



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 22/7/2019.

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 03.8.2019 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.

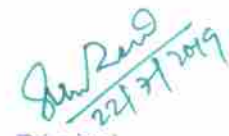
Agenda of IQAC meeting

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.


IQAC COORDINATOR

PRINCIPAL


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 07/8/2019 .

INTERNAL QUALITY ASSURANCE CELL, GIFT.

(MINUTES OF MEETING)

Date:-3/8/2019

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. Mr. Vivek Sharma, Registrar.
13. Mr.Bikash Chandra Das, A.O (HR) .
14. Sri Pranab Kishore Mohanty Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
15. Mr. Pravakara Mali, Student of 2 nd. Yr. (Civil Engg.) at GIFT. Regn. No. 1501298100.
16. Er.RashmiRekhaDhala, (Alumni of GIFT, 2012 pass out, EEE Branch.)
17. Mr. ManasPattnaik, Anthem Global. (Employer)

S.K. Rao
07/8/2019

Principal

Gandhi Institute for Technology
Bhubaneswar

City Office : B-004, Krishna Tower, Nayapalli, Bhubaneswar-12, Phone : 0674 - 2561445

18. Mr. Abhisek Gupta, Gupta Power. (Industrialist) .
19. Mr. Mohan Kumar Jena, Parent (Father of Amit Kumar Jena, 2 nd. Year ECE,
• Regn. No. 1501298223
20. Dr. AlokMohapatra, Department of Mech. Engg.
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	Responsibility & 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 inviting more quality core & software companies and strict implementation of PI-TI-CC.	It was resolved that, more core companies to be invited to our campus for placement drive. Further resolved that, the regular CC and & mock TI-PI to be conducted by Sr. faculty members of each department for their students at regular intervals.	Head T&P cell and their team to visit different core industries in India to coordinate and invite them for campus drive. T&P cell to keep record of (from CMS) PI-TI-CC conducted pf each student and allot Sr. faculty members of each department for conducting the same regularly.	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 on existing resolved methodology towards more students qualifying in national/ International level examinations.	It was resolved to continue with the existing process for more students qualifying in national/ International level examinations.	Head T&P Cell & HODs to continue with existing process.	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 development of the system for working of our CMS through on line. Discussions carried out on accessing our CMS by parents on students information.	It was resolved that, the existing CMS system shall be online for remote accessing of students, employee & parents.	Prof. Priyabrata Nayak, Head Software Development Cell to coordinate with Registrar for converting existing CMS system to on line.	Head, Software Development Cell  Principal

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 deputing faculty members to attend FDP, workshop organised outside GIFT.</p>	<p>It was resolved that uniformly all faculty members of each department to be deputed to attend the FDP. Workshops organised outside GIFT.</p>	<p>HODs to keep a detail record of the faculty members attending the FDP, workshops organised out side GIFT and submit the same to IQAC regularly.</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) For improvement of the teaching learning process, Collaborative learning to be implemented.(2) For development of GIFT to strengthen the Alumni meet. (3) process the SSR along with AQAR for renewal of NAAC. (4) Establishment of incubation centre at GIFT . (5) Establishment of Livelihood busuness incubator as per MSME under MSME support scheme. (6) Establishment of NSDC approved skill training centre at GIFT for students skill training.</p>	<p>Dean Academics to develop a SOP and form all faculty members different group and start the collaborative learning system during hobby class timing. T&P cell to make a detail database of alumni and coordinate for organising the alumni meet at different cities of India. IQAC coordinator to coordinate with all concerned for processing of SSR & AQAR towards renewal of NAAC accreditation, SPOC Skill training to coordinate with NSDC & MSME for establishment of skill training centre and incubation centres.</p>	<p>Dean Academics, Head T&P cell, IQAC Coordinator, SPOC skill training</p>

[Signature]

[Signature]

7	Review of Annual Academic Audit report & action plan as per report.	The annual academic audit report of both internal & External reviewed. Discussions carried out on ongoing teaching learning process and to enhance & update the academics.	It was resolved to take necessary actions for improvement of CO & PO attainment value of ME, EEEE, CSE & ECE department.	Dean Academics to analyse & find the cause of low attainment and take necessary steps for improvement of attainment value	Dean Academics
8	Any other items with the permission of the Chair.	NIL			


IQAC COORDINATOR


PRINCIPAL

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

Principal
Gandhi Institute for Technology
Bhubaneswar



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Letter No.

Dated 24/10/2019.

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 02.11.2019 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.


IQAC COORDINATOR

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Letter No.

Dated 08/11/2019.

INTERNAL QUALITY ASSURANCE CELL, GIFT.

(MINUTES OF MEETING)

Date:- 2/11/2019

Time:- 2 PM to 5 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. Khitish Kumar Dash, Deptt. Of ME
9. Prof. SaumendraBehera, Deptt. Of ECE.
10. Mr. BhabagrahiMohapatra, A.O (G).
11. Mr. Vivek Sharma, Registrar.
12. Mr.Bikash Chandra Das, A.O (HR) .
13. Sri Pranab Kishore Mohanty Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
14. Mr. Pravakara Mali, Student of 2 nd. Yr. (Civil Engg.) at GIFT. Regn. No. 1501298100.
15. Er.RashmiRekhaDhala, (Alumni of GIFT, 2012 pass out, EEE Branch.)
16. Mr. ManasPattnaik, Anthem Global. (Employer)
17. Mr. Abhisek Gupta, Gupta Power. (Industrialist) .

S.K. Rao
Principal

Gandhi Insatute for Technology
Bhubaneswar

18. Mr. Mohan Kumar Jena, Parent (Father of Amit Kumar Jena, 2 nd. Year ECE, Regn. No. 1501298223
19. Dr. Alok Mohapatra, Department of Mech. Engg.
20. Mrs. Sabita Mohapatra, Non-Teaching

The Leave of absence was granted to:- NIL

Agenda.

- i. Review of pending issues of previous meeting.
- ii. Review of Mentor calling, parents meet .
- iii. Review of the performance of student's grievance cell, Anti ragging committee etc..
- iv. Regarding engagement of students in different administrative, co-curricular & extra-curricular activities.
- v. Review of the status on conduction of all internal tests & publication of results.
- vi. Review of calculated attainment value of CO & PO of all program and Action plan for improvement.
- vii. Review of different skill training programs conducted for students .
- viii. 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 success of parents meet at outside states. Also discussions carried out on providing all data of each mentee in CMS for mentoring.	It was resolved that, present system of parents meet throughout India to be continued. Also resolved that, proctor can get access to all data of his / her mentee pertaining to profile, examination results, fees paid, address, etc...	Head Software development cell to do necessary programming in our CMS for providing access to each mentor on mentee details.	Head, Software development cell.
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 the performance each cell.	It was resolved all students grievance cells policy shall remain unchanged.	NA	NA
4	Regarding engagement of students in different administrative, co-curricular & extra-curricular activities.	The status of engagement of students in different administrative, co & extra curricular activities reviewed. Discussions carried out on the outputs.	It was resolved to continue the process as per update resolutions without any change.	NA	NA
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 quick publication of internal test results, improvement of CO attainment evaluated as per internal evaluation and process final lab test.	It was resolved that, all internal tests result to be uploaded in CMS within 3 days of completion. Further resolved that, DAB of each department to analyse the gap for low CO attainments and find the solution for improvement and final lab tests to be conducted as per BPUT guidelines.	PIC, exam section to issue notice to all departments for internal test result uploading in CMS within 3 days of completion. HODs to coordinate for analysis of CO attainment and finding the gap with solution. HODs of each department to develop standard SOP for conduction of final lab test.	PIC, Exam section & HODs.


 Anil Kumar
 Principal
 Gandhi Institute for Technology,
 Bhubaneswar

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 upload the Cos of each department in college website including that of new subjects as per revised BPUT syllabus.	HODs in coordination with Head, Software development cell to upload the Cos for all subjects of their department in college website.	HODs & Head, software development cell.
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 that, all skill training programs shall continue as per practice without implementation of any new training programs.	NA	NA
8	Any other items with the permission of the Chair.	Discussions carried out on problems faced during implementation of Quality assurance practice as implementation of collaborative learning.	To avoid time constraint of faculty members , it was resolved to conduct the collaborating learning session weekly on Thursday during students hobby class and faculty members engaged in hobby class to be replaced by non teaching staffs.	SPOC - Hobby clubs to engage non teaching staffs for hobby class replacing faculty members.	SPOC- Hobby clubs.


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 24/2/2020

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the meeting of IQAC on 07.3.2020 (Saturday) 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.

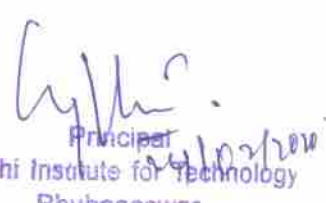
Agenda of IQAC meeting

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.


IQAC COORDINATOR

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Letter No.

Dated 12/3/2020

INTERNAL QUALITY ASSURANCE CELL, GIFT.

(MINUTES OF MEETING)

Date:- 07.3.2020

Time:- 2 PM to 7 PM

Members present:-

1. Dr. Surya Narayan Pattnaik, 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. Khitish Kumar Dash, Deptt. Of ME
9. Prof. SaumendraBehera, Deptt. Of ECE.
10. Mr. BhabagrahiMohapatra, A.O (G).
11. Mr. Vivek Sharma, Registrar.
12. Mr.Bikash.Chandra Das, A.O (HR) .
13. Sri SriKamalakantaNayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
14. Mr. DebasishNayak, Student of 2 nd. Yr. (Mechanical Engg.) at GIFT. Regn. No. 1701298036.
15. Er.AswiniLakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
16. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .
17. Mrs. JayshreeMohanty, Luminous. (Employer)
18. Mr. ChhabindraSethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 2 nd. Year ECE student)
19. Dr. AlokMohapatra, Department of Mech. Engg.

Principal

Gandhi Institute For Technology
Bhubaneswar

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 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. Surya Narayan Pattnaik to chair the IQAC meeting.

Principal

Gandhi Institute for Technology
Bhubaneswar

12/03/2020

Sl. No	Agenda	Points Discussed.	Resolution	Action Plan	Responsibility & Target Date
1	Review of pending issues of previous meeting. Review of on going & up coming value added/ certificate program courses.	NIL Members present in the meeting reviewed the status of value added/ certificate courses (Department wise) as ongoing courses & students enrolled, completed courses in last semester & students enrolled, scheduled to be held courses. Members present in the meeting shown their satisfaction on conduction of newly designed industry oriented value added courses of each Department. All concerned members discussed on design of new courses as per feedback received from Alumni posted in reputed organisations.	It was resolved that certain value added courses to be designed as per present industry requirement by collecting the feed backs from our Alumni. Also it is resolved that , same minimum 4 courses for B.Tech & 3 courses for PG program per year to be delivered in each Department.	HODs of each Department along with our T&P cell to contact Alumni of their department and collect feedback on present industry requirement. After that accordingly develop the value added course content for their department by engaging the course coordinator & Asst course coordinator.	Head T&P cell , HOD and Department course coordinator & Asst. course coordinator.
2	Review of student's project work/ field work/ Internship.	Members present in the meeting reviewed the status of final year students project work and internship of all students. Principal expressed his happiness due to improvement of students project quality due to implementation of end project competition. Further discussions carried out about revision of BPUT syllabus as mandatory internship for all students except final year..	It was resolved to revise the internship evaluation process and edit the same in students hand book. It is also resolved to motivate students group for more live projects. All previous resolutions to be carried out as resolved earlier.	Students internship evaluation (Internal) to be as per guide lines of AICTE and the same to be followed by a group of departmental faculty along with guides & HOD. Internship guidelines & Evaluation process to be amended by Registrar and upload in students hand book.	Registrar, HODs, Internship guides.
3					


 Principal
 Gandhi Institute for Technology
 Bhubaneswar



<p>Review of stakeholder's Feed back collected & analysis of report (on academic) and uploading on website.</p>	<p>Members present in the meeting reviewed the feedbacks collected from stakeholders & its response in pictorial form. 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. Discussions carried out upon parents' feedback collected during parents - teachers meet on remarkable issues.</p>	<p>It was resolved to take immediate action upon genuine remarks of parents in parents feedback report.</p>	<p>All concerned cell SPOCs to be informed to take action as per feed backs received. All faculty members having poor performance shall be counselled by Principal.</p>	<p>SPOCs & Principal.</p>
<p>4</p>	<p>Members present in the meeting reviewed the report of DAB & PAC of each department pertaining to student centric teaching methodologies adopted/ planned. Discussions carried out on students feed back analysis report. Decided to continue the existing resolved methodologies.</p>	<p>No new resolution & to continue with existing</p>	<p>NA To continue with existing methodology</p>	<p>NA</p>
<p>5</p>	<p>Members present in the meeting reviewed the status of grants received, seminars & workshops conducted related to research activity & Entrepreneurship. Instructed to increase the nos of events. Discussed regarding establishment of Livelihood Business Incubator at GIFT under Govt. of India scheme.</p>	<p>It was resolved to go through the detail scheme of Govt. of India for establishing LBI.</p>	<p>IQAC coordinator will go through the central Govt scheme to establish LBI to decide on the issue.</p>	<p>IQAC coordinator.</p>
<p>6</p>	<p>Members present in the meeting reviewed the status of publications in journals & conferences. Expressed happiness due to paper publications in high impact factor journals and discussions carried out to increase the numbers of paper publications by each faculty members.</p>	<p>It was resolved that, Principal shall counsel the faculty members having less paper publications.</p>	<p>Detail publication list faculty wise to be prepared & submitted before Principal by Dean Research & IQAC coordinator.</p>	<p>Dean Research & IQAC coordinator.</p>
<p>7</p>	<p>Review of Publication of research papers in journals/ books/ papers in National * International conferences.</p>	<p>It was resolved that, Principal shall counsel the faculty members having less paper publications.</p>	<p>Detail publication list faculty wise to be prepared & submitted before Principal by Dean Research & IQAC coordinator.</p>	<p>Dean Research & IQAC coordinator.</p>

8	Review of Alumni activity & their contribution.	Members present in the meeting reviewed the status of Alumni activity. Discussions carried out for organising current year meet at different cities. Principal shown his unhappiness due to non registration of the association till date.	It was resolved to extend our all cooperation to the association during alumni meet at GIFT campus as bus facility, conference hall, canteen, etc.. At free of cost.	As per facility required requisition of Head T&P cell towards organising the meet at GIFT, Principal shall facilitate the same.	head T&P cell.
9	Review of FDP, workshop, conferences, professional/ administrative development program, etc.. conducted at GIFT and faculty support.	Members present in the meeting reviewed the status of FDP, conferences, workshops & administrative programs (both online base & offline based) organised at GIFT and attendance. Discussions carried out regarding organising more nos. of international conferences.	It was resolved that each department to organise 2 or 1 international conferences in their department per year.	HODs to arrange & coordinate for organising international conference for their department in addition to general FDP, workshops etc as per practice or as resolved earlier.	HODs.
10	Any other items with the permission of the Chair.	NIL			


IQAC COORDINATOR

PRINCIPAL

Principal
Gandhi Institute for Technology
Bhubaneswar

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



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Letter No.

Dated 26/5/2020

INTERNAL QUALITY ASSURANCE CELL, GIFT.

NOTICE

Hereby all IQAC members are requested to attend the online meeting of IQAC on 05.6.2020 (Friday) 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 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

PRINCIPAL


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)

(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 10/06/2020.

INTERNAL QUALITY ASSURANCE CELL, GIFT.

(MINUTES OF MEETING)

Date:-05.6.2020

Time:- 2 PM to 5 PM

1. Members present:-

1. Dr. Surya Narayan Pattnaik, 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. Khitish Kumar Dash, Deptt. Of ME
9. Prof. SaumendraBehera, Deptt. Of ECE.
10. Mr. BhabagrahiMohapatra, A.O (G).
11. Mr. Vivek Sharma, Registrar.
12. Mr. Bikash Chandra Das, A.O (HR) .
13. Sri SriKamalakantaNayak, (Local Society), Gramadiha, Gangapada, Distt. Khurda. Odisha.
14. Mr. DebasishNayak, Student of 2 nd. Yr. (Mechanical Engg.) at GIFT. Regn. No. 1701298036.
15. Er. AswiniLakra, (Alumni of GIFT, 2015-16 pass out, EE Branch.)
16. Mr. Srikumar Mishra, Milk Moo, Bhubaneswar. (Industrialist) .
17. Mrs. JayshreeMohanty, Luminous. (Employer)
18. Mr. ChhabindraSethi, Parent (Father of Mr. Sileun Krishna RanjanSethi, 2 nd. Year ECE student)
19. Dr. AlokMohapatra, Department of Mech. Engg.
20. Mrs. SabitaMohapatra, Non-Teaching

Principal

Gandhi Institute for Technology

Bhubaneswar

City Office : B-004, Krishna Tower, Nayapalli, Bhubaneswar-12, Phone : 0674 - 2561445

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. Surya Narayan Pattnaik 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 Modern Teaching methodology adopted ,as use of ICT tools by teachers.	Due to corona @ lock down an on line meeting was being arranged by IQAC. In the meeting; existing teaching methodology reviewed. Discussions carried out to implement innovative teaching methodology through online class & upcoming off line class. Discussions carried out regarding self Learning, assignment to students, use of SMART board, improving the thinking ability of students, flipped class and action for low CO attainment.	It was resolved to take online class through google meet in lap top followed by Quiz test regularly. All faculty to be thorough in taking class through SMART board. It was resolved to implement Self learning & Flipped class system slowly in class room teaching. It was also resolved to give more assignments to slow learners and to adopt student need teaching methodology for the subjects whose CO attainment value is less.	All online classes to be taken by teachers to be monitored by Dean Academics & Floor managers. Needy teachers to be trained by expert faculty for taking online class, on line Quiz & online attendace system & SMART board use and the same to be executed by T&P cell. Dean Academics to guide & monitor the self learning & flipped class room teaching of each faculty. Dean Academics to counsel students and develop and implement suitable teaching methodology for the subjects attained low CO attainment value. HOD to monitor towards giving more assignments to slow learners by the concerned faculty members of his/ her department.	Dean Academics, Head T&P Cell, HODs.
3	Review of final year student's university result analysis report and action plan for improvement.	Due to corona @ lock down last semester result analysis report (subject cum faculty wise) of students reviewed throught on line meeting. Discussions carried out to improve results on subjects have poor result by increasing writing skill of students, memory power, peer learning & counselling to faculty by Principal.	It was resolved that, students to be counselled to improve their writing skill, adopt peer learning, improve memory power in addition to earlier resolved guidelines.	Each faculty shall attend a training program by expert student counsellor through on line meet for 10 days and then to use the pedagogy and mentoring accordingly. The above training to be coordinate by Head T&P Cell.	Head T&P Cell Principal Gandhi Institute for Technology Bhubaneswar

<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 (funded/ non-funded)of each department reviewed through online meet due to lock down. Discussions carried out on;- establishment of Incubation centre at GIFT, collaboration with foregn university and establishment of centre of excdellence .</p>	<p>It was resolved to start processing on establishment of Incubation centre / Centre of Excellence at GIFT. Also resolved to collaborate with foreign university for research activity</p>	<p>Dean Research to start precessing and submit a detail proposal to Principal for establishment of incubation centre/ centre of excellence at GIFT. Dean Research to coordinate with foregn university for collaboration .</p>	<p>Dean Research</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 through online meet due to lock down in state. It was discussed to distribute relief during current corona pandemic. Discussions carried out regarding AICTE scheme for such activities.</p>	<p>It was resolved to prepare sanitiser in our lab and distribute along with relief at nearby villages by engaging teaching & non teaching staff due to non availability of students for lock down.</p>	<p>Prof. Tapan Panda, Department of Chemistry & Prof, M.M Sahoo shall arrange the relief and develop sanitiser in our Chemistry Lab and distribute to needy ones at nearby all villages.</p>	<p>Prof. Tapan Panda, Department of Chemistry & Prof, M.M Sahoo, Deptt. Of ME.</p>

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Principal
Gandhi Institute for Technology
Bhubaneswar

	<p>The status of Active & Valid MOUs with different industries reviewed through online meeting due to corona. Discussions carried out to sign more MOUs with different industries & reputed institutions towards joint research, students internship. Conference & workshop, etc.. Department wise after normal of situation.</p>	<p>It was resolved to collaborate with more industries & institutions after normalisation of the lockdown</p>	<p>Dean Research to coordinate with different industries for collaboration & signing of MOUs</p>	<p>Dean Research.</p>
6	<p>Review of MOUs and Collaboration with other industries & institutions.</p>			
7	<p>Review of Library facility (e-books, e-journals, text books, reference books, journals, library automation, etc..).</p>	<p>Library facility reviewed through online meet due to lock down. Discussions carried out to proceed after return of students to college.</p>	<p>NA</p>	<p>NA</p>
8	<p>Review of existing performance appraisal system.</p>	<p>Existing appraisal system of both teaching & non teaching staff reviewed through on line meet due to lockdown and discussions & arguments carried out on certain important points.</p>	<p>It was resolved for inculsion of Self appraisal system to existing performance appraisal system.</p>	<p>AO (HR) to develop the detail process for self appraisal system in conjunction to existing appraisal system and approve the same from authority towards incorporation. AO (HR)</p>
9	<p>Review of Campus environmental promotional activities.</p>	<p>The status of campus & beyond campus environmental activities reviewed through on line meet due to lock down. Discussions carried out regarding current situation.</p>	<p>It was resolved that, after return back of students post corona lock down the next steps of action on this agenda shall be carried out.</p>	<p>NA</p>


 Principal
 Gandhil Institute for Technology
 Brubaneswar

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 through online meeting due to lockdown. 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 after return back of students to college.	AO (HR) to coordinate and organise the awareness program for students & Employee after reopening of college.	AO (HR)
11	Any other items with the permission of the Chair.	NIL			


IQAC COORDINATOR


PRINCIPAL
 Principal
 Gandhi Institute for Technology
 Bhubaneswar
 IQAC Coordinator.

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