



Gandhi Institute For Technology (GIFT)

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

AI : Gramadiha, P.O.: Gangapada, Dist.-Khurda, Bhubaneswar, Pin : 752054

Web : www.gift.edu.in, E-mail: gift_bbsr@yahoo.co.in

City Office : (0674) 2561008, 2561445, Mobile: 7873008101 / 194

Letter No.

Dated 28/7/2016.

INTERNAL QUALITY ASSURANCE CELL, GIFT.

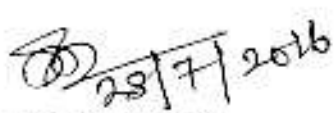
NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 06/8/2016 in Board Room (Room No. 215) at 2:00 P.M. and the agenda of meeting is as below for your kind reference & necessary action.


Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of final year student's placement status (ON & OFF campus)
3. Review of the status of students Qualified in National/ International level of examinations and motivating them for higher study.
4. Review of existing e- governance system in different areas.
5. The status of FDP, workshop, conferences and other administrative programs conducted at GIFT.
6. Review of the contribution of IQAC towards Quality assurance strategies & proposal for implementation of new best practices.
7. Review of Annual Academic Audit report.
8. Any other items with the permission of the Chair.

Thanking You,


28/7/2016
IQAC COORDINATOR

PRINCIPAL


28/7/2016
Principal
Gandhi Institute for Technology,
Bhubaneswar

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



Gandhi Institute For Technology (GIFT)

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Letter No.

Dated 10/8/2016.

INTERNAL QUALITY ASSURANCE CELL, GIFT.


(MINUTES OF MEETING)

Dated:-6/8/2016

Time:- 2 PM to 5 PM

Members present:-

1. Dr. S.Krishna Mohan Rao, Principal.
2. Er. PatilaPaban Panda, Vice Chairman ,Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. NabnitPanigrahi, Deptt. Of ME.
6. Prof. SurjitPattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Kailash Chandra Rout, Deptt. OF ECE.
9. Prof. Khitish Kumar Dash, Deptt. Of ME
10. Prof. SaumendraBehera, Deptt. Of ECE.
11. Mr. BhabagrahiMohapatra, A.O (G).
12. Lt.Col. (Retd.) Mihir Kumar Rout. Dean (Admin.)
13. Mr. NityanandaDasA.O (HR)
14. Sri Dipti Prasad Kabat,(Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
15. Mr. Rajesh Kumar Rout, Student of 2 nd. Yr. (Mech. Engg.) at GIFT. Regn. No. 1401298208.
16. Er.AmiyaBhushanaBaghjadu, (Alumni of GIFT, 2012 pass out, CSE Branch.)
17. Mrs. SudesnaNayak, ESSPL, Near Infosys, Bhubaneswar, Odisha.(Employer)


Principal
Gandhi Institute for Technology
Bhubaneswar

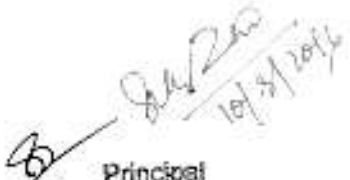
18. Er. J.K. Ratha, Industrialist, Mechem Pvt. Ltd., ME, Bhubaneswar.
19. Mr. PrasantaKhora, Parent (Father of Ms. Christina Florence, 2 nd. Year Civil, Regn. No. 1401298008.
20. Prof. Sibananda Mishra, Deptt. of EE
21. Mrs. SabitaMohapatra, Non-Teaching

The Leave of absence was granted to:- NIL

Agenda.

1. Review of pending issues of previous meeting.
2. Review of final year student's placement status (ON & OFF campus)
3. Review of the status of students Qualified in National/ International level of examinations and motivating them for higher study.
4. Review of existing e- governance system in different areas.
5. The status of FDP, workshop, conferences and other administrative programs conducted at GIFT.
6. Review of the contribution of IQAC towards Quality assurance strategies & proposal for implementation of new best practices.
7. Review of Annual Academic Audit report.
8. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members present in Room and he requested to Dr. S. Krishna Mohan Rao to chair the IQAC meeting.



Principal
Gandhi Institute for Technology
Bhubaneswar

Sl. No	Agenda	Points Discussed.	Resolution	Action Plan	Responsible Target Date
1	Review of pending issues of previous meeting.	NIL			
2	Review of final year student's placement status (ON & OFF campus)	The placement status of last year pass out batch students reviewed. Discussions carried out regarding improvement of quality and quantity of invited companies.	It was resolved to invite more companies and reputed companies for on campus drive at college.	Head T&P cell and his representatives to visit different companies inside and out side state and coordinate to invite them for organising campus drive at our college .	Head T&P Cell
3	Review of the status of students Qualified in National/ International level of examinations and motivating them for higher study.	The status of last year pass out students qualified in National & International level examinations reviewed. Discussions carried out to motivate more students for higher study and appear competitive examinations.	It was resolved to conduct GATE coaching class for advance learners at campus during off hour Also it was resolved to motivate more students to appear competitive examinations.	HODs of each department to engage their one or two faculty members for conducting GATE coaching in Off hour at campus. HOD along with Head T&P cell to counsel students and inform them about the process and benefits of different competitive examinations after their course.	Head T&P Cell & HODs
4	Review of existing e-governance system in Administration, Finance, Admission , examination & student support area and suggestions for improvement.	The status of our existing CMS system @ e- governance system reviewed. Discussions carried out on problems facing in CO attainment calculation and updating the same programming.	It was resolved that, our software development cell shall update the problems faced in CMS.	Prof. Arvind Tripathy, Head Software Development Cell to coordinate with Prof. Kailash Rout, MBA I/C towards update of the software related to CO attainment.	Head, Software Development Cell Prof. Kailash Rout



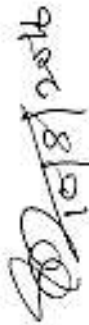
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5	<p>Review of FDP, workshop, conferences, professional/administrative development program, etc.. conducted at GIFT and financial support to our faculty members to attend the same at outside including membership fee of professional bodies.</p>	<p>The status of FDP, workshop, conferences and other administrative programs conducted at GIFT and our faculty attended similar program at out side reviewed. Discussions carried out on finance support for conducting such programs at GIFT and on support to our faculty to attend the same at out side.</p>	<p>It was resolved that, for conducting FDP, workshop, conference the finance shall be supported by GIFT. However, each department to apply to AICTE and other bodies for financial support in time. Membership fee of faculty members shall be reimbursed 50%.</p>	<p>HODs of each department to plan and make schedule of their department program and submit to Dean Academics. HODs to apply AICTE and other department for financial support to conduct FDP, workshop, conference, etc at our college.</p>	HODs
6	<p>Review of the contribution of IQAC towards Quality assurance strategies & proposal for implementation of new best practices.</p>	<p>The contribution of IQAC towards Quality Assurance reviewed. Discussions carried out on implementation of various Quality assurance practices.</p>	<p>It was resolved (1) to introduce BEC Course for first & second year students under Capacity building & Skill enhancement category. (2) to introduce financial aid to needy students from GIFT fund under student support category. (3) to provide financial support to faculty members attending FDP, conference, workshop and their membership fee (4) to regularly organise administrative training program at GIFT. (5) to apply for NBA accreditation of EEE & ME department. (6) towards establishment of a Bio gas plant at GIFT under energy conservation category. (7) towards recycling of waste water for gardening at GIFT campus under Waste Recycling system (8) to organise final year students project competition & awarding.</p>	<p>(1) Prof. Bikram Rout, BSH department to coordinate for conduction of the BES class and students enrollment. (2) SPOC- = Scholarship section to process the file with list of students and fund required towards finance support to poor students. (3) HODs to sign the requisition of faculty member towards membership fee, going to attend FDP, conference, workshop etc..(4) AO (HR) to organise the administrative program for our employees regularly. (5) HOD of EEE & ME department to circulate notice for start of NBA work of their department.(6) Prof. Amar Das, SPOC to coordinate with students and set up a 1 cum capacity Bio gas plant as students project.(7) AO (G) to manage for early setup of waste water recycling system at GIFT (8) Dean Research to coordinate with all concerned and organise one day final year students project comp-ettition.</p>	<p>Prof. Bikram Rout SPOC scholarship HODs, AO (HR) Prof. Amar Das, AO(G) & Dean Research.</p> <p style="text-align: right;"> Principal</p>



7	Review of Annual Academic Audit report & action plan as per report.	The annual academic audit report reviewed. Discussions carried out on ongoing teaching learning process and to enhance & update the academics.	It was resolved to cooperate BPUT during their annual academic audit. Also resolved that our intrnal academic audit team to give more emphasis on R&D activity, development of Quality culture among faculty members & learning of new things in their area from best resources. It was also resolved that, all necessary actions shall be taken by all concerned on the points remarked by audit team.	Dean Academics to select the Academic audit team members (internal) and conduct the audit giving main emphasis on points resolved.	Dean Academics
8	Any other items with the permission of the Chair.	NIL			



IQAC COORDINATOR

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



PRINCIPAL

Principal
Gandhi Institute for Technology
Bhubaneswar



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Letter No.

Dated 18.11.2016

INTERNAL QUALITY ASSURANCE CELL, GIFT.


NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 30/11/2016 in Board Room (Room No. 215) at 2:00 P.M. and the agenda of meeting is as below for your kind reference & necessary action.


Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of Mentor calling, parents meet .
3. Review of the performance of student's grievance cell, Anti ragging committee etc..
4. Regarding engagement of students in different administrative, co-curricular & extra-curricular activities.
5. Review of the status on conduction of all internal tests & publication of results.
6. Review of calculated attainment value of CO & PO of all program and Action plan for improvement.
7. Review of different skill training programs conducted for students .
8. Any other items with the permission of the Chair.

Thanking You.


18/11/2016
IQAC COORDINATOR

PRINCIPAL


18/11/2016
Principal
Gandhi Institute for Technology
Bhubaneswar

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



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Letter No.

Dated 5/12/2016

INTERNAL QUALITY ASSURANCE CELL, GIFT.


(MINUTES OF MEETING)

Dated:-30.11.2016

Time:- 2 PM to 6 PM

Members present:-

1. Dr. S.Krishna Mohan Rao, Principal.
2. Er. PatitaPaban Panda, Vice Chairman ,Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. NabnitPanigrahi, Deptt. Of ME.
6. Prof. SurjitPattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Kailash Chandra Rout, Deptt. Of ECE.
9. Prof. Khitish Kumar Dash, Deptt. Of ME
10. Prof. SaumendraBehera, Deptt. Of ECE.
11. Mr. BhabagrahiMohapatra, A.O (G).
12. Lt.Col. (Retd.) Mihir Kumar Rout. Dean (Admin.)
13. Mr. NityanandaDasA.O (HR)
14. Sri Dipti Prasad Kabat,(Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
15. Mr. Rajesh Kumar Rout, Student of 2 nd. Yr. (Mech. Engg.) at GIFT. Regn. No. 1401298208.
16. Er.AmiyaBhushanaBaghjadu, (Alumni of GIFT, 2012 pass out, CSE Branch.)
17. Mrs. SudesnaNayak, ESSPL, Near Infosys, Bhubaneswar, Odisha.(Employer)
18. Er. J.K. Ratha, Industrialist, Mechem Pvt. Ltd., ME, Bhubaneswar.


Principal
Gandhi Institute for Technology,
Bhubaneswar

19. Mr. PrasantaKhora, Parent (Father of Ms. Christina Florence, 2 nd. Year Civil, Regn. No. 1401298008.

20. Prof. Sibananda Mishra, Deptt. of EE

21. Mrs. SabitaMohapatra, Non-Teaching


a. .


The Leave of absence was granted to:- NIL

Agenda.

1. Review of pending issues of previous meeting.
2. Review of Mentor calling, parents meet .
3. Review of the performance of student's grievance cell, Anti ragging committee etc..
4. Regarding engagement of students in different administrative, co-curricular & extra-curricular activities.
5. Review of the status on conduction of all internal tests & publication of results.
6. Review of calculated attainment value of CO & PO of all program and Action plan for improvement.
7. Review of different skill training programs conducted for students .
8. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members present in Room and he requested to Dr. S. Krishna Mohan Rao to chair the IQAC meeting.



Principal
Gandhi Institute for Technology
Bhubaneswar

Sl. No	Agenda	Points Discussed.	Resolution	Action Plan	Responsibility & Target Date
1	Review of pending issues of previous meeting.	NIL			
2	Review of Mentor calling, parents meet .	The status of mentor calling and parents meet reviewed. Discussions carried out on recording the mentoring activity through CMS software. Discussions carried out on interval of mentoring with student & guardian.	It was resolved that, our software development cell shall do the necessary programming for recording of mentoring activity. It was also resolved that, the interval for each student counselling shall be 15 days and parents shall be counselled at an interval of 30 days. Resolved that from this year to start " Let us meet parents " program for nearby two cities.	Head, software development cell shall coordinate with HODs and develop the necessary facility in CMS for mentoring activity as resolved. Towards "let us meet Parents", each concerned faculty mentor of students residing at Cuttack & Bhubaneswar city are to visit the guardians house & meet with them.	Head software development cell & Prof. Tapan Panda for let us meet parents.
3	Review of the performance of student's grievance cell, Anti ragging committee & Sexual harassment committee.	The performance of students grievance cell, Anti ragging committee & sexual harassment committee reviewed. Discussions carried out on action plan of above committee.	It was resolved that, the students grievance cell shall work as per revised guide lines of AICTE.	Dean Admin shall select the members of each committee and monitor the performance as per guidelines.	Dean Admin
4	Regarding engagement of students in different administrative, co-curricular & extra-curricular activities.	Discussions carried out on engaging students representatives for organising different activities as Musical Nite, & Tech-Fest.	It was resolved that, students shall organise the Musical nite . Also resolved to conduct Tech. Fest, Annual sports & Annual function by a group of students with one Faculty SPOC.	Registrar shall nominate student secretary & President housewise, who shall organise the musical nite for their house. Registrar shall appoint one faculty SPOC who will select and assign the responsibility for conduction of Tech. Fest, Annual sports & Annual function.	Registrar.
5	Review of the status on conduction of all internal tests & publication of results.	The status of all internal tests conducted reviewed. Discussions carried out on conduction date of internal tests and modification of assignment to students.	It was resolved that, both internal test date shall be strictly as per Academic calendar. Further resolved to modify the Assignment system (though not prescribed by BPUT) as assigning more questions in two assignments.	PIC, Exam section to conduct the internal tests as per academic calendar. HODs to assign the responsibility on each subject teacher for 2 assignments and monitor the same .	PIC, Exam section & HODs. 

6	Review of calculated attainment value of CO & PO of all program and Action plan for improvement.	The CO & PO attainment of each department reviewed & discussions carried out on low attainments and fixing target for coming session.	It was resolved to take immediate action on suggestions suggested by DAB of each department towards improvement of CO & PO attainment.	HODs to conduct all activities as suggested by DAB of their department towards CO & PO improvement.	HODs
7	Review of different skill training programs conducted for students.	The status of different skill training programs reviewed. Discussions carried out for upcoming skill training programs.	It was resolved to provide MS office training to all first year students.	First year coordinator to prepare the 1st year students batch and arrange for smooth conduction of MS office training during off hour.	1st year student coordinator.
8	Any other items with the permission of the Chair.	Discussions carried out on problems faced during implementation of Quality assurance practices as (1)) to introduce BEC Course for first & second year students under Capacity building & Skill enhancement category. (2) to introduce financial aid to needy students from GIFT fund under student support category.	It was resolved that, to improve the students enrollment in BEC course all concerned mentors to motivate students & parents. Also resolved to avoid resource shirtage for implementation of BPT scholarship to needy students, one faculty of ECE department shall be SPOC for the same and his other workload shall be minimised.	HODs to list out students for BEC course and monitor their department mentor's counselling with students & parents. AO (HR) to issue necessary office order after assigning the college scholarship responsibility to a faculty.	HODs & AO (HR)

[Signature]
12/12/2016

IQAC COORDINATOR

PRINCIPAL

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

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Letter No.

Dated ..24/2/2017

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 06.3.2017 (Monday) in Board Room (Room No. 215) at 2:00 P.M. and the agenda of meeting is as below for your kind reference & necessary action.

Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of on going&up coming value added/ certificate program courses.
3. Review of student's project work/ field work/ Internship.
4. Review of stakeholder's Feed back collected & analysis of report (on academic) and uploading on website .
5. Review of student centric teaching methodology adopted by teachers.
6. Review of workshops/ seminars (conducted/ scheduled) on R&D methodology, IPR & Entrepreneurship.
7. Review of Publication of research papers in journals/ books/ papers in National * International conferences.
8. Review of Alumni activity & their contribution.
9. Review of FDP, workshop, conferences, professional/ administrative development program, etc..conducted at GIFT and faculty support.
10. Any other items with the permission of the Chair.

Thanking You.


24/2/2017
IQAC COORDINATOR


24/2/2017
Principal

Gandhi Institute for Technology
Bhubaneswar

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



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Letter No.

Dated ..10/3/2017

INTERNAL QUALITY ASSURANCE CELL, GIFT.


(MINUTES OF MEETING)

Dated:- 06.3.2017

Time:- 2 PM to 7 PM

Members present:-

1. Dr. S.Krishna Mohan Rao, Principal.
2. Er. PatitaPaban Panda, Vice Chairman ,Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. NabnitPanigrahi, Deptt. Of ME.
6. Prof. SurjitPattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Kailash Chandra Rout, Deptt. Of ECE.
9. Prof. Khitish Kumar Dash, Deptt. Of ME
10. Prof. Saumendra Behera, Deptt. Of ECE.
11. Mr. Bhabagrahi Mohapatra, A.O (G).
12. Lt.Col. (Retd.) Mihir Kumar Rout. Dean (Admin.)
13. Mr. SatyaSundar Mohanty, A.O (HR)
14. Sri Dipti Prasad Kabat,(Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
15. Mr. Rajesh Kumar Rout, Student of 2 nd. Yr. (Mech. Engg.) at GIFT. Regn. No. 1401298208.
16. Er.AmiyaBhushanaBaghjadu, (Alumni of GIFT, 2012 pass out, CSE Branch.)
17. Mrs. SudesnaNayak, ESSPL, Near Infosys, Bhubaneswar, Odisha.(Employer)
18. Er. J.K. Ratha, Industrialist, Mechem Pvt. Ltd., ME, Bhubaneswar.
19. Mr. PrasantaKhora, Parent (Father of Ms. Christina Florence, 2 nd. Year Civil, Regn. No. 1401298008.
20. Prof. Sibananda Mishra, Deptt. of EE


Prof. Sibananda Mishra
Principal
Gandhi Institute for Technology
Bhubaneswar

21. 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 on going & up coming value added/ certificate program courses.
3. Review of student's project work/ field work/ Internship.
4. Review of stakeholder's Feed back collected & analysis of report (on academic) and uploading on website .
5. Review of student centric teaching methodology adopted by teachers.
6. Review of workshops/ seminars (conducted/ scheduled) on R&D methodology, IPR & Entrepreneurship.
7. Review of Publication of research papers in journals/ books/ papers in National * International conferences.
8. Review of Alumni activity & their contribution.
9. Review of FDP, workshop, conferences, professional/ administrative development program, etc..conducted at GIFT and faculty support.
10. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members present in Room and he requested to Dr. S. Krishna Mohan Rao to chair the IQAC meeting.


Principal
Gandhi Institute for Technology
Bhubaneswar
10/27/2019

Sl. No	Agenda	Points Discussed.	Resolution	Action Plan	Responsibility Target Date
1	Review of pending issues of previous meeting.	NIL			
2	Review of on going & up coming value added/ certificate program courses.	The status of ongoing & planned value added / certificate courses (Department wise) , completed courses in last semester & students enrolled was reviewed. Discussions carried out to improve the students enrollment due to less students enrollment in certain departments.All concerned members discussed on benefits of the course .	It was resolved that,value added course content to be of better quality and to be as per present industry requirement and the same to be designed by each department. Also resolved that, minimum 3 courses per year to be delivered in each department.	HODs of each department to appoint one faculty of their department as Asst. course coordinator, who will assist to course coordinator., However HOD shall monitor the whole process towards more student enrollment & smooth conduction of the class during off hour.	HOD & Department course coordinator.
3	Review of student's project work/ field work/ Internship.	The status of final year students project work and internship of all students reviewed. Discussions carried out on how students project work can be industry oriented. Further discussions carried out on monitoring of students internship by our coordinators of each department. Further principal stressed on selection of industry for students internship to see that the internship to cover maximum syllabus of BPUT.	It was resolved that, all projects to be selected by students group to be industry oriented.It also resolved that, the internship shall be mandatory for all students except final year. Further resolved that, during selection of industry for internship of students, the guide to check minimum 80% coverage of BPUT syllabus after completion of internship. Further resolved that internship of students to be monitored by us.	Internal guide appointed for each group of students to undertake project (major/ Minor) to ask for the group for 3 to 4 project titles and finalize one project which is to be industry oriented. Internal guides of each department appointed for students internship to monitor weekly once at industry the physical presence of each student.. External guide to check the coverage of BPUT syllabus over period of internship.	HOD, Internship External guide (faculty) , Internship Internal guide (faculty), Project internal guide (Faculty)


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Bhubaneswar



4	<p>Review of stakeholder's feedback collected & analysis of report (on academic) and uploading on website .</p>	<p>The feedbacks collected from stakeholders & its response in pictorial form reviewed by all. Discussions carried out on points for which the responses were disagree or strongly disagree to improve the same . Discussion carried out how to take immediate action.</p>	<p>It was resolved that, action shall be taken by concerned authority on students feedback about faculty performance immediately. It was also resolved that on other genuine issues, all concerned departments shall be notified to take immediate action to solve the issues.</p>	<p>Concerned HOD & Principal shall counsel to the concerned faculty having poor performance as per students feedback. Alumni feedback to be collected during annual alumni meet. Dean Academics & Head T&P cell shall coordinate with all concerned for smooth collection of feedback & preparation of report.</p>	<p>Dean Academics, Head T&P cell & HODs.</p>
5	<p>Review of student centric teaching methodology adopted by teachers.</p>	<p>The student centric teaching methodology adopted by all teachers reviewed . For implementation of new methodology , monitoring & assessment discussions carried out on formation of DAB & PAC (Departmental Advisory Board & Performance Assessing committee) .</p>	<p>It was resolved that, each Department to form DAB & PAC taking members from Industry, faculty group, alumni, students representative & parents. The same DAB & PAC to submit its report to IQAC regularly.</p>	<p>Each Department HOD to coordinate with all concerned to form & start the activity of DAB & PAC in their department.</p>	<p>Dean Academics & HOD.</p>
6	<p>Review of workshops/ seminars (conducted/ scheduled) on R&D methodology, PR & Entrepreneurship.</p>	<p>The status of seminars & workshops conducted related to research activity & Entrepreneurship reviewed. Discussions carried out on increasing the nos of events.</p>	<p>It was resolved to apply for more grants towards conducting R&D workshops and seminars.</p>	<p>Dean Research to coordinate with different funding agency towards receipt of more grants for R&D activity.</p>	<p>Dean Research.</p>
7	<p>Review of Publication of research papers in journals/ books/ papers in National * International conferences.</p>	<p>The status of publications in journals & conferences reviewed and discussions carried out to improve the quality of paper publishing.</p>	<p>It was resolved to continue with the previous resolution i.e. to publish 2 papers by each faculty but to publish in quality journals.</p>	<p>IQAC coordinator & Dean Research to coordinate & assist each faculty members for paper publication .</p>	<p>IQAC coordinator & Dean, Research</p>


 Principal
 Gandhi Institute for Technology
 Bhubaneswar

8	Review of Alumni activity & their contribution.	The status of Alumni activity was being reviewed. Discussions carried out for organising current year meet. All members discussed regarding organising the alumni meet out side the state where more pass out students are employed.	Head T&P cell shall coordinate with all alumni working at Bangalore or nearby for organising the activity in addition to organising at GIFT.	Head T&P cell.
9	Review of FDP, workshop, conferences, professional/ administrative development program, etc.. conducted at GIFT and faculty support.	It was resolved that, each Department to ensure that 90% faculty members of their department are attending each program to be conducted at GIFT. It was also resolved that each Department to apply different	Heads of each Department shall apply for sponshorship of their program to different funding agencies. HODs to keep a record of each faculty member attending such programs.	HODs
10	Any other items with the permission of the Chair.	NIL	with funding agency to sponsor for their program	


10/3/2012
IQAC COORDINATOR


PRINCIPAL

Principal
Gandhi Institute for Technology
Bimbeneswar

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



Gandhi Institute For Technology (GIFT)

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

At : Gramadiha, P.O.: Gangapada, Dist.-Khurda, Bhubaneswar, Pin : 752054

Web : www.gift.edu.in, E-mail: gift_bbsr@yahoo.co.in

City Office : (0674) 2561008, 2561445, Mobile: 7873008101 / 194

Letter No.

Dated 26.05.2017

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 06.6.2017 (Tuesday) in Board Room (Room No. 215) at 2:00 P.M. and the agenda of meeting is as below for your kind reference & necessary action.

Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of Modern Teaching methodology adopted ,as use of ICT tools by teachers.
3. Review of final year student's university result analysis report and action plan for improvement.
4. Review of ongoing R&D activity (Department wise) .
5. Review of the status of all extension activities and outreach programs conducted by GIFT students participation.
6. Review of MOUs and Collaboration with other industries & institutions.
7. Review of Library facility (e-books, e- journals, text books, reference books, journals, library automation, etc..)
8. Review of existing performance appraisal system.
9. Review of Campus environmental promotional activities.
10. Review of existing Code of Conduct and Ethics for students, Teachers, administrators and organization of Annual Awareness Program.
11. Any other items with the permission of the Chair.

Thanking You.

IQAC COORDINATOR

[Signature]
26/5/17

PRINCIPAL

[Signature]
26/5/17
Principal
Gandhi Institute for Technology
Bhubaneswar

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



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City Office : (0674) 2561008, 2561445, Mobile: 7873008101 / 194

Letter No.

Dated ...12/6/2017...

INTERNAL QUALITY ASSURANCE CELL, GIFT.

(MINUTES OF MEETING)

Dated:- 06.6.2017

Time:- 2 PM to 7 PM

Members present:-

1. Dr. S.Krishna Mohan Rao, Principal.
2. Er. PatitaPaban Panda, Vice Chairman ,Balaram Panda Trust.
3. Prof. Prasanna Kumar Rout, Deptt. of BSH.
4. Prof. Sujit Panda, Deptt. Of CSE.
5. Dr. NabnitPanigrahi, Deptt. Of ME.
6. Prof. SurjitPattnaik, Deptt. Of Civil Engg.
7. Prof. Manoranjan Mishra, Deptt. Of BSH.
8. Prof. Kailash Chandra Rout, Deptt. Of ECE.
9. Prof. Khitish Kumar Dash, Deptt. Of ME
10. Prof. SaumendraBehera, Deptt. Of ECE.
11. Mr. BhabagrahiMohapatra, A.O (G).
12. Lt.Col. (Retd.) Mihir Kumar Rout. Dean (Admin.)
13. Mr. SatyaSundarMohanty, A.O (HR)
14. Sri Dipti Prasad Kabat,(Local Society), Gramadiha, Gangapada, Distt. Khurda, Odisha.
15. Mr. Rajesh Kumar Rout, Student of 2 nd, Yr. (Mech. Engg.) at GIFT. Regn. No. 1401298208.
16. Er.AmiyaBhushanaBaghjadu, (Alumni of GIFT, 2012 pass out, CSE Branch.)
17. Mrs. SudesnaNayak, ESSPL, Near Infosys, Bhubaneswar, Odisha.(Employer)
18. Er. J.K. Ratha, Industrialist, Mechem Pvt. Ltd., ME, Bhubaneswar.
19. Mr. PrasantaKhora, Parent (Father of Ms. Christina Florence, 2 nd, Year Civil, Regn. No. 1401298008.
20. Prof. Sibananda Mishra, Deptt. of EE
21. Mrs. SabitaMohapatra,Non-Teaching



Principal
Gandhi Institute for Technology
Bhubaneswar

The Leave of absence was granted to:- NIL

Agenda.

1. Review of pending issues of previous meeting.
2. Review of Modern Teaching methodology adopted ,as use of ICT tools by teachers.
3. Review of final year student's university result analysis report and action plan for improvement.
4. Review of ongoing R&D activity (Department wise) including total grants received from Government & non- Government agencies.
5. Review of the status of all extension activities and outreach programs .
6. Review of MOUs and Collaboration with other industries & institutions.
7. Review of Library facility (e-books, e- journals, text books, reference books, journals, library automation, etc..).
8. Review of existing performance appraisal system.
9. Review of Campus environmental promotional activities.
10. Review of existing Code of Conduct and Ethics for students, Teachers, administrators and organization of Annual Awareness Program
11. Any other items with the permission of the Chair.

IQAC coordinator welcomed all the members present in Room and he requested to Dr. S. Krishna Mohan Rao to chair the IQAC meeting.


Principal
Gandhi Institute for Technology
Bhubaneswar

Sl. No	Agenda	Points Discussed.	Resolution	Action Plan	Responsible Target Date
1	Review of pending issues of previous meeting.	NIL			
2	Review of Modern Teaching methodology adopted, as use of ICT tools by teachers.	Existing teaching methodology reviewed in the meeting. Discussions carried out to motivate students for Engineering study, curriculum enrichment and implementation of some innovative teaching methodology.	To motivate the 1st year students for Engineering study, it was resolved to the importance of Engineering during induction program and taught the foundation course. It was resolved to provide study material of each subject developed by the concerned teacher. As innovative teaching methodology, all mentor to collect teaching learning feed back, to analyse the BPUT curriculum and bridge the gap by enrichment, providing access to each student in library to access the e-journals, students to encourage to do real time application projects.	1st year students coordinator to plan & engage the concerned faculty to teach the 1st year students about the importance of engineering during induction program. Dean Academics should verify the study material of each subject developed by all concerned faculty & submitted in library and then issue the same to students to refer. All HODs to analyse the BPUT syllabus and enrich the same towards bridge the gap. Principal to notify all students to access the e-journals at library. All HODs & DEpartment project coordinator to encourage students for doing real time application projects.	1st year students coordinator, Dean Academics, HODs & Principal.
3	Review of final year student's university result analysis report and action plan for improvement.	The result analysis report (subject cum faculty wise) of final year students and other students reviewed. Discussions carried out to improve results on subjects have poor result through mentoring activity and better teaching learning process.	It was resolved to improve the mentoring activity along with collecting academic feed back. It was resolved to improve the students attendance & improve the pedagogy.	Each mentor/ student advisor cum counsellor to discuss regarding the academics with students and advice as per requirement. To improve students attendance, if necessary to impose fine/ debar from University/ internal exam. Concerned subject teacher to adopt the pedagogy as per need of students in class room.	HODs

<p>4</p>	<p>Review of ongoing R&D activity (Department wise) including total grants received from Government & non-Government agencies towards research projects, endowments, chairs and future planning.</p>	<p>The status of ongoing research projects of each department reviewed. Discussions carried out on progress of ongoing funded projects, to enhance the research out put, submission of non sponsored ongoing projects to funding agencies, organising annual research meet.</p>	<p>To enhance the research out put it was resolved to collaborate with different industries. It was also resolved to organise annual researchers meet at GIFT and conduct a numbers of seminars, workshops related to research & IPR .</p>	<p>Dean Research along with Head T&P to coordinate for collaboration with Industries and reputed institutions for Research activity. Dean Research to coordinate with different scientists of industries and organise a 3 days annual researchers meet at GIFT . Dean Research to coordinate & submit proposal towards conducting seminars & workshops on research activity and IPR/patent.</p> <p>Dean Research & Head T&P.</p>
<p>5</p>	<p>Review of the status of all extension activities and outreach programs (including collaborated programs) conducted by GIFT students participation.</p>	<p>The status of extension activities conducted by GIFT students participation were reviewed. Discussions carried out to increase the numbers of events by contacting different agencies as BMC, Rotary clubs, Red cross and other local NGOs.</p>	<p>It was resolved to contact different agencies to conduct social activities by participating our students as AIDS awareness, Blood donation camp, Traffic awareness, Swachha bharat abhiyan, etc..</p>	<p>Prof. madan Mohan Sahoo, ME Deptt. Shall coordinate with different agencies towards organisation of social activities participating more students .</p> <p>Prof. Madan Mohan Sahoo, Deptt. Of ME.</p>
<p>6</p>	<p>Review of MOUs and Collaboration with other industries & institutions.</p>	<p>The status of Active & Valid MOUs with different industries reviewed. Discussions carried out to sign more MOUs with different industries & reputed institutions like IIT, NIT, etc..</p>	<p>It was resolved to sign MOU with IIT, Bombay and other reputed industries..</p>	<p>Dean Research to coordinate with different industries for collaboration & signing of MOUs</p> <p>Dean Research.</p>
<p>7</p>	<p>Review of Library facility (e-books, e- journals, text books, reference books, journals, library automation, etc..).</p>	<p>The facility & activity status of Library reviewed. Discussions carried out on new requirement of text & reference books including renewal of DELNET. Also discussions carried out membership of IE India & to get full e-access of A B C D E journals.</p>	<p>It was resolved to renew the DELNET, to become member of IE, India to get full e-access.</p>	<p>PIC, Library shall process file for renewal of the DELNET and to become member of IE, India.</p> <p>PIC, Library</p>

8	Review of existing performance appraisal system.	Existing appraisal system of both teaching & non teaching staff reviewed and discussions carried out on certain important points.	It was resolved to continue with existing performance appraisal system.	NA	NA
9	Review of Campus environmental promotional activities.	The status of campus environmental activities reviewed. Discussions carried out on receipt of audited report and its validity against green audit & environmental audit of campus already conducted & certified by a competent certified agency. Discussions carried out on "Green campus award" received from AICTE.	It was resolved to conduct the Energy audit as soon as possible and to conduct " Beyond campus environmental activities " i.e at near by villages.	Prof Amar Das, SPOC shall organise "Clean & Sanitization " activities at near by villages participating our students.	Prof. Amar Das, SPOC.
10	Review of existing Code of Conduct and Ethics for students, Teachers, administrators and organization of Annual Awareness Program	The existing Code of Conduct & Ethics for students, Teachers, administrators reviewed. Discussions carried out on organising the awareness programs as per practice.	It was resolved to continue with existing code of conduct & Ethics. Further resolved to organise the awareness program by HR Cell as per practice.	AO (HR) to coordinate and organise the awareness program for students & Employee as per practice.	AO (HR)
11	Any other items with the permission of the Chair.	NIL			

[Signature]
12/6/2017

IQAC COORDINATOR

[Signature]

PRINCIPAL

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Gandhi Institute for Technology
Bhubaneswar

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