



# GANDHI INSTITUTE FOR TECHNOLOGICAL ADVANCEMENT

## BHUBANESWAR

No: 19 /IQAC/GITA/2016-17

Date: 08.11.2016

### NOTICE

A meeting of the IQAC will be held to discuss the following agenda in the Placement Cell at 05.00PM on 14/11/2016. 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. Admission Counselling 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 14/11/2016**

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. Based on the discussion it is resolved that Prof. R.B. Mishra and Prof. A. Das be given the responsibility of creating a new Admission Extended Committee comprising of teaching and non - teaching staffs. This committee will be engaged in the counseling work to the aspirants during the period of April - July.

**Copy to:**

**PRINCIPAL**

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