 :- Regarding hosting of Technical Symposium.

Resolution:- It was resolved that as students are not coming to college due to lock down, so it was resolved to conduct a National level technical symposium -2021 in online mode for students.

Action:- PIC-Prof. Sitanath Biswas

Agenda 7 :- Regarding hosting AICTE sponsored events in time.

Resolution:- It was resolved that, all departments received funds from AICTE towards hoisting FDP to complete by July.

Action:- HODs & Dean (Academics)

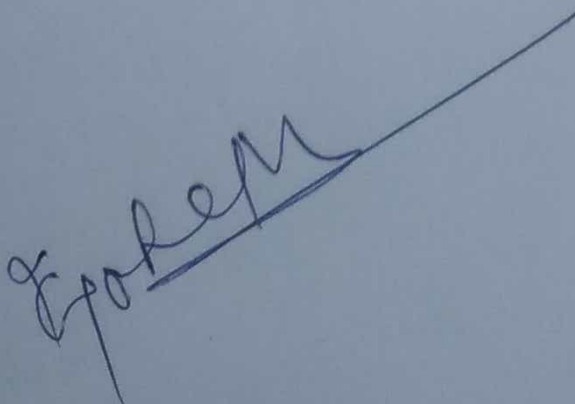**Agenda 8 :-** Regarding release of e- proceedings of organized national conference.

Resolution:- Due to delay in release of e- proceedings for the National Level Conference organized during May-2021, Principal expressed his un happiness. It was resolved to complete the e- proceeding work for the National Level Conference organized during May-2021 as soon as possible.

Action:- Dean R&D

Agenda 9 :- Participation in CSR-GHRDC Ranking survey

Resolution:- To improve the branding of college, it was resolved to participate in the CSR-GHRDC Ranking survey for Engineering colleges.

Action:- Prof. Pratyush Ranjan Mohapatra

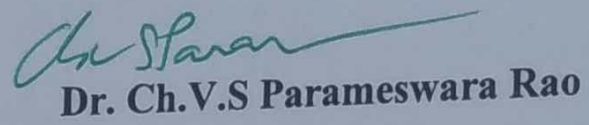**Agenda 10 :-** Conducting Academic Audit in each department.

Resolution:- It was resolved , all HODs to conduct Academic Audit of their Department by out sourcing Audit team.

Action:- HODs, Dean Academics & IQAC coordinator

Agenda 11 :- Any other items with the permission of the Chair.

Resolution:- NIL

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