# 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 ..IQAC/101.                                           Dated .27/09/2021.

## NOTICE

Hereby all IQAC members are requested to attend the IQAC meeting in person on 03.10.2021 ( Sunday) at 10:00 A.M in our mini conference hall (Room No. 309) as per COVID guide lines. All members in attendance will be required to wear face mask regardless of vaccination status. The agenda of meeting is as below .
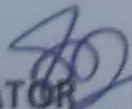
### Agenda of IQAC meeting

1. Review of pending issues of previous meeting.
2. Review of class & lab. Attendance (Online/ Offline) , examinations & evaluation process, quality of existing teaching methodology and result analysis.
3. Review of AAA analysis report and action taken.
4. Review of progress of work on development of documentation system through CMS.
5. Regarding publish of central academic calendar and Department academic calendar.
6. Review of ongoing activity of existing MOUs with different industries & institutions.
7. Regarding conduction of Students Satisfaction Survey and collection of students feed back on teachers performance.
8. Review of parents meet and Alumni meet feedback analysis report.
9. Review of TI- PI- CC, students achievements in GATE- PSU- Govt. jobs and students enrollment in different value added courses.
10. Review of Mentoring activity.
11. Review of guidelines for " COVID-19 secure GIFT campus".
12. Any other items with the permission of the Chair.

GIFT- IQAC thanks you in advance for taking all precautions to prevent spreading of COVID-19 virus.

Thanking You.

IQAC COORDINATOR  27/9/2021

CHAIRMAN, IQAC  27/9/21

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29/9/2021

**IQAC COORDINATOR**

**CHAIRMAN, IQAC**

Ref. No.: IQAC/102          MOM 25          DATE: 08.10.2021.

## (MINUTES OF MEETING)

**Date: - 03.10.2021**

**Time: -** 10 A.M to 1:30 P.M

**Venue:-**Room No. 309 ( Mini Conference Hall ), GIFT campus.

### Members present:-

1. Dr. Ch. V.S ParameswaraRao, Chair person.
2. Er. Samir Ranjan Panda, Management Member.
3. Dr.AlokMohapatra, Faculty Member.
4. Dr.Vivek Kumar, Faculty Member.
5. Prof. PratyushRanjanMohapatra,Faculty Member.
6. Prof. Susanta J. Das,Faculty Member.
7. Mr. BhabagrahiMohapatra,Administrative Member.
8. Dr. ManoranjanMishra,Administrative Member.
9. Sri ApurbaSamantaray,Nominated Member (Student).
10. Mr.SantoshBarala,  Nominated Member(Industrialist).
11. Prof. SwagatikaAcharya, Asst. IQAC coordinator.
12. Prof. Sibananda Mishra,IQAC coordinator.
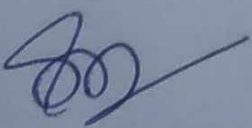
### The Leave of absence was granted to:-

1. Dr. Surya Narayan Pattnaik, Faculty Member,( Resigned from service after notification).
2. Prof. Debraj Mishra, Faculty Member, ( Medical Leave , covid +ve)
3. Prof. RabinarayanSarangi,  Faculty Member, ( Medical Leave , covid +ve)
4. Mr.Mihir Kumar Maharathi,Nominated Member ( Local Society ), (Personal problem)
5. Er. NiharRanjan Rout, Nominated Member (Alumni).  ( Medical Leave , covid +ve)
6. Mr.Sandip Kumar Jena,Nominated Member ( Employer). (Urgent official work)
7. Mr.Arun Prasad Jena, Nominated Member (Parent) ( Relative expired).

## Agenda.

1. Review of pending issues of previous meeting.

2. Review of class & lab. Attendance (Online/ Offline), examinations & evaluation process, quality of existing teaching methodology and result analysis.

3. Review of AAA analysis report and action taken.

4. Review of progress of work on development of documentation system through CMS.

5. Regarding publish of central academic calendar and Department academic calendar.

6. Review of ongoing activity of existing MOUs with different industries & institutions.

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9. Review of TI- PI- CC, students achievements in GATE- PSU- Govt. jobs and students enrollment in different value added courses.

10. Review of Mentoring activity.

11. Review of guidelines for " COVID-19 secure GIFT campus"

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 ParameswaraRaoto chair the IQAC meeting.IQAC coordinator submitted the Action Taken Report on last IQAC meeting before the members and the same was being appraised .

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

**NIL.**

**Agenda 2: Review** of class & lab. Attendance (Online/ Offline) , examinations & evaluation process, quality of existing teaching methodology and result analysis.

**Resolution:-**After a thorough discussion among members, the following resolutions made.

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

**Action: - Principal &HODs of each Department**

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

**Action:- IQAC coordinator, Principal, HODs of each department. Departmental IQAC coordinator& Head-Software Development Cell.**

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

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

**Action:- Exam PIC, HODs, IQAC coordinator, Principal.**

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

**Action:- HODs, Dean Academics, IQAC coordinator.**

**Agenda 3: Review** of AAA analysis report and action taken.

**Resolution:-**After review of report of academic audit completed by each department in recent past, (which is presently available with Dean Academics ), it was resolved thatthe same report to be analysed by Dean Academics and the same to be shared with IQAC coordinator for further necessary action.

**Action: - Dean Academics.**

**Agenda 4: Review** of progress of work on development of documentation system through CMS.

**Resolution:-** For early completion of the documentation system through CMS, it was resolved that, regular chase up to be done with Prof. Priyabrata.

**Action: - IQAC coordinator & Principal**

**Agenda 5: Regarding** publish of central academic calendar and Department academic calendar.

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

**Action :- Principal, HODs, SPOCS & IQAC coordinator.**

**Agenda 6: Review** of ongoing activity of existing MOUs with different industries & institutions.

**Resolution: -** It was resolved that , Principal to have a meeting with concerned SPOC i.e- Prof. SitanathBiswas separately.
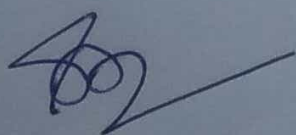
**Action: - Principal, Prof. Sitanath& IQAC coordinator.**

**Agenda 7: Regarding** conduction of Students Satisfaction Survey and collection of students feed back on teachers performance.

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

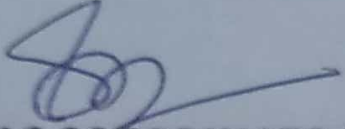**Action :- Principal& IQAC coordinator.**

**Agenda 8: Review** of parents meet and Alumni meet feedback analysis report.
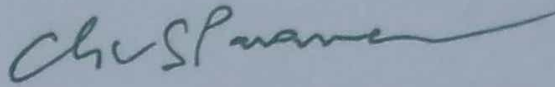
**Resolution:-** It was resolved that, the Parents meet feed back report prepared &analysed by concerned SPOC to be shared with IQAC and Principal to appoint new SPOC for Alumni activity .

**Action: - Principal& IQAC coordinator.**

**Agenda 9,10.11&12 :-** It was resolved to keep pending the discussions & Resolutions on these 4 Agenda for next IQAC meeting , due to shortage of time.

Dr. Ch. V.S ParameswaraRao

**IQAC COORDINATOR**

**Principal cum Chairman IQAC**

**C.C to:-**
- All concerned members of IQAC for information and necessary action .
- Vice Chairman Sir, Balaram Panda Trust for kind information.
- A.O (HR) for information and necessary action .
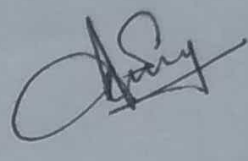- ALL HODs for necessary action.
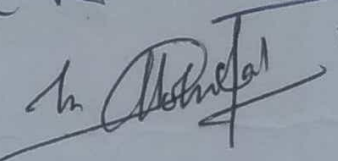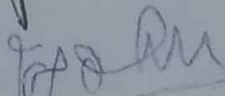
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# IQAC Meeting

DATE: 3.10.2021 , Venue- Room No. 309.

Time 10:00 AM -

## ATTENDANCE SHEET

| Slno | NAME | | Signature |
|------|------|---|-----------|
| 1. | Sibananda Mishra | → | |
| 2. | Suvagatika Acharya | → | Sm 03/10/2021 |
| 3. | Bhabagrahi Mohapatra | — | |
| 4. | VIVEK KUMAR | — | 08/10/2021. |
| 5. | Manoranjan Midy | — | Le·R·Midy |
| 6. | Prafyul Ranjan Mohapatra | — | |
| 7. | Santosh Barul | — | Santosh Barul |
| 8. | Smruti Iha | — | Smruti Iha. |
| 9. | Apurba Samantang | — | Apurba Sam |
| 10 | Alok Mohapatra | — | |
| 11. | Dr CHUSPRAO | — | CUSPa |
| 12 | Samir Ranjan Panda | — | S Panda |

**Agenda 8 :** Review of parents meet and Alumni meet feedback analysis report.

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

**Action :- Principal & IQAC coordinator.**

**Agenda 9,10.11 &12 :-** It was resolved to keep pending the discussions & Resolutions on these 4 Agenda for next IQAC meeting , due to shortage of time.

Dr. Ch. V.S Parameswara Rao

**IQAC COORDINATOR**

**Principal cum Chairman IQAC**

**C.C to:-**
- All concerned members of IQAC for kind information and necessary action , HoD
- Vice Chairman Sir, Balaram Panda Trust for kind information.
- A.O (HR) for kind information and necessary action

# Internal Quality Assurance Cell (IQAC)

## Gandhi Institute For Technology (GIFT)

(Approved by AICTE, New Delhi & Govt. of Odisha, Affiliated to BPUT and SCTE & VT Odisha)
At:Gramadiha, Po: Gangapada, Dist- Khurda, City-Bhubaneswar, Pin: 752054
Web : www.gift.edu.in  Email : support@gift.edu.in
Contact No: 7873008173

Dated 29.11.2021

Letter No IQAC/103

## NOTICE

Hereby all IQAC members are requested to attend the IQAC meeting in person on 09.12.2021 ( Thursday) at 4:00 P.M in our mini conference hall (Room No. 309) as per COVID guide lines. All members in attendance will be required to wear face mask regardless of vaccination status. The agenda of meeting is as below .

### Agenda of IQAC meeting

1. Appraising the  Action Taken Report of last IQAC  Meeting
2. Review of pending issues of previous meeting against Agenda No. 9, 10 & 11 i.e-
   - Review of TI- PI- CC, students achievements in GATE- PSU- Govt. jobs and students enrollment in different value added courses.
   - Review of Mentoring activity.
   - Review of guidelines for " COVID-19 secure GIFT campus".
3. Review of current status & new procurement of Lab. Equipment and software for all departments.
4. Review of the planning made by each department towards organizing seminar , workshops, guest lecture, etc..
5. Review of the planning made towards different  professional society activity  and value added courses.
6. Review of the planning made by concerned SPOCs towards collection of Feed back from all stake holders ( parents, Alumni, student, employer, etc..).
7. Review on NBA work progress of CSE & ECE department and renewal of SIRO recognition.
8. Review of NAAC accreditation status & submission AQAR of last academic year.

GIFT- IQAC thanks you in advance for taking all precautions to prevent spreading of COVID-19 virus.

Thanking You.

27/11/2021.

**IQAC COORDINATOR**

**CHAIRMAN, IQAC**
Principal
Gandhi Institute for Technology
Bhubaneswar

P.T.O

**C.C to:-**

- All concerned members of IQAC for kind information and necessary action
- Vice Chairman Sir, Balaram Panda Trust for kind information.
- A.O (HR) for kind information and necessary action
- Facility Manager for kind information and necessary action
- Software development cell with a request to post this Notice in GIFT website for communication.

27/11/2021

**Principal**
**Gandhi Institute for Technology**
**Bhubaneswar**

**GIFT**         Sibananda Mishra(EEE Dept) <sibananda.mishra@gift.edu.in>

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# Request for attending IQAC Meeting on 9/12/2021 without fail.
1 message

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**Sibananda Mishra(EEE Dept)** <sibananda.mishra@gift.edu.in>      Tue, Nov 30, 2021 at 8:12 PM
To: "Principal, GIFT" <principal@gift.edu.in>, Officer on Special Duty <osd@gift.edu.in>, Dean Academics <deanacad@gift.edu.in>, Debaraj Mishra - Dean Management <debarajmishra@gift.edu.in>, Dr Alok Kumar Mohapatra <dr.alok@gift.edu.in>, Rabi Narayan Sarangi <rnsarangi@gift.edu.in>, "Dr Vivek Kumar ( Teaching )" <dr.vivek@gift.edu.in>, Pratyush Ranjan Mohapatra <pratyush@gift.edu.in>, Susant J Das <susantjdas@gift.edu.in>, Bhabagrahi Mohapatra <administrative.officer@gift.edu.in>, Registrar <registrar@gift.edu.in>, Sibananda Mishra <sibananda.mishra@gift.edu.in>, "Swagatika Acharya(MECH DEPT)" <swagatika.acharya@gift.edu.in>, nrrout02@gmail.com, sjena@ramtech-corp.com, arunprasadjena789@gmail.com, "APURBA SAMANTARAY [ B.TECH EE BEHERA 2023 ]" <apurba.samantaray2019@gift.edu.in>
Cc: "Director, Gandhi Institute For Technology" <director@gift.edu.in>, Nabanita Mishra <hr2@gift.edu.in>

Dear Madam / Sir (s),
     Attached please find herewith the official communication in favour of you (as a member of GIFT-IQAC)  from Chairman- IQAC cum Principal ; Gandhi Institute For Technology (GIFT) Bhubaneswar in connection with attending a meeting on 9 th. December, 2021 (Thursday) without fail

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Thanking you,
With Regards,
Prof. Sibananda Mishra,
IQAC Coordinator,
 Head,Department of Electrical Engineering,
GIFT, Bhubaneswar
Mob: +91-7873008106

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📄 **IQAC MEETING DEC. 21.pdf**
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# Internal Quality Assurance Cell (IQAC)

## Gandhi Institute For Technology (GIFT)

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Contact No: 7873008173

Letter No ...**IQAC/103**          Dated ...**29/11/2021**

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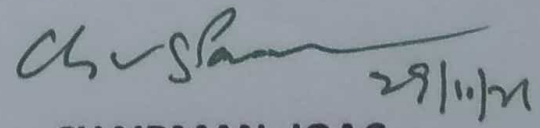
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6. Review of the planning made by concerned SPOCs towards collection of Feed back from all stake holders ( parents, Alumni, student, employer, etc..).
7. Review on NBA work progress of CSE & ECE department and renewal of SIRO recognition.
8. Review of NAAC accreditation status & submission AQAR of last academic year.

GIFT- IQAC thanks you in advance for taking all precautions to prevent spreading of COVID-19 virus.

Thanking You.

27/11/2021,

**IQAC COORDINATOR**

29/11/21

**CHAIRMAN, IQAC**
**Principal**
**Gandhi Institute for Technology**
**Bhubaneswar**

P.T.O

C.C to:-

- All concerned members of IQAC for kind information and necessary action
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- A.O (HR) for kind information and necessary action
- Facility Manager  for kind information and necessary action
- Software development cell with a request to post this Notice in GIFT website for communication.

22/11/2021

29/11/21

**Principal**
**Gandhi Institute for Technology**
**Bhubaneswar**

# Internal Quality Assurance Cell (IQAC)
## Gandhi Institute For Technology (GIFT)
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Web : www.gift.edu.in  Email : support@gift.edu.in
Contact No: 7873008173

Dt. 15.12.2021

## MOM 26

## (MINUTES OF MEETING)

**Date:- 09.12.2021**

**Time:- 4 PM to 6 PM**

**Venue:- Office of The Principal,  GIFT campus.**

**Members present:-**

1. Dr. Ch. V.S Parameswara Rao, Chair person.
2. Er. Samir Ranjan Panda, Management Member.
3. Dr.Alok Mohapatra, Faculty Member.
4. Dr.Vivek Kumar, Faculty Member.
5. Prof. Pratyush Ranjan Mohapatra, Faculty Member.
6. Prof. Susanta J. Das, Faculty Member.
7. Mr. Bhabagrahi Mohapatra, Administrative Member.
8. Dr. Manoranjan Mishra, Administrative Member.
9. Sri Apurba Samantaray, Nominated Member (Student).
10. Mr.Santosh Barala, Nominated Member(Industrialist).
11. Dr. Rabinarayan Sarangi, Faculty Member,
12. Prof. Sasmita Hota, Departmental SPOC.
13. Dr. I.V Prakash, Departmental SPOC.
14. Prof. Sipra Karmakar, Departmental SPOC.
15. Prof. Abhipsa Sahu, Departmental SPOC.
16. Prof. Gayatri Mohanty, Departmental SPOC.
17. Prof. Sibhashree Sukla, Departmental SPOC.
18. Prof. Amitav Saran, Departmental SPOC.
19. Prof. Swagatika Acharya, Asst. IQAC coordinator.
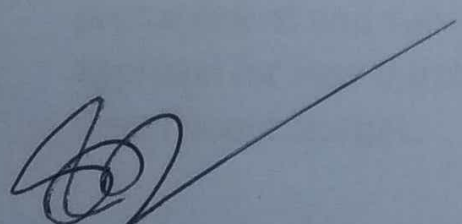20. Prof. Sibananda Mishra, IQAC coordinator.

## The Leave of absence was granted to:-

1. Prof. Debraj Mishra, Faculty Member, (Personal problem)
2. Mr.Mihir Kumar Maharathi, Nominated Member ( Local Society ), (Personal problem)
3. Er. Nihar Ranjan Rout, Nominated Member (Alumni). (Personal problem)
4. Mr.Sandip Kumar Jena, Nominated Member ( Employer). (Personal problem)
5. Mr.Arun Prasad Jena, Nominated Member (Parent) (Personal problem)

## Agenda.

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8. Review of NAAC accreditation status & submission AQAR of last academic year.

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 :-** Appraising the Action Taken Report of last IQAC Meeting

IQAC coordinator submitted the Action Taken Report of last IQAC meeting –No.25 held on 3.10.2021 before the members and appraised the same to all members present.

**Agenda 2 :** Review of pending issues of previous meeting against Agenda No. 9, 10 & 11 i.e-
- Review of TI- PI- CC, students achievements in GATE- PSU- Govt. jobs and students enrollment in different value added courses.
- Review of Mentoring activity.
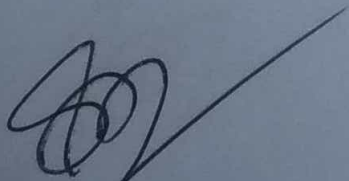- Review of guidelines for " COVID-19 secure GIFT campus".

**Resolution:-** After a thorough discussion among members, the following resolutions made.

- It was resolved that, henceforth, the ongoing TI-PI – CC performance of each faculty member shall be reviewed by Administrative Officer (HR) weekly and necessary action shall be taken against defaulter faculty member.
  **Action:- Administrative Officer (HR)**
- The mentoring performance of each faculty member reviewed. The proposal of IQAC coordinator, to re - designate faculty mentor as faculty mentor cum tutor was not accepted by members and it was resolved to continue the existing mentoring system.
- It was resolved that, the existing COVID-19 guide lines of state Govt. to be strictly obeyed by each student and each employee.
  **Action:- Registrar.**

**Agenda 3 :** Review of current status & new procurement of Lab. Equipment and software for all departments.

**Resolution:-** After review of the present status of lab equipment & syllabus of each department, it was resolved that; all concerned HODs to float enquiry for new equipment procurement and submit the note sheet to Principal along with comparative statement towards approval for new purchase. HOD mechanical raised the point regarding non approval of Department budget.

Action:- HODs

**Agenda 4 :** Review of the planning made by each department towards organizing seminar , workshops, guest lecture, etc..

**Resolution:-** After review of the planning made by each HOD towards organizing seminar , guest lecture, etc, it was resolved that, Dr. Amar Das, Head – Research to coordinate on this issue

Action :- HODs & Dr. Amar Das, Head- R&D

**Agenda 5 :** Review of the planning made towards different professional society activity and value added courses.

**Resolution:-** After review of the planning made by each HODs towards conducting value added courses and planning by SPOC- professional society activity, chairman – IQAC expressed his unhappiness. After a thorough discussion, it was resolved that, each HOD to conduct at least one value added course in this semester and at least one activity of each society.

Action :- HODs & SPOC- Professional society.

**Agenda 6 :** Review of the planning made by concerned SPOCs towards collection of Feed back from all stake holders ( parents, Alumni, student, employer, etc..).
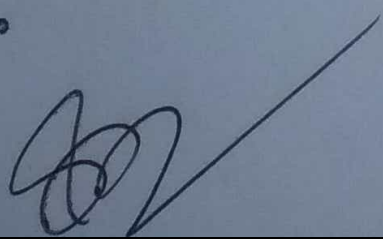
**Resolution:-** It was resolved that , as per practice the parents feed back to be collected during upcoming parents meet at different districts and states, During upcoming Alumni meet in this month, the feed back from Alumni to be collected in our prescribed form and analysis report to be submitted in time. AO (HR) to collect the students feed back through online mode and submit the report. Placement cell to collect the feed back from employers on our students performance in prescribed format and submit.

Action :- SPOC-Alumni activity, AO (HR), Head placement cell & SPOC- Parents meet.

**Agenda 7 :** Review on NBA work progress of CSE & ECE department and renewal of SIRO recognition.

**Resolution:-** During discussion on above agenda, Principal informed regarding the renewal of SIRO recognition in last month and shown the renewal letter from" Department of Scientific & Industrial Research , Govt. of India " valid up to 31.3.2024. After review of the NBA work progress of CSE & ECE department, principal expressed his unhappiness. It was resolved to complete all work in all respect within next one month.

Action :- NBA coordinator, HODs of ECE &CSE Deptt.

**Agenda 8 :** Review of NAAC accreditation status & submission AQAR of last academic year.

**Resolution:-** NAAC coordinator informed to all members about the DVV status of our SSR submitted to NAAC. It was resolved to complete all filing work by all concerned within 15 days to present before NAAV peer team. Regarding AQAR of last year, IQAC coordinator informed the status of online data & documentation system developed. So it was resolved that, all SPOCs to upload the data & documents of last academic year through online system as soon as possible.

Action :-NAAC coordinator & IQAC coordinator.

IQAC COORDINATOR

Dr. Ch. V.S Parameswara Rao

Principal cum Chairman IQAC

Principal
Gandhi Institute for Technology
Bhubaneswar

<u>C.C to:-</u>
- 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

IQAC Meeting. DATE - 9.12.2021/venue -

| Name | Signature | Principal Chamber |
|------|-----------|-------------------|
| 1. Sarmile Hole | State 9/12/21 | |
| 2. Dr. Manya Midhy | M.R. Midhy | |
| 3. Pratymt Ranjan Mohapatra | M.M. | |
| 4. Dr. Sv. prakash | | |
| 5. Susant Jom | G. | |
| 6. Rabinarayan Sarangi | | |
| 7. Sipra karmakar | | |
| 8. VIVEK KUMAR | Kumar | |
| 9. Abhipsa Sahu | Ab. | |
| 10. GAYATRI MOHANTY (AGE) | Gayatri | |
| 11. Subhashree Suula | Subh | |
| 12. Amitav Saran | | |
| 13. Alok kumar Mohapatra. | Igo ku | |
| 14. Swagatika Acharya | | |
| 15. Sebananda Mishra → | 9/12/2021 | |
| 16. Santosh Barad → | Santosh Barad | |
| 17. Apurba Samantaray | Apurba Samantay | |
| 18. Dr CHUSPRao | CSUSR | |
| 19. B. Mohapatra, A(G) | 09/12/2021 | |
| 20. Samir Ranjan Panda | S Panda | |

Academic Building, Gandhi Institute for Technology, Gramadiha, Odisha 752054, India

Gramadiha

Odisha
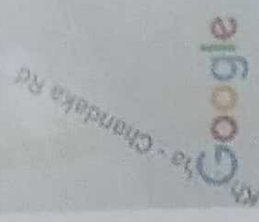
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