



GANDHI INSTITUTE FOR TECHNOLOGICAL ADVANCEMENT

BHUBANESWAR

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No: 23 /IQAC/GITA/2017-18

Date: 10.11.2017

**NOTICE**

A meeting of the IQAC will be held to discuss the following agenda in the Placement Cell at **05.00PM on 15/11/2017**. All the members are requested to make it convenient to attend the meeting.

**Agenda:**

1. Confirmation of the proceedings of last meeting
2. Completion of Course
3. Action plan for even semester examination
4. Analysis of feedback.
5. Research activities
6. Social Activities
7. Assessment of work progress of AICTE Sponsored and NSTEDB sponsored FDP
8. Admission Counseling work

**Director**

- Copy to:
- 1) Prof. (Dr.) M.K.Roul, Chairman
  - 2) Prof. (Dr.) P.K. Rautray, Member
  - 3) Prof. (Dr.) R.N. Panigrahi, Member
  - 4) Prof. S.K. Swain, Member
  - 5) Prof. P.K. Dalai, Member
  - 6) Prof. S.K. Patro, Member
  - 7) Dr. Smitarani Patro, Member
  - 8) Prof. R.B. Mishra, Member
  - 9) Prof. S.N. Mohanty, Member
  - 10) Er. Dinesh Adeshra, Member
  - 11) Er. Pradeep Kumar Rath, Member
  - 12) Mr Satya Narayan Mishra, Member
  - 13) Mr. M.M.Das, Member
  - 14) Mr. Ramani Ranjan Mishra, Member
  - 15) Mr. Bidyadhar Mohapatra, Member

## **FOLLOW UP ACTION TAKEN AS PER RESOLUTIONS MADE IN THE** **IQAC MEETING HELD ON 15/11/2017**

1. A week long doubt clearing and practice classes are arranged for the students and the heads of departments are given the responsibility of arranging the classes.
2. The invigilation duty has been done by the faculty members as per the guidelines formulated by the University and malpractice is not allowed.
3. University questions and answers for last five years are prepared by the faculty members for distribution among the students for preparation for the semester examination.
4. The faculty members obtaining less than 60% of student feedback have been issued explanation letter and faculty members obtaining more than 60% but less than 80% have been called by the Principal personally for counseling.
5. All the faculty members are advised to publish at least one research paper each in journals of national reputation and the HoDs are asked to monitor such activities.
6. All the departments are ready with their respective files and documents. Prof. K.K.Mishra and Prof. S.Das have been appointed as co-ordinators for the inspection. They are co-ordinating with all the departments for files and documents.
7. The NSS and YRC are utilized for social activities in the nearby villages and tuition classes for students of class IX and class X of local village have been arranged in the evening. The faculty members of the institution are engaged in taking classes.
8. Prof. Dr. Gopinath Palai, HoD ECE gave a final report on the preparation of AICTE Sponsored FDP – “DMCAST – 2017”. Mr. N. P. Patro, Director EDP & IIPC gave a final report on the preparation of NSTEDB Sponsored FDP.
9. Prof. R.B.Mishra is given the responsibility of the Admission Cell and he is taking care of the counseling for admission into the college. The college will act as a facilitation centre to help the candidates for online counseling.

### **Copy to:**

**PRINCIPAL**

1. Chairman for information
2. Secretary for information
3. All honorable members