



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	GANDHI INSTITUTE FOR TECHNOLOGICAL ADVANCEMENT (GITA)
Name of the head of the Institution	MANMATHA KUMAR ROUL
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0674-2538660
Mobile no.	8260045006
Registered Email	principal@gita.edu.in
Alternate Email	gita@gita.edu.in
Address	GITA BHUBANESWAR, BADARAGHUNATHPUR, P.O MADANPUR,
City/Town	BHUBANESWAR
State/UT	Orissa
Pincode	752054

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	NARASINGA PRASAD PATRO
Phone no/Alternate Phone no.	+919078075042
Mobile no.	9078075042
Registered Email	nppatro@gita.edu.in
Alternate Email	dir.placement@gita.edu.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://gita.edu.in/IOAC/AQAR/AQAR_16_17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gita.edu.in/IOAC/AQAR/call17_18.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.30	2015	11-May-2015	10-May-2020

6. Date of Establishment of IQAC	15-Jun-2012
---	--------------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Value Added Courses	14-Jun-2017 120	534
Coaching for Higher Studies	11-Dec-2017 120	534
Strengthening Summer Internship	22-Mar-2018 60	1184
External Academic Audit for the year	24-Jul-2017 2	60
Academic calendar prepared & monitored as a benchmark for various academic activities	17-Jul-2017 2	21
Strengthening Mentorship Programme	05-Jun-2017 365	3100
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
EDC & IIPC, GITA Bhubaneswar	Entrepreneurship Awareness Camp	EDII, NSTEDB, DST, Govt of India	2017 15	100000
EDC & IIPC, GITA Bhubaneswar	Faculty Development Programme	EDII, NSTEDB, DST, Govt of India	2017 16	250000
Electronics and Communication Department, GITA Bhubaneswar	Faculty Development Programme	AICTE	2017 365	475000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
---	----

12. Significant contributions made by IQAC during the current year(maximum five bullets)

A skill development center was established to augment skill training to students. A national level innovative annual projects completion among Engineering Colleges Diploma institutions was initiated. GITA Incubation Center was approved by Ministry of MSME. A new library was constructed with 500 seating capacity, a journals section, IT Lab and an AudioVisual theatre for online courses. A Food Court was established to cater to Parents Guests in Campus

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
A Skill Development Centre to be established in the campus.	An Industrial Skill Development Centre was established with facilities to cater to all branches of Engineering.
An innovative projects competition to be initiated among all the degree colleges & diploma schools	National Innovative Projects Fair was started from academic year 2017 with the participation of more than 100 institutions of Odisha & beyond.
An incubation Centre was to be established in campus with the approval of MSME.	GITA Incubation Centre was established with the approval of MSME.
A new GITA Library for increased strength of students.	A brand new library was established with 3 reading halls, an online library section, a journals section and a theatre for audio visual classes like MOOCs, Swayam, NPTEL, EDX etc.
A food court to be opened to cater to parents and guest in Campus	Food Court is now operational for all guests of the institute round the clock.
View File	

14. Whether AQAR was placed before statutory body ?	Yes
---	-----

Name of Statutory Body	Meeting Date
Board of Governors	18-Dec-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
---	-----

Date of Visit	03-Mar-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	04-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>1. Admission - Admission modules help in admission process of all UG and PG students of the institute. They facilitate data collection, segregation, and preparation of reporting status of candidates in the institution with their complete personal data. The module also helps in allotting the different sections to the students and preparing the attendance sheet. 2. Examinations - This module takes care of the exam activities in the form of collection of the question papers, collection and compilation of continuous internal evaluation and submission of marks and sending them to the University in due time for declaration of results. 3. Administration - The day to day data related to attendance of faculty and nonteaching staff is part of this module which also helps in monthly salary payment to all employee of the institute including maintenance of leave records. 4. Academic Activities - The information related to the students' details, classes, Lesson Plans, course details, class status, attendance analysis, and other related information is part of this module. 5. Stores Management - This module helps in vendor registration, tender procedure used for procurement of consumables and equipments, the repair and maintenance of institute's infrastructure such as receiving tenders, preparing comparative statements, preparing orders and getting the necessary administrative approvals of the procurement placing orders. It also keeps a record of existing stock. 6. Time Table - Preparation and display of academic</p>

calendar and timetables. 7. Attendance - The Institute has online attendance recording system. All students and teachers register their attendance. This attendance system is connected to the attendance module of the ERP which provides analysis part and facilitates decision making related to attendance absenteeism. 11. Leave Management - Through this module all faculty members of the institute apply for the types of leave they are entitled to and their application goes for necessary approval and record of total number of leaves consumed throughout the year. And the balance leave available with the applicant are maintained. 12. Faculty service records - This module keeps service record of all faculties. 13. Fees Payment - Students through this module can pay their annual tuition fee, exam fee and other fees using online mode. 14. Accounts and Finance - Institutes' accounts and finance department uses its accounts and finance modules for their day today accounting.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College follows the curriculum designed by Biju Patnaik University Technology, Rourkela, Odisha. At the beginning of every academic year, the college chalks out an academic calendar. The Principal of the college sets the time table schedule of each subject for teaching which includes lecture hours, practical classes and list of holidays. The head of the departments conducts academic planning meeting to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. If, for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. New Text Books & Reference books are ordered as per the university guidelines and the subject teachers and students. For implementation of curriculum, teachers have adopted teaching methods as per specially designed GITA Teaching & Learning process which includes presentations, assignments, and seminars, quiz tests, surprise tests etc. for effective learning. The Board of Studies of the University prepares the curriculum of the subjects. However, the institution plans bridge courses and value added courses to meet the requirements of the industry and bridge the gap between academia and industry. The college receives regular updates of circulars through letters and emails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned departments about changes in curriculum and asks to plan the lesson

accordingly. The faculty members receive all sorts of support from college to implement the curriculum. Timely meetings are conducted and instructions are given for submission of assignments and conduct unit tests and class tests as per plan and publish the result before semester examination. To facilitate faculty members regular FDPs are conducted in the subject areas and beyond the syllabus. The institution has designed bridge courses to fill the gap between the expectations of the industries and curriculum adopted by the affiliating university.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
PYTHON		22/02/2018	90	Employability	Yes
DBMS		21/06/2017	120	Employability	Yes
JAVA		04/12/2017	120	Employability	Yes
ROBOTICS		05/02/2018	90	Employability	Yes
IOT		08/01/2018	120	Employability	Yes
ARDUINO		19/03/2018	45	Employability	Yes
ADVANCED WELDING		06/11/2017	90	Employability	Yes
TOTAL STATION SURVEYING		13/11/2017	07	Employability	Yes
BUSINESS ENGLISH CERTIFICATE		19/03/2018	60	Employability	Yes
INDUSTRIAL AUTOMATION		11/12/2017	15	Employability	Yes
PROGRAMMABLE LOGIC CONTROLLER (PLC)		18/09/2017	120	Employability	Yes
SCADA		26/02/2018	90	Employability	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
----------------------------------	--------------------------	---

BTech	Computer Science and Engineering	03/07/2017
BTech	Electronics and Communications Engineering	03/07/2017
BTech	Electrical and Electronics Engineering	03/07/2017
BTech	Electrical Engineering	03/07/2017
BTech	Mechanical Engineering	03/07/2017
BTech	Civil Engineering	03/07/2017
Mtech	Thermal Engineering	03/07/2017
Mtech	Production Engineering	03/07/2017
Mtech	Power Engineering	03/07/2017
Mtech	Computer Science and Engineering	03/07/2017
MBA	Masters in Business Administration	03/07/2017
MCA	Masters in Computer Application	03/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	631	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
LINUX	09/10/2017	57
ORACLE PL/SQL	13/11/2017	43
Auto-CAD	25/09/2017	78
STAAD Pro	20/11/2017	61
INTRODUCTION TO MATLAB	09/10/2017	98
MATLAB	27/11/2017	79
PCB DESIGN	04/12/2017	42
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	ELECTRONICS AND COMMUNICATION ENGINEERING	200
BTech	ELECTRICAL ENGINEERING	111
BTech	ELECTRICAL AND ELECTRONICS ENGINEERING	85
BTech	MECHANICAL ENGINEERING	237

BTech	CIVIL ENGINEERING	152
BTech	COMPUTER SCIENCE AND ENGINEERING	252
MBA	MASTER IN BUSINESS ADMINISTRATION	60
MCA	MASTER IN COMPUTER APPLICATION	87
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The Academic Council of the Institution has set a bench mark of 70 as a satisfactory level of feedback and is revised as per need. The Institution collects the feedback of individual faculty members twice in a semester through the office of the Dean, Academics. The mode of collecting feedback is through on line (e-feedback system) to ensure transparency in the system. The data collected from the feedback is thoroughly analyzed by the Dean, Academics and is kept for discussion in the Academic Council of the Institution. After thorough scrutinisation and discussion, the Academic Council advises the Departmental Academic Committee to take remedial measures for the faculty members who have achieved less than 70 feedback for further improvement. As a first step, the Department Academic Committee recommends the concerned faculty members to undergo Faculty Development Programme. As a second step for improvement the concerned faculty members are advised to accompany the senior faculty members to the class and take note about the quality of teaching and delivery mode. They are also advised to observe the teaching methodology of senior faculty members to achieve better skills. The faculty member acquiring the highest feedback will be recommended for an advanced increment along with the annual increment. He/She is also encouraged with a letter of appreciation from the head of the institution. Besides, The IQAC also collects feedback from all its stakeholders like parents, industries where the students of the institution are employed. Feedback is also taken from students who have passed out from the institution this year. All the obtained feedbacks are duly analysed by the IQAC thoroughly and later placed its report before the Academic Council of the institution with proper suggestions and corrective measures. The Council after vivid discussion formulates new ways for improvement of the students.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
-----------------------	--------------------------	---------------------------	--------------------------------	-------------------

No Data Entered/Not Applicable !!!

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	578	230	199	21	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
228	228	6	32	12	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

An engineering graduate during the four years of the course is subjected to many phases of life where a personal touch coupled with educational and professional guidance is very vital. And this is achieved through our “Student Mentoring System.” For finer nuances e.g. career options or fear of a subject/course need greater involvement of the mentor. A designate mentor remains with the respective mentees for the entire four years. A similar system as discussed above, namely ‘Faculty Advisor’ exists in this college since its inception. This system is put diligently into practice and certainly helps in improving the overall academic experience of the students. In the process ‘Mentoring System’, each faculty is the mentor of a maximum of 20 students. First years will have mentors from the Department of Basic Sciences and Humanities and in other years the students will have mentors from their parent departments. Responsibilities of a Mentor: 1. Meet the mentees at least once a week. 2. Continuously monitor, counsel, guide and motivate in all academic matters. 3. Aid in choice of electives, project, summer training etc. 4. Contact parents/guardians if needed, e.g. academic irregularities, negative demeanour, detrimental activities etc. 5. Advise students in career choices. 6. Keep in touch even after their graduation. 7. Suggest HODs for administrative action. 8. Maintain a detail progressive record of the student. 9. Maintain a record of all discussions with students. Responsibilities of HOD: 1. Meet all mentors of his/her department at least once a month to review the proper implementation of the system. 2. Advise mentors. 3. Initiate necessary administrative action. 4. Keep the Principal informed. Responsibilities of Academic committee: 1. It will discuss mentoring related issues at least twice in a semester and take steps. 2. To advise the students regarding choice of electives, projects, summer training, etc. 3. To counsel and motivate the students in all academic matters either directly or indirectly. 4. To guide the students in taking up extra academic and professional activities for value addition. 5. To contact the parents/guardians of the students in case of their academic irregularities, behavioural changes, etc, through the Head of the Department or College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2945	228	12.91

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
-------------------	-------------------------	------------------	-------------------------	---------------------

positions			the current year	Ph.D
228	228	0	7	32

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows a continuous internal evaluation system. The college displays all the circulars and notices on notice boards from time to time. The system provides ways and means to ensure its credibility, transparency and reliability. 1. Class Tests (30): The College conducts two class tests, as prescribed by the university, in each semester of 15 marks each. The questions are set as per the pattern of the university semester examination covering all the modules taught in the classroom as per the lesson plan. The answer papers are evaluated by the faculty members and are shown to the students for verification and revision. 2. Assignment (5): The faculty members of the department design the assignments so meticulously that the students will practice consistently to acquire competence in solving the complex engineering problems. The assignments are made as per the chapters taught in the class with practical applications to the engineering problems. The students are asked to submit the assignments and the faculty members return the assignment copies after making necessary corrections and discussions with the students. 3. Quiz Test (5): The faculty members conduct quiz tests in the classroom. The questions are set in multiple choices and each student is asked to answer the questions in turn. 4. Attendance (5): The college strictly follows the attendance of students for appearing semester examination and award of internal marks. The students having more than 75 attendance are awarded marks and students having less than 75 are asked to attend extra classes to compensate for the shortage of attendance. 5. Surprise Test (5): Such tests are conducted after the end of each module without any prior notice. The questions are set comprising all the chapters of the module. The teachers examine the answer papers and award marks out of five to each student. The absentees of the tests are asked to appear another surprise test on another day. 6. Seminar: Seminars are conducted for all students in the classroom on selective and assigned topics related to the subject. Presentation skills, subject knowledge, communicative ability, responses given to questions are the criteria to evaluate the performance of the students. 7. Project-work: Every student has to undergo a mini project and a major project during the programme. The faculty members of the department guide the students in designing and analyzing

projects based on the complex problems of engineering. The students are required to prepare a project report based on field assigned to them. The teachers evaluate the projects on the basis of the fieldwork done by the students and active participation for completion of the project. The students are awarded grades after successful completion of the assigned projects. 8.

Practical Exam: It is mandatory to conduct practical exams for all the engineering students. Practical exams are conducted in college in accordance with prescribed syllabus. In this activity, each student is asked to appear a test on experiment and has to face viva-voce along with questions asked by the external examiners.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC has taken an active role in the preparation of the Academic Calendar of the institution for two days from 24/07/2017 to 25/07/2017. Members comprising of both teaching and non-teaching staff members attended the meeting and expressed their valuable suggestions for the preparation of the Academic Calendar and smooth monitoring for its successful implementation. After vivid discussion and with a reference to the Academic Calendar prepared by the Biju Patnaik University of Technology, all the members unanimously agreed to formulate the proposed calendar which is to be placed before the Governing Body for approval. After obtaining due approval from the Governing Body, the Academic Calendar was circulated and uploaded in the website of the institution.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gita.edu.in/gita/department/cse.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://gita.edu.in/IQAC/AQAR/SSS.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	365	AICTE	475000	475000
Major Projects	16	DST, Govt. of India	250000	250000
Major Projects	15	DST, Govt. of	100000	100000

India

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS	DEPT OF RESEARCH AND DEVELOPMENT	12/03/2018
SEMINAR ON PATENT REGISTRATION	DEPT OF RESEARCH AND DEVELOPMENT	18/09/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
C CODING COMPETITION	SAURAV KUMAR NANDA	IIT BHUBANESWAR	22/01/2018	STUDENT
ANDROID APP	SHARUKH ALAM	IIT BHUBANESWAR	22/01/2018	STUDENT
ROBOTICS	MONTI KUMARI	IIT BHUBANESWAR	22/01/2018	STUDENT
HACKER FACTORY JAVA CODING	SNEHALATA	INFOSYS	26/02/2018	STUDENT
HACKER FACTORY C-CODING	SWATI SNEHA	INFOSYS	26/02/2018	STUDENT
ROBO ZEST	KAUSHIK DE	IIT BHUBANESWAR	16/01/2018	STUDENT
JAVA CODE CONTEST	SUBHASHREE PATI	JAVA TECHNOCRATE BHUBANESWAR	26/12/2017	STUDENT
CODE CAMP	MANAS KUMAR BEHERA	INFOSYS	18/12/2017	STUDENT
C Marathon	NIRANJAN CHARTY	CAC CUTTACK	07/11/2017	STUDENT
ANDROID CONTROLLED ROBOT	N BHASKAR RAO	OTRON GROUP	25/12/2017	STUDENT

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
GITA INCUBATION CENTER	ABHIJIT BURMAN AND OTHERS	GITA BHUBANESWAR	NET PAY SHOP	E MARKET	11/09/2017
GITA INCUBATION CENTER	ASIT KUMAR SAHOO	GITA BHUBANESWAR	SKYSCRAPPER IDEAS	DESIGN CONSTRUCTION	22/11/2017

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

175000	359500	0
--------	--------	---

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NOT APPLICABLE	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMPUTER SCIENCE AND ENGINEERING	51
ELECTRONICS AND COMMUNICATION ENGINEERING	117
CIVIL ENGINEERING	40
ELECTRICAL ENGINEERING	22
ELECTRICAL AND ELECTRONICS ENGINEERING	12
MECHANICAL ENGINEERING	65
MASTERS IN COMPUTER APPLICATION	19
MASTERS IN BUSINESS ADMINISTRATION	33
BASIC SCIENCE AND HUMANITY	27
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	73	46	13	3

Presented papers	62	43	13	3
Resource persons	58	39	9	3
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CRACKER FREE CELEBRATION OF DIWALI	PARIBESH SANMAN AWARD	GOVT. OF ODISHA	467
PLANTATION PROGRAMME	PRAKRUTI BANDHU AWARD	YOUTH CLUB, MADANPUR	243
AWARENESS CAMP FOR LIQUOR FREE ODISHA	GRAMA BANDHU AWARD	YOUTH CLUB MADANPUR	145
DENTAL CAMP	BEST VOLUNTEER AWARD	CORAL DENTIST	1
BLOOD DONATION CAMP	HIGHEST UNITS AWARD	REDCROSS SOCIETY	389
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
CULTURAL EXCHANGE	STUDENTS	VIDYABHARATI EDUCATIONAL TRUST	14
RESEARCH	TEACHERS	GITA BHUBANESWAR	15
TRAINING	TEACHERS	GITA BHUBANESWAR	17
INTERNSHIP	STUDENTS	GITA BHUBANESWAR	60
DEPUTATIONS	LIBRARY PROFESSIONALS	VIDYABHARATI EDUCATIONAL TRUST	26

TRAINING	OFFICE STAFF	GITA BHUBANESWAR	04
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
M/s PANEL ELECTRONICS INDIA Ltd., Berhampur-760001	15/09/2017	IMPLEMENTATION OF APPLICATION SOFTWARES	113
M/s GALAXY ELECTRONICS INDIA LTD, BHUBANESWAR-751010	23/09/2017	IMPLEMENTATION OF APPLICATION SOFTWARES	153
M/s RADIANT CONNECT, MANCHESWAR, BHUBANESWAR-751010	10/01/2018	COMPLETE AUTOMATION OF THE ORGANISATION	164
JUPITER GROUP OF INSTITUTIONS, BHUBANESWAR, ODISHA	13/02/2018	COMPLETE AUTOMATION OF THE ORGANISATION	125
GIFT BHUBANESWAR	10/03/2018	DEVELOPMENT OF RENEWABLE ENERGY LABORATORY	147
SANTOSY MOTORS, AIGINIA, BHUBANESWAR	09/12/2017	VEHICLE MAINTENANCE AND ENGINE OVERHAULING OF COMMERCIAL VEHICLES	139
CTTC	19/09/2017	TRAINING ON ADDITIVE PRINTING	113
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
690	536

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LYBSYS	Fully	6.0	2008
DSPACE	Fully	6.3	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22450	10102500	124	55800	22574	10158300
Reference Books	7311	2558500	160	56000	7471	2614500
e-Books	450	112500	89	22250	539	134750
Journals	82	14350	21	3675	103	18025
e-Journals	275	18025	500	830215	775	848240
Digital Database	13	22750	0	0	13	22750
CD & Video	200	150000	100	75000	300	225000
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/	Others
------	-----------------	--------------	----------	------------------	------------------	--------	-------------	----------------------------	--------

								GBPS)	
Existing	872	12	100	2	1	5	9	100	0
Added	40	1	10	0	0	0	0	10	0
Total	912	13	110	2	1	5	9	110	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

110 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
E-LIBRARY	http://gita.edu.in/gita/footerlink/gallery.html
E-CONTENT DEVELOPMENT CENTRE	http://gita.edu.in/gita/footerlink/gallery.html
AUDIO VISUAL CLASSROOM	http://gita.edu.in/gita/footerlink/gallery.html
COMPUTER CENTRE	http://gita.edu.in/gita/footerlink/gallery.html
CONTENT PRESENTATION ROOM	http://gita.edu.in/gita/footerlink/gallery.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
64	39	690	537

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has a specific organizational structure for maintaining and utilizing the infrastructure and facilities. The Dean, Administration looks after the overall maintenance and provision of facilities to the students. He is assisted by a team under the direct supervision of the Administrative Officer. The institution has eight departments working for maintenance and facility. Each department is provided with office bearers for smooth functioning so that there will be no hindrance in maintenance. Laboratories: The laboratories are maintained under the supervision of the Heads of the departments. There are faculty - in - charge for each laboratory. The consumables and the maintenance of the laboratories are made in consultation with the Head of the departments which are later approved by the Dean, Administration. Library: The library comprises of the Librarian and other supporting staff members. There is a faculty-in-charge to look after the maintenance and utilisation of the library properly. The day to day maintenance is done under the supervision of the Librarian and any type of financial involvement is done through the faculty in charge after due approval from the Dean, Administration. Sports Complex: The college has employed three PETs and a Gym instructor for the students. The maintenance of the play ground and sports complex is done under the supervision of the Chief PET in consultation with the

Dean, Administration. Computers: The computers of the institution are maintained by the Department of Computer Science and Engineering. The institution has appointed a hardware engineer for proper maintenance of the computers. Necessary maintenance works are identified by the Hardware Engineer and placed before the Head of the Department of Computer Science and Engineering who allows the maintenance after due approval from the Dean, Administration. Electrical Maintenance: The earth pit of the institution is maintained in a regular interval of two months. The earth pit maintenance is supervised and certified by the HOD, Electrical Engineering Department. All hazardous installation places are displayed with caution boards. A log book of electrical maintenance is maintained regularly by the Administrative Officer of the institution. General Maintenance: The civil structures have regular maintenance like repairing, plastering where required and colouring of the college building and hostels. All other day to day maintenance is supervised by the Administrative Officer who reports the Dean Administration and necessary maintenance work is carried out after his approval. The detail organisational structure of the Maintenance department is uploaded on the website of the institution.

<http://gita.edu.in/gita/facilities/OSMf.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MERIT SCHOLARSHIP	163	1630000
Financial Support from Other Sources			
a) National	NATIONAL SCHOLARSHIP	667	15586620
b) International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	COACHING FOR HIGHER STUDIES	534	534	72	442
2017	VALUE ADDED	534	534	442	442

COURSES

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
35	469	391	10	109	51
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	74	B Tech, MBA, MCA	CSE, ECE, EEE, EE, ME, CE, MBA, MCA	XIMB, IIT, NIT, SOA, KIIT	MBA, MTech
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	72
CAT	1
Civil Services	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is a nominated Student Council in the institution which gets involved in all student-related activities. The Council comprises of students from all the years irrespective of departments and nominated by the Heads of the Departments of the institution. The Council is nominated on the basis of academic performance in the previous semester, attendance in the current semester, the impression of the mentor and achievements in co-curricular and extra-curricular activities. The Council takes an active role in all the students' related activities such as academics, administration, co-curricular and extra-curricular activities of the institution. The Council takes an active role during the collection of student feedback and holds regular meetings with the Principal regarding the performance of teachers in the classroom and other academic activities. The student Council is consulted at the time of preparation of Academic Calendar. The Student's council provides an opportunity for students to develop their leadership skills through active participation in college administration and students collaboration. The student council performs the following functions: 1. Organizing cultural activities and sports activities for students. 2. Communicating problems faced by students to Principal and management of the college. 3. Maintaining discipline in the college campus. 4. Maintaining college campus clean and green. 5. Participation in extension activities like Swachh Bharat Abhiyan, Tree Plantation, Yoga Day, Blood Donation etc. 6. They give their suggestions for the purchase of books, magazines for the library. 7. Campaign for a ragging - free environment in the College. The members of the Students' Council are also members of various committees of the institution such as 1) Anti-Ragging Committee 2) Athletic Committee 3) NSS Committee 4) Alumni Association 5) Anti-Sexual Harassment Cell 6) Annual Magazine Committee 7) Cultural Committee 8) Technical Societies 9) Discipline Committee 10) Hostel and Maintenance Committee 11) Committee for preparation of Academic Calendar

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

GITA Alumni are the flag bearers of their Alma Mater. The Alumni Association of GITA, Bhubaneswar is a registered association as GITA VINTAGE under SOCIETY REGISTRATION ACT OF 1860, BBS, No. 1987-63 of 2014-2015 from 18 November 2014. GITA goes global with the Alumni located with their underlining presence across many countries of the world. Most of the alumni pursue their career in research and development, M.S. and PhD in foreign and top Indian Universities, incorporate and multinationals and top positions in government and private sectors. Most significantly, quite a few GITA Alumni are visible entrepreneurs and into many start-ups as well. They contribute huge efforts into charity, social works and social awareness campaigns to support a cause of humans existing for fellow humans. Few of their charitable programs include teaching unprivileged school kids from the villages near GITA, providing teaching and playing gadgets at orphanages and in deaf and blind schools across Bhubaneswar, organizing counselling camps for mental wellness, extending their supports to a few old age homes in the city and to stand for people during natural calamities. Its BANGALORE CHAPTER is there, working for the last two years for the fellow GITANS in creating opportunities for the deserving candidates in software and corporate sectors. Besides GITA Vintage organizes lectures by eminent alumni in different fields, provides a platform for training, skills and placement programs. GITA Alumni Association is a run-way for its fellow members to take off as a successful technocrat and to land as a good human being. Seven hundred and fifty students have been enrolled as alumni in the

year 2018-19.

5.4.2 – No. of enrolled Alumni:

8382

5.4.3 – Alumni contribution during the year (in Rupees) :

1690210

5.4.4 – Meetings/activities organized by Alumni Association :

1 Meeting yearly, 4 Social Responsibility activities such as 1) FREE COACHING TO POOR SCHOOL CHILDREN OF NEARBY VILLAGE MADANPUR 2) POPULARISATION OF SCIENCE AMONG RURAL PEOPLE 3) AIDS AWARENESS PROGRAMME 4) DISTRIBUTION OF MUSICAL INSTRUMENTS IN DEAF AND BLIND SCHOOL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution has adopted the decentralisation and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative, the institution and its concern IQAC and College Development Committee and other statutory Committees continuously work on quality improvement. At the beginning of the academic year, all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action. The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work. Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committees. Internal Quality Assurance Cell monitors academic and administrative activities. Mentorship is introduced in all the departments and it is effectively monitored by the Principal. All activities are monitored by the Internal Quality Assurance Cell. Academic Calendar is meticulously planned and prepared in advance by the Academic Committee and ensures the proper implementation of the academic calendar. Heads of the department ensure the functioning of the departmental activities. Faculty members ensure academic activities. Faculties conduct the lecture, practical, attendance, examination and result and provide the feedback for further improvements. The Governing Body of the Institution conducts regular meetings and discuss the issue and challenge with the developmental aspect of the institute. Thus, the Governing Body of the Institution encourages the teachers, students and non-teaching staff, alumni and co-ordinators to share their ideas, opinions and suggestions through the proper channel. The input received from various committees and feedback analysis is considered for future decision making. Moreover, there is a provision of granting twenty thousand rupees per month as imprest money to each Head of the departments to meet the expenditure of day to day activities and the Principal is granted two lakh

rupees as imprest money per month for the same.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission according to the guidelines of State Govt./AICTE/JEE (Main). Candidates interested to study engineering in GITA, Bhubaneswar, must have appeared JEEMain and must have JEEMain Rank. They will take admission through the counseling process conducted by OJEE, Odisha.
Industry Interaction / Collaboration	With constant encouragement by the management, the departments constantly strive to enter into MoUs with the industries to provide summer internships, main projects for students. Industry experts are invited to give seminars on the advanced technology. Interaction with industry helps to provide industrial visits, arranging training programmes to students. Interaction with industry is providing opportunities for consultancy works and research.
Curriculum Development	The College follows the curriculum designed by Biju Patnaik University Technology, Rourkela, Odisha. At the beginning of every academic year, the college chalks out an academic calendar. The Principal of the college sets the time table schedule of each subject for teaching which includes lecture hours, practical classes and list of holidays. The head of the departments conducts academic planning meeting to plan and organize the schedule of lectures and distributes the syllabus among the faculty members of their departments. The faculty members are instructed by the head of departments to complete the syllabus within stipulated time. If, for any reason, a faculty fails to finish his/her syllabus within the stipulated time, he/she is being asked to arrange extra classes for his/her subject. New Text Books Reference books are ordered as per the university guidelines and the subject teachers and students. The institution has designed bridge courses to fill the gap between the

	<p>expectations of the industries and curriculum adopted by the affiliating university.</p>
Teaching and Learning	<p>1. Learner-centric education approach through appropriate methodologies like academic calendar, interactive techniques, seasonal classes based on GITA model Teaching Learning Model. 2. Use of teaching-learning aids application of ICT resources makes teaching effective for students. 3. Computerized Central Library e-Resources much effective for teachers students. 4. Non-negotiable academic calendar. 5. Standard guidelines for teachers to prepare lesson plan, model questions answers, course handouts.</p>
Examination and Evaluation	<p>1. Continuous internal assessment done as per university norms result intimated to parents through SMS. 2. A Proper Examination system has been devised for Autonomous system starting with question setting, examination, evaluation, publication through our own ERP. 3. Continuous assessment is done through surprise tests, Quiz, Assignments, Mini Projects, Presentations and Project Demonstration. 4. Assignments are given module wise and assignment copies are evaluated and returned back to the students on time. the affiliating University BPUT has identified the institution as a centre for e-evaluation.</p>
Research and Development	<p>1- Mechanism to promote research culture, publications professional development among teachers for quality enhancement. 2- Research cell headed by Director, R D, monitors research activities, encourages participation conduction of seminars/ FDP/ WS /Funding Research. 3- Incentives for publication/ GITA Research Promotion Scheme in place/Paid leave for research allowed. 4- Innovation cell set up for looking into various projects by students faculties, participation in various events such as Hackathons. Biju Pattnaik University of Technology, Rourkela has recognized our institution as Research Center.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>1. Use of ICT in education, e-library, more budgetary support for maintenance infrastructure 2. E- library, facility for E-documentation of study materials,</p>

facility for printing, National Digital Library access available for teachers students. 3. Library created its resources Database and provided Online Public Access Catalogue (OPAC) through which users can be accessed from any of the computer connected in the LAN can know the status of the book. 4. Institute Library Information is subscribing online e-books and e-journals databases as per the requirement of the institute and fulfilling AICTE norms. IP based access is given to all computers connected on campus LAN to access e-journals. 5. An exclusive Server with Content Management Software for e-learning is provided in the Library. This provides access to staff and students to e-learning resources such as NPTEL Lectures, MIT Lectures etc. 6. For the effective utilization of resources, Information Literacy training programs are conducted to the staff and students. Every year 3 to 4 programs are conducted for the users. 7. GITA Library is one of the members of Resources sharing Networks such as NLIST-INFLIBNET, National Digital Library and AICTE-INDEST.

Human Resource Management

1) Self-Performance appraisal system is followed 2) HR rule book is followed. 3) Salaries are paid as per norms 4) Annual Increments are based on self-appraisal and Merit. Staff attendance is monitored on daily basis 5) FDPs are Conducted to train the newly recruited faculty and also for existing faculty 6) Workshops are organized to train the faculty and staff to update their knowledge. 7) IQAC creates awareness among faculty on quality in teaching learning etc... 8) Grievance cell address issues for both staff and students

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>1. The information related to the students' details, classes, Lesson Plans, course details, class status, attendance analysis, and other related information is part of this module. 2. This module helps in vendor registration, a tender procedure used for procurement of consumables and equipment, the repair and maintenance of institute's infrastructure such as</p>

	<p>receiving tenders, preparing comparative statements, preparing orders and getting the necessary administrative approvals of the procurement placing orders. It also keeps a record of existing stock. 3.</p> <p>This module helps in vendor registration, a tender procedure used for procurement of consumables and equipment, the repair and maintenance of institute's infrastructure such as receiving tenders, preparing comparative statements, preparing orders and getting the necessary administrative approvals of the procurement placing orders. It also keeps a record of existing stock.</p>
Administration	The day to day data related to attendance of faculty and nonteaching staff is part of this module which also helps in monthly salary payment to all employee of the institute including maintenance of leave records.
Finance and Accounts	Institutes' accounts and finance department uses its accounts and finance modules for their day-to-day accounting.
Student Admission and Support	Admission modules help in the admission process of all UG and PG students of the institute. They facilitate data collection, segregation, and preparation of reporting the status of candidates in the institution with their complete personal data. The module also helps in allotting the different sections to the students and preparing the attendance sheet
Examination	This module takes care of the exam activities in the form of a collection of This module takes care of the exam activities in the form of a collection of the question papers, collection and compilation of continuous internal evaluation and submission of marks and sending them to the University in time for declaration of results.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	EMOTIONAL INTELLIGENCE INTERPERSONAL RELATIONSHIP	NA	17/11/2017	18/11/2017	137	0
2018	COMPETENCE RELATED TO TEACHING AND LEARNING PROCESS	NA	14/12/2018	15/12/2018	153	0
2017	NA	BUSINESS CORRESPONDENCE	24/11/2017	25/11/2017	0	86
2018	NA	MANERISM IN MEETINGS	28/12/2018	29/12/2018	0	57
2018	NA	HANDS ON TRAINING IN MS OFFICE	16/04/2018	17/04/2018	0	68

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare Fund, Group Insurance, Free Medical Facilities	Welfare Fund, Group Insurance, Free Medical Facilities	Group Insurance, Scholarship, Free Medical Facilities

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The HODs are responsible for the utilization of the funds allocated to their departments. HODs prepare their plans for purchase, investments and activities and monitor the execution of the plans. The Principal reviews the funds utilization every month in HODs committee meetings. Utilization of allocated funds during the budget year is ensured by the Finance Committee of the institution and finally, the internal audit report of income and expenditure of the institution is approved by the Principal. The audit of the institution is carried out by a distinguished chartered accountant every year and the audited statement is made available in the official website of the institution.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

950000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BPUT	Yes	PRINCIPAL
Administrative	Yes	Ramprasad Rao Baratham, Chartered Accountant	Yes	PRINCIPAL

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institution has an active Parent - Teacher Association which meets at least once in a year. Nearly 500 parents of more than 300 students meet every year in the month of January to discuss the performance of their wards and provide constructive suggestions for the improvement of the institution. Some of the support provided by the parents to the institution are:- 1) The institution has made plannings for improvement as per the feedback provided by the parents every year. 2) Provide constructive ideas for improvement of food quality and hostel maintenance. 3) Provide support for the placement of students. 4) Help directly for improving the admission strength of the institution. 5) Attend all the committee meetings where they are members as in Anti Ragging Committee, Discipline committee, etc. 6) Support in liaison activities of the institution with other offices and organisations whenever necessary.

6.5.3 – Development programmes for support staff (at least three)

1) Identification of Annual training needs of supporting staff and conducting of training programmes. 2) Involvement of Support Staff in all academic. 3) Regular Staff meetings are conducted to address their needs and redress their grievances 4) Scopefor higher studies.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Establishment of state of art Library 2) Improvement of E-Library Resources
 3) Construction of a Food Court 4) Digital theatre for online classes 4) Constructions of Smart Classrooms to enable ICT based teaching and learning. 5) Improvement in RD activities. 6) Extensive Pre Placement Training. 7) Addition of emerging Value Added Courses. 8) Provision of Providing Certificate Courses. 7) Popularisation of coaching facilities for higher studies. 8) Motivated students for cultural and sports activities. 9) Introduction of technical clubs.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	VALUE ADDED COURSES	14/06/2017	14/06/2017	07/10/2017	534
2017	COACHING FOR HIGHER STUDIES	11/12/2017	11/12/2017	07/04/2018	534
2018	STRENGTHENING SUMMER INTERNSHIP	22/03/2018	22/03/2018	22/06/2018	1184
2017	ACADEMIC CALENDER PREPARED	17/07/2017	17/07/2017	19/07/2017	21
2017	STRENGTHENING MENTORING PROGRAMME	05/06/2017	05/06/2017	30/05/2018	3100
2017	EXTERNAL AUDIT COMPLETED	24/07/2017	24/07/2017	26/07/2017	60
2017	PATENT REGISTRATION	17/07/2017	18/09/2017	18/09/2017	59
2018	INTELLECTUAL PROPERTY RIGHT	12/03/2018	12/03/2018	12/03/2018	78
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

WORKSHOP ON GENDER SENSITISATION	12/02/2018	12/02/2018	32	66
WORKSHOP ON WOMEN EMPOWERMENT	22/12/2017	23/12/2017	61	15

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college has roof top solar power production units through which 200 KW electricity is produced. The college has smaller solar plants which provide electricity to the street lights. There is a Sewage Treatment Plant where the waste water is used for gardening. The College is declared as smoke-free and tobacco-free campus. The College adopts a healthy waste material disposal system. The College has a bio gas plant which uses kitchen wastes for cooking gas generation and organic manure for gardening.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Provision for lift	Yes	8
Ramp/Rails	Yes	8

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Induction Training Hand Book	02/08/2017	The Induction Training Hand Book is supplied to the students of First Year classes who undergo an induction programme for 15 days. The detail time table and course structure are provided in the Hand Book.
Rules and Regulations Book	02/08/2017	This Book is supplied to the students of the college at the time of entry in the first year. This Book contains all the rules and regulations related to academic and

		administrative discipline.
Laboratory Manuals	14/08/2017	These manuals are supplied to the students after continuation of Laboratory classes. This manual deals with the experiments to be undertaken in the practical classes in each subject
Leave Rules	12/06/2017	This handbook is supplied to the faculty members which deals with various types of leaves available for the teaching and non teaching staff members.
Anti Ragging Hand Book	07/08/2017	This handbook is distributed to all the students entering into the college after admission into first year classes. This handbook contains the various rules, regulations and laws related to the issues of ragging. It also contains the phone numbers of all the anti ragging committee members, heads of the departments, deans and the Principal. It also motivates the students to stay away from such unhealthy practices.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The institution has an eco-friendly green campus covering around three acres of land
2. Dustbins are kept at strategic points to keep the environment clean.
3. The Municipal Corporation is signed to clean the waste materials arising out of food, toilets, etc.
4. Waste chemicals from chemistry laboratory are properly disposed by keeping them separately in protected sheets/bottles. The main hazardous waste is plastic. This waste is minimized at the originating point itself by emphasizing the concept of zero plastic zone. The sanitary napkins, batteries and other hazardous wastes are disposed off. The Institute has tie up with the local Municipality Corporation for the disposal of wastage of different types.
5. The institution adopts the e-waste disposal management system as per the norms provided by the State Pollution Control Board, Govt. of

Odisha. The Academic Council of the department is responsible for identifying the e-waste material of each department and take necessary steps for their disposal. Since the institution is established in the year 2004, no such e-waste is generated till now and whenever such e-waste will be generated, they will be disposed as per the norms provided by the State Pollution Control Board of Govt. of Odisha.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1 (Teaching, Learning and Continuous Monitoring of Academic Standard): The institution adopts all possible steps to improve teaching, learning and monitoring academic facilities in the institution. • The quality and quantum of the lecture methods and learning strategies (lecture, discussion, group discussion, question answers, case studies, role play, illustrations, and special lectures) depend upon the topics being dealt with. • Most of the courses and professional courses have practical sessions, projects, seminars and comprehensive viva-voce components in their curricula, besides the usual classroom interactions. • All departments also provide instructional materials to the students for easy understanding of the concept and subject matter. • Team project works, assignments, case studies, preparation of charts, models, quiz programs are also followed. • Expected Results/outcomes obtained from development plan and results • Key priorities such as teaching and learning process, risks identified in the planning stage • Data collection through feedback and stakeholder meeting. • Estimation of resources required and committed for carrying out planned monitoring activities. • Staff members have to fill in the Self Appraisal form monthly. The Head of the College gives them constructive feedback regarding the same. • Monthly staff meetings are held to take stock of the activities undertaken by the various Committees. • IQAC monitors the development and application of quality benchmarks for plans and policies of the institution. Best Practice - 2 (Promotion of Research Culture in the College): The institution encourages and extends all possible help to promote research activities in the institution. • The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects. • Adequate infrastructure and human resources are provided by the institution for smooth progress and implementation of research schemes/projects and other research initiatives. • Full autonomy is given to the Principal Investigator by the institution to facilitate smooth progress and implementation of research schemes/projects. • Encourages and leave are sanctioned for presenting research paper in different International and National Conferences by faculty. • Provides computer and internet facilities for all departments. • Purchases books and journals according to the needs of the faculty. • Promotes Publications as Edited Volumes on research articles • Conducts National/State/Regional level workshops/seminars/conference. • Internet, LAN and journals and e-journals subscriptions are made available to all faculties to facilitate research activities in the college. • By inculcating practical aptitude among students through participation in experimental exercises. • By arranging seminars and conferences whereby students have ample opportunities to interact with eminent researchers. • Teachers are motivated in the department to pursue at least one minor/major research project in their area of specialization or one that is inter-disciplinary in nature. • Teachers who have not started their Ph.D. work are also motivated to register for such programmes. • various departments, Units and staff of the institute interact with each other in undertaking inter-disciplinary research. Best Practice - 3 (Student Teacher Mentoring Programme) The institution adopts all possible steps to improve the student teacher mentoring system in the institution. • Each faculty is the mentor of maximum 20 students. • Mentors are trustworthy,

approachable, supportive, empathetic, positive, non-judgmental and good listeners. • The mentor is a local guide, educational companion and agent of change for the student. • Mentors have the skills to observe and provide constructive feedback. • The mentors continuously monitor, counsel, guide and motivate in all academic matters. • They help in choice of electives, project, summer training etc. • Contact parents/guardians if needed, for academic irregularities, negative demeanour, detrimental activities etc. • Advise students in career choices. • Keep in touch even after their graduation. • Suggest the HODs for administrative action. • Maintain a detail progressive record of the student. • Maintain a record of all discussions with students. • The HoDs Meet all mentors of his/her department at least once a month to review the proper implementation of the system • The Controller of Academics keeps a daily record of the mentorship proceedings and places it before the Academic Council on a monthly basis. • The Academic council of the institution after proper examination of the records places it before the Principal with necessary suggestions for the effectiveness of the programme. • The Principal forwards the proposal to the IQAC for necessary discussions and implementation.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gita.edu.in/IOAC/AQAR/bpr.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

ACADEMIC PERFORMANCE FOR THE YEAR 2017-18 GITA Bhubaneswar strives to attain superlative performance in its envisioned Goals. Accordingly, the institution continuously monitors and upgrades its teaching-learning methodology, teachers' development and optimization of the role of mentorship in the institution. The Institute aims to help students to develop their potential through the provision of a supportive, vibrant and challenging learning environment. All the staff members are involved in the building of this learning environment. All students are valued equally during their learning journey in the institute. Accordingly, the curriculum, teaching and learning and assessment at college are student-centric. The College has formulated academic committees that aim at enhancing the quality of learning, teaching and assessment across the Institute by providing academic leadership for the continued development of excellence in academic practice. The College is committed to creating an environment where students are supported to achieve their potential and working towards creating an inclusive learning community. In terms of lifelong learning, this strategy is intended to be learner-centric, recognizing students' prior learning, experience and abilities. This requires the identification of individual learning goals and it will emphasize the importance of reviewing student progress against agreed objectives. Students are active partners with shared responsibilities for their own learning and achievement. This strategy recognizes the need to develop progressively self-directed and confident learners with the knowledge, skills, attitudes and values, which enhance their employability and progression opportunities. It acknowledges that students learn most effectively if they are supported as individuals to achieve personal development. The Academic Council of the Institution comprising of all Deans under the chairmanship

Provide the weblink of the institution

<https://www.gita.edu.in/IOAC/AQAR/acdpl.pdf>

8.Future Plans of Actions for Next Academic Year

1. Each branch shall be encouraged to open a Center of Excellence in collaboration with the industry. 2. Branches shall strive to sign more no of MOUs with industry or research organizations. 3. GITA Teaching and Learning module to be finalized and implemented. 4. Bio-metric attendance system shall be introduced for students. 5. All first-year classes shall be converted to Smart Classes. 6. Built-up training programmes to facilitate students for higher studies. 7. Enhancing RD activities and patent registration. 8. Strengthening the preplacement training to improve in average remuneration in placement.