YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GANDHI INSTITUTE FOR TECHNOLOGICAL ADVANCEMENT (GITA), BHUBANESWAR
• Name of the Head of the institution	Dr. MANMATHA KUMAR ROUL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	06742538660
• Alternate phone No.	8260045006
• Mobile No. (Principal)	8260045006
• Registered e-mail ID (Principal)	principal@gita.edu.in
• Address	At-Badaraghunathpur, PO-Madanpur, Dist- Khordha, PIN-752054
• City/Town	Bhubaneswar
• State/UT	Odisha
• Pin Code	752054
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	23/02/2021
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the IQAC Co-ordinator/Director	**Narasinga Prasad Patro**
• Phone No.	**06742538660**
• Mobile No:	**9078075042**
• IQAC e-mail ID	**nppatro@gita.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gita.edu.in/IQAC/AQAR/AQAR_19_20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gita.edu.in/IQAC/AQAR/cal20_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.30**	**2015**	**11/05/2015**	**10/05/2020**
Cycle 2	**A**	**3.30**	**2020**	**11/05/2020**	**31/12/2025**

6.Date of Establishment of IQAC	**15/06/2012**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
GITA BHUBANESWAR	**Project**	**BPUT,TEQIP III**	**09/10/2020**	**5,51,971**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. AICTE IDEA LAB Established
2. NAAC 2nd Cycle Accreditation completed up to 2025
3. NBA accreditation validity was extended
4. NIRF ranking within Top 300 Engineering Colleges of India
5. Conferment of Autonomous Status by UGC for a period of 10 Years w.e.f academic session 2020-21

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
To establish AICTE Idea Lab in GITA Campus	AICTE approves the Idea Lab in GITA along with 49 other prominent Institutions in India on 14 June 20 for the Year 2020-21
To achieve 2nd Cycle Accreditation of NAAC before expiry of the extension of first cycle	NAAC has extended the accreditation till 2025 on the basis of transition of autonomy
To apply for the second cycle of NBA accreditation	NBA accreditation for five programs is awaiting peer team visit in the month of January
To achieve and improve the NIRF ranking for the institution.	GITA AUTONOMOUS COLLEGE has been ranked within the top three hundred institutions in the country for the academic session 2020-21.
To achieve autonomy for the institution	GITA has been conferred with fresh autonomous status by UGC and approved by BPUT for a period of ten years with effect from the academic session 2020-21.

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
GOVERNING BODY	07/05/2021

14.Was the institutional data submitted to AISHE ?	No

- Year

Year	Date of Submission
17/03/2020	17/03/2020

Extended Profile

1.Programme

1.1	16
Number of programmes offered during the year:	

2.Student

2.1	3279
Total number of students during the year:	
2.2	993
Number of outgoing / final year students during the year:	
2.3	993
Number of students who appeared for the examinations conducted by the institution during the year:	

3.Academic

3.1	539
Number of courses in all programmes during the year:	
3.2	234
Number of full-time teachers during the year:	
3.3	234
Number of sanctioned posts for the year:	

4.Institution

4.1	484
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	94

Total number of Classrooms and Seminar halls	
4.3 Total number of computers on campus for academic purposes	**1092**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**509**

Part B

CURRICULAR ASPECTS
1.1 - Curriculum Design and Development
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The College designs the curriculum following the Vision, Mission, and the PEOs of the program. At the beginning of every academic year, the college chalks out an academic calendar. The Principal of the college sets the timetable schedule of each subject for teaching which includes lecture hours, practical classes, and a list of holidays. The head of the departments conducts academic planning meetings 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 the 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 the implementation of curriculum, teachers have adopted teaching methods as per the 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 the college to

implement the curriculum. Timely meetings are conducted and instructions are given for submission of assignments and conducting unit tests and class tests as per plan and publishing the result before the 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 the curriculum adopted by the affiliating university.

Program Outcomes are narrow statements that describe what the students are expected to know and would be able to do upon graduation. These relate to the skills, knowledge, and behavior that students acquire through the program.

The program outcomes adopted by NBA for accreditation of programs are based on initial capabilities, competence, skills, etc. These parameters are called Graduates Attributes and they vary from discipline to discipline and level to level.

Course Outcomes are narrower statements that describe what students are expected to know and be able to do at the end of each course/subject. While the POs define the departmental outcomes, the COs are more oriented towards the subjects and are mostly defined by the faculties consulting higher authorities. The COs are more like statements that relate to the skills, knowledge, and behaviour the students acquire as they go through a specific course within a program. They collectively contribute to the program outcomes. They are to be mapped to the POs, and not necessarily to a single one.

Two or more COs can be mapped to a PO and a CO can be mapped to one or more PO(s). COs are mapped to different POs based on their influence on them.

Program Educational Objectives (PEOs)

The educational objectives of an engineering degree program are the statements that describe the expected achievements of graduates in their career, and what the graduates are expected to perform and achieve during the first few years after graduation. Program Educational Objectives Essentially Answer the Question: Why does the Program exist in the first place? PEOs are:

- Statement of areas or fields where the graduates find employment

- Preparedness of graduates to take up higher studies

Program Specific Outcomes (PSOs)

These are what the students should be able to do at the time of graduation. The PSOs are program specific. PSOs are written by the department offering the program. There usually are two to four PSOs for a department.

Program Specific Outcomes (PSOs) are decided by the head of the institution with the help of HoDs and department experts.

The College follows the outline of the curriculum developed by at Biju Patnaik University of Technology, Rourkela, Odisha; but continuously dovetails it to the emerging development and requirement of the industry. The college draws up an annual academic calendar at the start of every academic year. The College Principal sets the timetable schedule for and teaching subjects which includes lecture hours, realistic classes, and a holiday list. The department head holds instructional preparation sessions to prepare and coordinate lecture schedules and spread the syllabus to their departmental faculty members. The faculty members are advised to complete the syllabus within stipulated time by the head of departments. If a faculty fails to complete its syllabus within the stipulated period for some reason, he/she will be asked to arrange extra classes for his / her subject. New textbooks & reference books are ordered according to the guidance of the university as well as the subject teachers and the students. Teachers have adopted teaching methods for the implementation of the curriculum as per the specially developed GITA Teaching & Learning Methodology which includes presentations, assignments and seminars, quiz tests, surprise tests, etc. for successful learning. The university's Board of Studies sets the subjects' curriculum. The institution also plans to integrate courses and value-added courses to meet business requirements and close the gap between academia and industry. The college provides daily circular notifications via the university's letters and emails about the program improvements or modifications. The Principal tells departments concerned with curriculum changes and requests for the lesson to be prepared accordingly. Faculty Members get all sorts of help from college to execute the program. Timely meetings are held and instructions are given as per plan for submitting assignments and performing unit tests and class exams and publishing the results before the semester review. Additional FDPs are performed in the subject areas and outside the syllabus to encourage Faculty members. The organization has developed bridge courses to fill the void between business standards and the program the affiliating university has embraced.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	**Nil**

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

12

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	[View File](#)

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

17

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

17

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

12

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Our Institution integrates Cross-cutting issues of the society like Gender Equality, Environmental Awareness, Human Values, Professional Ethics, Moral and Ethical Values which are inseparable parts of our curriculum.

Gender Equality:

Gender equality and equal opportunity for women are essential in any institution. Every activity and program circular of the institute provides for equal opportunity for the development of the girl students and the female staff. For maintaining equality among the staff and students, the Women's development cell and Anti-ragging cell are active. These committees take utmost care and provide support to girl students and the female staff. Meetings are conducted on regular basis and issues are discussed to find solutions for making a better environment for the women. Women development seminars were also conducted which includes teaching them self-defense and rifle shooting.

Environmental Awareness:

Environment awareness is inculcated in students. Environment study is a part of the curriculum of the institution. Environment day is celebrated with enthusiasm. NSS members along with college students participate in tree plantation and cleanliness programs. We make students aware of the importance of preserving the environment and water.

Human rights:

Human rights are the basic rights enjoyed by all. We at the institute make sure that no violation of human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness of Human Rights and motive everyone to make the proper use of basic rights.

Professional ethics: -

The courses mentioned below describe professionally accepted standards of personal, business behavior, values, and guiding principles. Codes of professional ethics are often established by professional organizations to help guide members in performing their job functions according to sound and consistent ethical principles.

· Advertising and Sales Promotion

· E-business and E-Marketing

· Business Ethics & Corporate Social Responsibility

· Organization Change & Development

· Organizational Behavior

· Marketing Management

· International Business Environment

· Corporate Governance

· Mathematics for Competitive Examinations

· Contemporary Indian Scenario

· Photography Techniques

· Film Appreciation, Social Case Work

·Social Group Work, Counseling Theory & Practice

·Community Organization and Social Action

Moral and ethical values:

Moral and ethical values are an integral part of the education of the students. Out teachers put their best efforts to groom students and making them responsible citizens. We celebrate the day of National importance which inculcates the nation's values in the students like Independence day, Republic day, Gandhi Jayanti, Teacher`s day, Voters Awareness Day, International Yoga Day, Odisha Divas, World Environment Day, Youth Day, etc.

Our Institution integrates Cross-cutting issues of the society like Gender Equality, Environmental Awareness, Human Values, Professional Ethics, Moral and Ethical Values which are inseparable parts of our curriculum.

Universal Human Values

It draws upon the universal essence of these explorations.

It is put forth as proposals for self-exploration on one's own right.

It is a systematic study of harmony – from individual to family, society, and nature/existence.

It is a proposal about the natural laws, about the reality, as it is – in a way that anyone can explore and understand it in their own right.

It follows a process of self-verification, on the basis of one's own Natural Acceptance, leading to self-confidence and self- evolution.

It encourages students to discover what they consider valuable. Accordingly, they are able to discriminate between valuable and super?cial in real situations in their life.

It enables the student to discover and understand the innate value of human beings in every aspect of life (individual, family, society, nature/existence), reinforcing the commitment and courage to live accordingly.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

14

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

992

File Description	Documents
List of students enrolled	View File
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1547

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained	**A. All 4 of the above**

from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.gita.edu.in/IQAC/AQAR/SSS.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.gita.edu.in/IQAC/AQAR/SSS.pdf
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

993

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

484

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Special programs for advanced learners and slow learners

The GITA AUTONOMOUS COLLEGE organizes an orientation program for the parents and the students at the commencement of the program for the new batch every year. The program would help students and parents get familiarized with the institution, curricular and co-curricular activities, facilities, rules, and regulations, etc. Before the commencement of the classes, the different requirements of the students are identified and addressed at the earliest by way of a strategic approach.

Every year students are given training on communication skills, personality development, time management, and motivational sessions. Lateral entry students are given special bridge classes in order to facilitate them smooth on boarding into the 3rd Semester. In order to motivate both the slow and quick learners workshops are organized to enhance their skills. Awareness creation and Skill development through ISDC is a regular affair in the institute for arranging workshops with hands-on sessions to improve students' learning skills. With the active participation of advanced learners as coordinators, both sets of students get benefited. Guest Lectures are arranged for the students to help them gain industry and practical knowledge from the experts

Details Uploaded here below:

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
04/12/2021	3279	234

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

GITA AUTONOMOUS COLLEGE provides an excellent platform for students to build the most up-to-date skills, information, attitudes, and values in order to properly shape their behavior.

All departments run unique programs that encourage students' creative abilities, offer them a platform to develop their problem-solving skills, and promote active learning.

Students present their learning in the form of unique projects during the institute's annual technical event, INNOVATION.

The institute focuses on student-centered techniques for improving students' lifetime learning skills.

Faculty members make an effort to make the learning process more engaging by using the student-centric strategies listed below.

File Description	Documents
Upload any additional information	View File
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Today, in order to be corporate ready, students must learn and master the latest technologies.

As a result, teachers are incorporating technology into traditional modes of instruction in order to engage students in long-term learning. The college employs information and communication technology (ICT) in education to support, enhance, and optimize

educational delivery.

The following tools are used by the Institute-

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://www.gita.edu.in/gita/footerlink/gallery.html
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

167

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Preparation and Adherence of Academic Calendar: Every year, the academic calendar is planned in advance by the institution.

The academic calendar includes a list of exam dates, seminars, conferences, guest lectures, workshops, and industrial visits, as well as holidays, vacation dates, and festivals.

The academic calendar shows the total number of effective working days available in a given semester. The Principal and senior colleagues then prepare the timetable by correlating the working days available and the curriculum coverage of the subjects of each program.

As a result, the academic calendar monitors the effective delivery of the program through academic and curricular inputs.

Preparation and Adherence of Teaching Plan: The concerned faculties prepare teaching plans for their respective subjects of 18 hours per week. These 18 hours are distributed among classroom teaching, case studies, role play, workshops, and lab sessions as per the subject requirements.

These plans are made in advance and serve as guides for conducting sessions.

The Controller of Academics and HODs check the progress of each course and ensure timely and effective completion of the course in the specified time frame with the perfect blend of practical and theoretical inputs.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

234

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

89

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1419

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	[View File](#)

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

07

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	[View File](#)
Upload any additional information	[View File](#)

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in the examination management system of the institution

GITA AUTONOMOUS COLLEGE is a completely ICT-enabled institute and everything related to the examination system is run through ICT. The following diagram represents the DIGITAL PROCESS FLOW of the whole examination system.

STUDENT REGISTRATION---EXAM ENROLLMENT—INTERNAL MARKS CAPTURING—DATASHEET CREATION AND CENTER MAPPING—HALL TICKET GENERATION—EXAMINATION ATTENDANCE MARKING—EXTERNAL MARKS CAPTURING—RESULT PROCESSING—SGPA & CGPA PROCESSING—TABLE GENERATION—RESULT PUBLISHING—REPORT CARD GENERATION-PROMOTION

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

GITA AUTONOMOUS COLLEGE follows the outcome-based education; hence the Program Educational Objectives (PEOs) Program-specific outcomes (PSO) are defined by each department. For defining the PEOs and PSOs we follow the consultative process involving the stakeholders and are in line with the vision and mission of the college and department as well as the graduate attributes. The process is explained in the attached chart.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

GITA AUTONOMOUS COLLEGE has adopted an outcome-based education mechanism to ensure the attainment of course outcome and program outcomes. The objective and outcomes are properly mapped for testing

and evaluation of students so that PSOs are attained through the competency mapping in terms of knowledge and skills.

The Departments adopt both direct and indirect methods of assessment to ensure attainments of PO's and CO's.

The feedback mechanism is used to improve the Teaching-learning process in outcome-based education.

Internal assessment is the requirement of the continuous assessment and is essential for the fulfillment of the COs and PO's. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of course outcomes and program outcomes. The committee initiates a few steps such as Unit Tests, Field surveys, Study Tours, Practical Work, Seminars, and Internships, etc.

Besides, GACB also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S, Red Cross, Career Counseling, Personality Development Program, and Communication Skills, Organizations of Scholarly Lectures Health Awareness Programs, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

881

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.gita.edu.in/IQAC/AQAR/SSSc.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institute provides all necessary infrastructural facilities and a conducive environment to promote research activity on the campus. Due to limited resources, the institute may not be able to fund all the research activities taken up by the faculty and students. Faculty are encouraged to apply for various funding agencies and pursue their research. However, the institute is ready to provide seed funding or partial funding based on the merit of proposals submitted by faculty or student. The faculty and students are encouraged to present their ideas/project proposals before the research committee for getting the sanction of seed funding in accordance with institute guidelines. The faculty and students are given the freedom to choose the research area of their choice and guidance is given to seek funding from various funding agencies and industries. The institute encourages the faculty by providing incentives for peer-reviewed publications, writing books and filing patents. The institute takes care of the patent filing process, which is governed by the Research policy of the institute. The institute gives a free hand to report research results and findings. However, a thorough review is done for all research proposals seeking funding from various funding agencies by consulting the research committee comprising the Director R& D, Head of respective department and subject expert(s) of the department. This committee also monitors the impact of research and consultancy and ensures non-

violation of research & consultancy ethics, professional ethics, the privacy of the people, human rights, causing problems to health & safety of human beings and damage of the property. Research Centres are established in various departments of the institute with the necessary software and computing facilities for carrying out research activities. Five Research Centres are recognized by BPUT and full-time research scholars are allotted by the University to pursue their research work in these centres under the guidance of the college faculty.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://www.gita.edu.in/gita/PHDREGISTRATION NEW/phpmailerphd/vendor/grp21.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

4.5

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	View File
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

1

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

44.9

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

4

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

89

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

6

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Institution provides an encouraging environment for the promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to be actively involved in the application of Technology for societal needs. Necessary support is provided for Documentation, Publication of Research Papers, and also for obtaining patents.

Awareness meets, workshops, seminars, and guest lectures on Entrepreneurship are organized. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Product Service Training is provided for creating awareness on marketing the products.

The sole objective of the Incubation Centre is to facilitate students to convert their Ideas into Technological Innovations. Students are provided facilities to build prototypes useful for the promotion of Agriculture and Rural Development. Financial Assistance is provided for major and minor Research Projects. Workshops on emerging trends in Technology are held. Model Expos are held. Students are awarded cash prizes for best models. Students are

encouraged to gain hands-on experience and better Industrial Exposure.

The college has recognized Research Centres in the departments and this would be an added advantage to the students to develop their Prototypes.

One Patent was got awarded to the Faculty in the year 2019 for the innovation ''I-SWITCH: INTELLIGENT SWITCH USING IR RECEIVER AND IR TRANSMITTER''.

Ideas and innovations flow steadily with the start-ups a beginning was done to nurture our students and transform, innovations into a vital force for economic growth. Start-ups were initiated by the students for the latest innovations.

Students carried out their innovations in designing and fabricating the altering vehicles and EVs and participated in various competitions organized by SAE India. The team Falcon Racers performed well and secured good prizes.

During the last five years, 80 PhDs are produced by the research centres established in the college, and 48 research scholars are working actively in these research centres under 56 recognized guides.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation	A. All of the above

of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

49

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

3

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

150

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

7

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	View File

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

53.58

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

53.58

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Through numerous events, the institution encourages instructors, students, and staff to connect with the neighborhood community on a daily basis for their holistic development and long-term community development. Every year, events are developed in which students and faculty volunteer to participate in community-based activities with the surrounding community.

Every year, events are developed in which students and faculty volunteer to participate in community-based activities with the surrounding community. Various awareness programmes, workshops, rallies, and roadshows with themes such as cleanliness, green

environment & tree planting, gender sensitization, traffic rule awareness, demonetization, and digital payment, and empowerment of girls and women; and assistance to acid-attack survivors are being organized.

Students participate in ongoing voluntary activities to maintain cleanliness on and around campus, raise awareness about the importance of a clean environment in human health, and contribute to the National Swachh Bharat Abhiyan.

More than 10 Blood Donation camps have been organized during the year. Awareness of Legal Rights. Awareness of Oral Health (Aim to Terminate Tobacco and Cancer).

Health Check-up Camps. Farmer Training on sustainable agricultural practices. Training of Rural Women.

Impact & Sensitization: Exposure to extension and outreach activities acquaints students with social concerns as well as legal and social remedies for situations such as domestic violence, dowry, child abuse, beggars, female children, victims of violence, the elderly and infirm, refugees and displaced individuals, and so on. The activities carried out resulted in the absorption of social responsibility principles such as:

1. helping those in need and suffering

2. understanding and sharing the needs of poor children

3. promoting cleanliness in all aspects of life and common spaces, Juggi regions

4. To develop social ideals and a strong interest in environmental concerns.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

2

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

5

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

454

File Description	Documents
Reports of the events	[View File](#)
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

68

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	[View File](#)

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

3

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File]()
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

GITA Bhubaneswar was established in the year 2004 is one of the top 5 Engineering colleges in Odisha. The college is spread in a 22-acre campus with 5, 00,000sq. ft built-up area, and is permanently affiliated to BPUT. The college is conducting 9 undergraduate and 6 postgraduate programs. GITA has a state-of-the-art infrastructure, creating an environment for progressive learning and development. The institute has well-equipped classrooms and laboratories as per the AICTE requirements to cater to the academic needs of the students. All the departments of Engineering are recognized as SIRO under DISR under Govt. of India. Each lab is handled by one faculty supported by a co-faculty. Also, every lab has a lab instructor/ technical assistant, who provides constant support and ensures the maintenance of the laboratory.

Apart from regular labs, we have R&D Labs, industry tie-up laboratories like KEMPPI, FINLAND, Infosys campus connect lab, UAV lab, NI lab, etc. in order to fill the gap between the curriculum and industry. Every piece of equipment in the lab is barcoded and the records of the same are maintained. Systems are protected with antivirus software. All computers are always maintained in working condition. Equipment is always checked for wear and tear and replaced with new or repaired ones every semester. Before the commencement of every semester faculties used to ensure the availability of required software/equipment for the smooth conduction of the labs. Labs are equipped with sufficient hardware and licensed software to run program-specific curriculum and program curriculum, Enough personal computers are available for the smooth conduction of the lab. The number and area of the classrooms and

labs are as per the AICTE norms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

A sound mind coupled with a strong physique is the key to success. Sports activities occupy a significant part of the college curriculum at GITA Bhubaneswar. Large playing fields support a wide variety of games, such as Cricket, Football, Basketball, Volleyball, Hockey, and Kho-Kho. There are also dedicated spaces for Indoor sport, including Table Tennis, Badminton, Weightlifting, Power Lifting, Chess, and Caroms. Our outdoor facilities include a 200-meter athletic track and courts for Basketball, Volleyball, Handball, and Throw Ball. GITA also has a large indoor gymnasium facility with areas marked for Yoga, Weight Training, and Cardio exercises. We host Inter College and Intra College, Volleyball, Cricket tournament for boys and girls every year. Every year the teams from GITA Bhubaneswar bag several Cups and Shields and accolades from universities and Govt. Agencies

Students with a passion for music and dance are encouraged to perform/take up training in these arts. Faculty with skill in any of these arts ably support students through campus festivals and motivate them for competitions held outside. Established fusion and contemporary dance groups in the city also hold classes at GITA. For those wishing to explore photography, a club brings together students to organize nature walks and other such events. SPICMACAY (Society for Promotion of Indian classical music and culture among youth) has a very strong presence at GITA. We have a very active theatre club to support students who have a passion for scripting, acting designing sets, or producing a play. The literary club of GITA brings together avid book lovers from all around the campus. There is a film club of students who have produced a large number of short films.

File Description	Documents
Geotagged pictures	[View File](#)
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

81

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

509

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The GITA Central Library was fully automated and operated in 2010 using the integrated library management software (Libsys). It provides several modules like Acquisition. Cataloguing, Curculation, Serials and WebOPAC. GITA Library is providing the smart identity card to the students and faculty members to get the library facilities. Library users check their transaction details using WebOPAC anywhere and they put their book reservation using online Public Access Catalogue.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**B. Any 3 of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

19

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

320

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The institute continuously upgrades its IT infrastructure according to meet the student demand. We always adhere to the changing technologies. GITA AUTONOMOUS COLLEGE implements full automation of academic activities by implementing in-house LMS. International standard open-source MOODLE software is implemented in our college in 2014. IT facility maintenance is done through an in-house Maintenance Management System (). The student dormitory management is automated to give the student online access to manage their hassle-free stay.

The college is currently having 200MBPS bandwidth of un-interrupt internet from 2 different service providers. The intranet and internet are running using high bandwidth optical fiber WiFi network. The security of the network is ensured using Cyberoam Firewall, thus protecting organizations from DoS, DDoS, and IP Spoofing attacks.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
3279	1092

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	**A. All four of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

122

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

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 consummables and the maintenance of the laboratories are made in consultation with the Head of the departments which is 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 at 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 logbook 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 coloring of the college building and hostels. All other day-to-day maintenance is supervised by the Administrative Officer who reports to the Dean Administration and necessary maintenance work is carried out after his approval. The detailed organizational structure of the Maintenance department is uploaded to the website of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

825

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	[View File](#)
Upload any additional information	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

358

File Description	Documents
Upload any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	**Nil**
Details of capability development and schemes	[View File](#)
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

992

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	[View File](#)

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

726

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of outgoing students progressing to higher education

30

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

03

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

8

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

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 student collaboration. The student council performs the following functions:

1. Organizing cultural activities and sports activities for students.

2. Communicating problems faced by students to the 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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

3

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

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 careers in research and development, M.S. and Ph.D. 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 the 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 counseling 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 sixty five students have been enrolled as alumni in the year 2020-21.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://gita.edu.in/gita/footerlink/alumni.html

5.4.2 - Alumni's financial contribution during the year	C. 5 Lakhs - 10 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

VISION:

To foster prosperity through technological development by means of education, innovation and

collaborative research and emerge as a premier technical institution in India.

MISSION:

1. To impart quality professional education to students from around the country, so as to nurture innovations, technological advances, discipline and moral ethics.

2. To provide broad-based education where students are urged to develop their professional skills.

3. To draw the best expertise in science, technology and management to impart overall training to students in visualizing, synthesizing and executing projects.

4. To incubate a spirit of entrepreneurship and innovation in our students.

5. To undertake sponsored research and provide consultancy services in industrial, educational and other relevant areas of the society.

Nature of Governance: The institution is recognized by All India Council for Technical Education, approved by Government of Odisha and affiliated to BPUT. The Governance of the institution is strictly in accordance with the Vision and Mission of the Institute. The system is effectively decentralized for better governance and performance. The major decisions which have a bearing on the

function and the goal of the college are done by the Governing Council which includes the Vice-Chairman of the institution. The staff council of the college headed by the Principal, Vice Principal, Dean and all the HOD as members ensures the proper implementation of the decisions and directions of the Council. Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfil the vision and mission of the institution. HODs are delegated with department- level authority. The responsibilities are communicated to the faculty members through regular staff meetings. The office administration of the College is headed by the Dean Administration.

The Institute has a perspective plan for development. It is developed by the Principal with the help of HODs of various departments under the guidance of the Governing Council. Based on the academic schedule given by the affiliating university, the academic calendar is prepared. The academic calendar includes the list of pre-planned programs of various departments and examination schedules prepared with the knowledge of HODs. To ensure the development of the Institute, all the planning and execution is monitored regularly.

Improve Research Competency and to get grants from various government and non-government organizations like MHRD, DST, UGC, BPUT, AICTE,

Learning and growth scope of the institution is also well explored. The institution signs MoUs with the various organization for promoting institute-industry interaction. It also includes the provision for the development of infrastructure for research activities and motivating the faculties towards Research, Consultancy, Patents, etc.

The Institute consistently promotes a culture of participative management. The Institute follows a committee system for implementation of all its decisions and resolutions. The committees comprise of faculty members and students. The Governing Council have representation from faculty. The HODs take the decisions and implement the action plan. The department faculty are involved in the implementation of the policies of the department. Hence at all levels, there is participative management.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional Information	https://www.gita.edu.in/gita/about/vision

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

In accordance with the provisions of AICTE norms and GITA Bhubaneswar rules and regulations; the service rules are formulated by the governing body of the Institution. These service rules are implemented and the service rule book called "Service Book" which comprises of the following items under which the related rules are clearly mentioned.

DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS.

Professor, Associate Professor, Assistant Professor, Training & Placement Officer, Administrative Officer, Librarian Functions and Responsibilities of the Governing Body and other committees Functions and Responsibilities of the Principal Functions and Responsibilities of Head of the Department Functions and Responsibilities of the Teaching and Non-Teaching Staff Terms and Conditions of service of a permanent employee Rules of conduct for the employees of the Institute Classification, Control and Appeal Rules, Leave Rules, Travelling Allowance Rules, Rules regarding the deputation of faculty members, Under Quality Improvement Program and to attend conferences, summer and winter Classes etc. The service rules book is available with the head of departments and Central Library and the information is kept well known to all the employees of the Institution.

DECENTRALIZATION AND DELEGATION OF POWER

The objectives of the practice are as follows: To facilitate quick decision making related to academic and administrative activities at all levels.

To involve the members of the faculty and administration at different levels to bring in participation responsibilities with accountability and ownership.

To ensure transparency in administrative activities.

To ensure timely follow-up actions.

In order to facilitate the decision-making related to academic and administrative activities faster and to ensure complete transparency, various decentralization strategies have been practised as noted below. An executive committee consisting of the Vice-Chairman, Director (Administration) and the Principal have been constituted to decide on certain policy matters. This committee meets once in a month to review the progress in academic, research, placement etc. Apart from this Executive Committee, the institution has got various other committees like-Discipline and Welfare Committee, Complaints cum Redressal Committee, Women Empowerment Cell, Grievance Redressal Committee etc., to make the decisions at the right time.

DELEGATION OF FINANCIAL POWERS

Financial Powers Delegated to the principal, Heads of Departments and relevant In-Charges. Delegation of financial power provides the necessary flexibility to Principal, Dean and Head of Departments. It helps to make quick decisions. Principal is responsible for preparing budget for the institution. Principal collects and collates the budgets prepared by the individual department, after scrutiny, approves them. The institutional budget is prepared by aggregating the individual department's budget. Budgets are controlled by providing approval to the major expenditures incurred by the individual department by the Principal. While the Principal has the authority to manage the budget, the individual Heads of the Department have the power to manage the budget.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Core Values of our Institution

- Excellence in Teaching and learning
- Involvement of all Stakeholders of the Institution inDecision-making
- community engagement
- Respect andCommitment
- Holistic Development of students

Objectives of Perspective Plan

While preparing the present perspective plan, the IQAC has considered the following main objectives: NAAC - To ensure top quality standards in higher education

- Contributing to national development
- Developing requisite competencies amongst students of the college
- Inculcating a Value System among theStudents
- ICT-based teaching and learning.

Perspective Plan:

To maintain continuously good academic performance

To develop and execute effective teaching-learning process.

To encourage research culture in faculty and students

To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students

To empower faculty about emerging trends in their profession for academic advancement

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

Focus on Strategic Plan

To make students more employable

- Providing various courses which will help in increasing their practical knowledge
- Conducting GATE and CAT courses on campus
- Periodic interaction with the distinguished guests who have excelled in their field.

- Industrial visits to various business premises

Apart from these, we also plan to conduct the following in future:

- ConductingValue Added Courses and Certificate Courses so that there is a seamless transformation from academic to professional life
- Conducting soft skills and lectures on etiquettes.
- To maintain continuously good Academic performance
- Increasing students' engagement in learning
- Increasing students' responsibility towards learning
- Motivating students by periodic interaction with distinguished guests
- To develop and execute an effective teaching-learning process
- ICT-based teaching
- Organize Study tours for students
- Provide online journals in GITA Library.
- Encourage teachers to participate in Seminars andConferences

- EncouragingtheteacherstoparticipateinOrientationProgramme,RefresherCourses,ShortTerm Courses,etc.
- Encourage students to participate in Seminars, Conferences and
- workshops. To encourage research culture among faculty and
- students
- Encourage teachers to present research papers in seminars and research conferences.
- Promoting faculties to undertake minor and major research project.
- Develop DISR Projects in college.
- Organize Seminars and Conferences to promote research culture.

To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students'

- Provide mentor Teacher for every class
- Provide Remedial Coaching to SlowLearners
- Identification of Fast Learners and help them to achieve their potential
- Continuous tracking of Attendance of the students.
- Enhance activities of Women DevelopmentCell
- Publish the evaluation process in the prospectus of various courses and explain to the students
- Establishment of Centralized AssessmentSystem

To empower faculty about an emerging trend in their profession for

academic advancement

- **EncouragingtheteacherstoparticipateinOrientationProgramme,Refr esherCourses,ShortTerm Courses,etc.**
- **Encourage teachers to participate in Seminars andConferences**
- **Provide Internet Facility and Laptops to faculty members**
- **Upgrade Books in Library every year by making provision in DepartmentalBudget**

To facilitate a friendly, efficient and flawless administrative set up ensuring a smooth day to day functioning

- **Delegate authorities and responsibilities to Principal, Vice-Principal, Faculty Members and Administrative Staff**
- **Conduct periodic and need-based meetings**
- **Promote team-spirit and healthy relations amongst staff members of the institution**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The Governing Council at GITA Bhubaneswar is a very active group involved in the monitoring and continuous development of the Institute. The members of this body comprise of people with vast knowledge and experience in the field of academics, research, industry, and administration. GITA's Board of Governors has the advantage of having experience in both the educational and corporate environment enabling us to design and implement a system that bridges the gap between education and industry requirements. The Governing Council meets once in three months and interacts with industry experts, faculty, students, and corporate to understand the improvement areas and raise the level of knowledge delivery at GITA with the assistance of faculty members and administrators at the Institute.

There are several committees functioning in the institute to facilitate day to day functions of the Institute like:

Anti-Ragging Committee

Grievance Redressal Committee

Internal compliance committee

Committee for SC/ST

Governing Council

GITA Research Council

Mentoring and Counselling Cell

Entrepreneurship Development Cell

Industry and Institution Partnership Cell

Welfare Committee

Purchase Committee

Placement Cell

Alumni Association

Women Empowerment Cell

Hostel Advisory Cell

Library Advisory Committee

RULES, POLICIES, RECRUITMENT PROCEDURES, PROMOTIONAL POLICIES

- Rules and policies are as per the AICTE and GITA Bhubaneswar.
- Promotions are given to staff members who excel in academics and research.

Recruitment Procedure

GITA Bhubaneswar follows a recruitment procedure. The Institute attracts a good number of applications for recruitment. However, sustained efforts are made to continue to attract quality faculty members at all levels.

The recruitment procedure is as follows:

Submission of staff requirements by HODs to the Principal.

Advertising staff requirements in leading newspapers.

Constitution of the selection committee.

Shortlisting of applications received.

Calling eligible candidates for an interview.

Teaching Demo and Discussion with candidates to assess their potential and skills

Selection based on the performance of candidates.

Issue of appointment orders

Reporting to duty on the mentioned date

File Description	Documents
Paste link to Organogram on the institution webpage	**Nil**
Upload any additional information	View File
Paste link for additional Information	**Nil**

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues

for their career development/ progression

The following are the welfare measures extended to the teaching and non-teaching staff of the college:

The faculty members are eligible for availing Casual Leave of 12 days per year. Vacation leave for teaching faculty is 15 days in a semester and for Non-teaching faculty, 7 days in a semester. On duty facility for attending workshops /conferences/seminars. Medical Leave is for 7 days. Paid Maternity leaves to the women employees, for a period of 90 days and paid Paternity leaves for 3 days.

Employees Provident Fund: All the staff who are eligible as per the Staffs' Provident Fund legislation are enrolled as members. The College contributes 12% of the pay, towards the Employer's contribution to the EPF Scheme. The College shall deduct 12% of the pay from the salary of the individual staff every month, towards his/her contribution to the Employer's contribution to the EPF Scheme. The College shall remit both the contributions as stated above to the EPF Scheme authorities. The College shall pass on the annual statements pertaining to the Staff, as released by the EPF authorities, to the concerned staff. The College shall endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the staff at the time of his/her retirement.

Employees State Insurance: All eligible employees are covered under the ESI and they are supplied with a card for the treatment and other benefits ensured by the ESI Scheme.

Like students, the Teaching staff and Non-teaching staff are covered under group insurance against accident, death and disablement.

For teaching staff, financial support is provided for attending conferences, workshops and seminars. Faculty are rewarded Rs. 5000/- per paper, for publications in international journals with impact factor. For consultancy projects, faculty are given 60% of the consultancy fees.

For non-teaching staff, financial support is provided to pursue skill development. Uniform is also being provided for instructors, drivers, attenders, and securities. Medical Insurance is provided for teaching and non-teaching staff. In case of any emergency, a personal loan is also provided to the staff.

All teaching and non-teaching staff are eligible for transport on

the college bus. For other official purposes, the staff concerned should inform the Transport coordinator and admin in advance, so that he can retain the driver and ensure that vehicle is kept ready.

Canteen facility and medical facility is also provided for all staff. Two ATM facilities are available in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

62

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

170

File Description	Documents
Summary of the IQAC report	**No File Uploaded**
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<u>View File</u>
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

GITA Bhubaneswar conducts internal and external financial audits regularly. The audit will be conducted at the end of each financial year. The auditors will visit the college at regular intervals, they will verify all financial transactions with the supporting documents and approval of proper authority for each financial transaction. The financial transactions are accounted for in Tally ERP by the college. The audit is conducted in accordance with the Auditing standards generally accepted in India. They plan and perform procedures to obtain reasonable assurance about whether the financial statements are free from material misstatements. Auditor will examine on a test basis evidence, supporting the amounts and disclosure in the financial statements. It also includes assessing the accounting principles used and management estimates and evaluation of overall financial statements presentation. Based on such audit, will issue an audit report for a True and Fair view of the financial statements.

Audit procedures:

Source of income verification: Auditor will cross verify the fee collections with the approved list of students like List of students with GITA list for the first year admission students and list sent to BPUT for UG & PG. An eligibility list of students approved and sent to BPUT for higher semester students. Other incomes are cross verified with the receipts issued to the students. The fee amount receivable and the amount received will be reconciled. Checking Grants received if any.

Expenses Vouching:

The auditor will vouch for payment with the approved support. Correctness of Classification revenue and capital expenses. Reconciliation of bank accounts and checking the bank confirmations.

Reconfirmation of unreconciled items. Calculation of depreciation of fixed assets. Status of the old debit/ credit balances. Checking of statutory dues payment like PF, TDS, PT, and ESI before the due dates. Salaries payments with the salary statements.

Any other statutory compliances verification is required as per Income Tax Act.

On such verification, any discrepancies will be discussed and sorted out with the management. changes will be incorporated into.

One all financial transactions are accounted for and based on that financial statements like sheet and Income and Expenditure for the financial year-end.

Such financial statements will be signed and approved by Auditor and Management. Based on the audited financial statements, auditor will issue "Audit Report"

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

9.25

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Sources of funds:

For the institution, the resources of funds are: Tuition Fee collections from the students

Fee collections for the other services rendered to the students' Ex Bus fee, Notebooks and other equipment.

Fines from the students. Ex: ID card loss, hall ticket loss, fee receipt loss Collections for workshops and skill enhancement activities, Consultancy services, Campus Produces, Scrap Sales.

Grants from BPUT/TEQIP/AICTE/MHRD/UGC/

Such collections from the students will be kept as the fixed deposits in the college bank accounts. Part of the fixed deposits will mature for the period of 30 days or less and part of them will be for a long term period like 1-2 year.

Mobilizations of funds:

The short term deposits will be used for the monthly salaries of staff, campus maintenance, resource training, lab consumables, AMC charges for maintenance of Lifts, Air conditioners etc, library books purchases, expenses for workshops, events, club activities, Faculty development and student skill development programmes, admission process, staff welfare, college promotional expenses etc.

Loan term deposits will be used for any infrastructure construction or development at the campus.

Funds utilization strategies:

According to financial requirement of each department, the budget amount will be allocated annually and expenses are audited and approved adoption.

Monitoring the establishment of the infrastructure, purchase of equipment for various labs. Purchase of educational technology aids.

An independent committee is constituted to take care of additional constructional work. Periodic monitoring of the utilization of the funds allocated to the departments.

Optimal utilization of the resources according to the plan is ensured.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) is established in the institution to maintain and enhance the quality of education. The prime task of IQAC is to develop a system for conscious, consistent, and catalytic improvement in the performance of the institution. The work of IQAC is the step towards the internalization and institutionalization of quality enhancement.

To ensure the efficient functioning of IQAC, the coordinator of the IQAC shall interact with various functionaries for effective implementation of IQAC and apprise the chairperson of IQAC from time to time on the progress. IQAC meets at least once in a quarter and records its deliberation and suggests improvements required if any in academic/administrative functions.

The institute has a well-defined policy for quality assurances which is ensured by effective participation from all the stakeholders. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The quality assurance processes, with regard to academics, administration, are an integral part of the institutional policy.

VISION:

To ensure quality culture as the prime concern for GITA Bhubaneswar through institutionalizing and internalizing all the initiatives taken with internal and external support

PRIME OBJECTIVES:

We aspire for global recognition through a systematic and meticulous transformation of our students into highly motivated Engineers

enriched with professional competence, managerial skills, built with dynamism and humanism.

• To develop a quality system for conscious, consistent, and catalytic programmed action to improve the academic and administrative performance of GITA Bhubaneswar. • To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

STRATEGIES:

Shall evolve mechanisms and procedures for: Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks. Relevant and quality academic/ research programs. Equitable access to and affordability of academic programs for various sections of society. Optimization and integration of modern methods of teaching and learning. The credibility of the assessment and evaluation process. Ensuring the adequacy, maintenance, and proper allocation of support structure and services. Sharing of research findings and networking with other institutions in India and abroad.

Develop quality consciousness among everyone in the institution including Students. Promote, foster, and sustain an environment to achieve academic excellence. Maintain a good cooperative and beneficial relationship among all the stakeholders of the institution.

Some of the Contributions of IQAC during 2020 are enumerated and uploaded to this criterion here below:

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gita.edu.in/IQAC/IQAC.html

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The IQAC reviews the teaching-learning process, structures and methodologies of operations and learning outcomes by introducing several initiatives. Sample suggestion of IQAC is the use of innovative teaching methods; organize Workshops, National

conferences, and programs on content beyond syllabus; undertake Research Projects and avail Professional bodies funding; Establish Research Journal of the institute; Motivate faculty for registering for PhD.

The two examples of institutional reviews and implementation of teaching-learning reforms initiated by IQAC discussed here below:

1.   Blooms Taxonomy was initiated by IQAC in the academic year 2015-2016

Bloom's taxonomy was created to provide the classic definition of the levels of educational activity, from the very simple (like memorizing facts) to the more complex (such as analyzing or evaluating information). The three types, or domains, of knowledge they defined, are cognitive (knowledge), affective (attitudes) and psychomotor (physical skills). Since it is our mission not just to convey information to our students but to encourage their critical thinking and reasoning skills, we need to encourage higher-order thinking skills from the beginning.

At GITA, blooms taxonomy was initiated by IQAC in the academic year 2015-2016. Faculty are given awareness to pedagogical teaching-learning method, blooms taxonomy and the outcome-based education by various workshops and faculty development programs conducted in the department and Institute. Training in Blooms Taxonomy is done to upgrade the teaching skills and formulation of question papers. The question banks which are prepared by respective faculty members will be adhering to Bloom's Taxonomy. Internal assessment 1 will be covering Course Outcome (CO) 1& 2 and internal assessment 2 will be covering CO 3&4. The question banks have the outcomes covered and based on the knowledge levels. Internal exam coordinator under the guidance of HOD, checks for the standard of the question bank and will ensure that the questions are covering the course outcomes and as per Bloom's Taxonomy.

2.   Activity-Based Learning(ABL)was initiated by IQAC in the academic year 2016-2017

Activity-based learning (ABL) is becoming an urge for modern day's learner-centric, outcome-based education system. These techniques have been adopted within the faculties. The design, development, and implementation of subject ensure that students become more aware of design and team processes.

Activity method is a technique adopted by a faculty to emphasize his

or her method of teaching through activity in which the students participate rigorously and bring about efficient learning experiences. It is a student-centred approach. It is a method in which the student is actively involved in participating mentally and physically. Learning by doing is the main focus of this method. Learning by doing is imperative in successful learning since it is well proved that more the senses are stimulated, more a person learns and longer he/she retains. In the process of learning, they experience, memorize and understand. Students need to be provided with data and materials necessary to focus their thinking and interaction in the lesson for the process of analyzing the information. Faculties are actively involved in directing and guiding the students' analysis of the information.

It requires active problem solving by students in finding patterns in the information through their own investigation and analysis. With continued practice in these processes, students learn not only the content of the lesson but also develop many other skills.

The advantages of ABL are:

1. It enhances the creative aspect of the experience.

2. It gives reality to learning.

3. Uses all available resources.

4. Provides varied experiences to the students to facilitate the acquisition of knowledge, experience, skills and values.

5. Builds the student's self-confidence and develops an understanding through work in his/her group.

6. Gets experiences, develop interest, enriches vocabulary and provides the stimulus for reading.

7. Develops a happy relationship between students and students, teachers and students.

8. A student who lacks in verbal expression can make up through the use of ideas in the activity.

GITA Bhubaneswar highly emphases on experiential learning by introducing Mini-Projects and Industry Internships. The Choice Based Credit System (CBCS) has been introduced by BPUT from the academic year 2014-15. Currently the first year, second year and third-year

students of UG (Engineering) and first-year PG students are under CBCS. According to the CBCS scheme, students have to give assignments along with internal assessment tests. The faculties encourage the students to do mini projects and submit them as assignments. Thereby, it provides an opportunity to integrate knowledge and skills acquired in a set of courses belonging to the curriculum thread to solve complex engineering problems.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://gita.edu.in/IQAC/IQAC.html
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Executive Summary

Gender equality is defined as "fairness of treatment for both men

and women, based on their individual requirements." This might involve equal treatment or treatment that differs but is deemed similar in terms of rights, benefits, duties, and opportunities" (International Labour Office [ILO], 2000).

Education is concerned with the creation of human habits. If this is the case, we need the education to focus on supporting equal involvement of men and women in decision-making; closing the enrollment gap between men and women; ensuring equality in the learning process, educational outputs, and external results; and offering equal advantages for both sexes.

In terms of economic, social, cultural, and political growth, gender equity in education implies that males and females have equal possibilities. If gender equity is precisely realized, it will contribute more to the future of girls and boys than policies that are based on boys, and girls will gain as much as boys from public and home life.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

FACILITIES FOR THE MANAGEMENT OF DEGRADABLE AND NON-DEGRADABLE WASTE

Contents

- Introduction

- **Solid Waste Management**
- **Liquid Waste**
- **Biomedical Waste Management**
- **E-Waste Management**
- **Waste Water Recycle System**
- **Hazardous Waste and Radioactive waste Management**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of

B. Any 3 of the above

reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

"At GITA we look at the holistic growth of our students we provide them with varied platforms to learn, practice, amuse, enjoy, perform, compete and fruitfully utilise their time. GITA runs Cultural, Social Service and Sports Clubs for the students. These clubs help the students to:

- Grow academically, physically, socially, morally and spiritually.
- Keep a fine balance between academic and non-academic activities like sports, cultural, co-curricular and extracurricular.
- Realize and groom their talents and capabilities.
- Participate and win in University, State, National and International level events and competitions.
- Develop an overall personality.
- Learn from well trained, qualified, experienced and caring trainers.
- Learn from experienced and renowned people through seminars, workshops, training sessions, guest lectures, etc
- Learn in a supportive environment that strengthens the development of their artistic abilities."

GITA CULTURAL WEEK

Gandhi Institute for Technological Advancement (GITA) recently celebrated its Annual Cultural Week in the month of March. The fest week is a chance for the students to showcase their talents on stage. It's a welcome break for the students who for these 6 days put their books aside and don party hats.

The fest week celebrates youth and vigour in all its form be it physical, intellectual or extra-curricular talents. The fest week was inaugurated with a lot of pomp and splendour by Sri Biranchi Narayan Panda, the Vice-Chairman; Dr M.K.Roul, The Principal; Cdr. (Dr.) P.K. Routray, the Dean Administration; Prof. Kunal Pattnaik & Prof. Saqti Prasanna Mohanty, Vice-President Cultural Society.

The week started with Ahwaan, the annual sports meet of GITA. The students participated in the multitude of events which ranged from events like throwing the javelin, shot-put, high jump, long jump etc. They thronged the field to take part in the events and showed the true spirit of sportsmanship.

It was followed with Innovizon, the tech fest of GITA – an intellectually stimulating event that gave the students a forum to showcase their talent in the field of robotics, ship-building, pc games, photography etc. The students took part in the events with a lot of enthusiasm and ensured that it was a success.

The cultural week of GITA cannot be complete without its very own Akankshya. Akanksha 2k19 was a myriad of fun, dance & drama. The students set the stage on fire with their enthralling performances and ensured that the night was memorable. The function celebrated the new beginnings and was a worthy start to the year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

GITA Bhubaneswar takes pride in the fact that apart from preparing a sound academic foundation of the student community; the Institute constantly works upon to develop them as better citizens of the country. In this regard, apart from imparting professional Technological & Managerial Education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The Institution ensures that the students participate very enthusiastically in all such activities.

Since the last five years, the GITA Bhubaneswar has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

1. National Identities and Symbols:

The University has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The Indian Tri-colour stands tall on the Main Building of the Institution and in this way the Institution spreads the message of nation first policy. The Corporate Office building of the Institution also houses the Tri-colour. The Institution celebrates the Independence Day & Republic Day with great pomp and vigour. The Faculty of Management organizes and celebrates the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

2. Fundamental Duties and Rights of Indian Citizens:

The Faculties of the Institution has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of Institution have enthusiastically participated in various programs like:

a. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects.

b. Various activities like poster making competition, etc.

c. Organizing Annual GITA Moot Parliament Competitions on various contemporary legal issues.

d. Organizing various forms of legal aid and legal awareness camps to impart awareness of such issues.

3. Constitutional Obligations:

The students of the Institution have participated in various activities like Assembly and Secretariat visits, visit the Rashtrapati Bhawan. All these visits have been organized to promote awareness about various constitutional and legal obligations. Further, apart from the above-mentioned activities, the Institution has also organized student-centric activities like paper, poster & essay competition displays at annual Tech Fest and Awahan event etc. which have always received huge participation from the students and

promoted their awareness about various aspects and distinctions of Indian citizen

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

India is well known for its festivals and cultural diversity. The institutes help the students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. It also actively participates in the 'National Flagship Programmes promoted by the MHRD, AICTE, University and the local Govt. offices. International Days are also celebrated with great enthusiasm. Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lecture, rally

or the competitions like elocution, singing, wallpaper, and rangoli etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behaviour of students in their professional and personal lives. International Commemorative Days –

1. International Women's Day
2. World Water Day 22 March
3. International Mother Earth Day - 22 April
4. English Language Day – 23 April
5. International Labour Day – 1 May
6. World Environment Day – 5 June
7. World Population Day - 11 July
8. International Literacy Day - 8 September
9. International Day of Non-Violence – 2 October
10. World AIDS Day – 1 December
11. Human Rights Day - 10 December
12. National Yoga Day – 21 June
13. Reporter's Day 6th January,
14. Birth anniversary of Swami Vivekananda12thJanuary,
15. Celebration of Makar Sankranti as Traditional Day on15th January,
16. Birth anniversary of Netaji Subash Chandra Bose 23rd January,
17. Republic Day of India 26th January,
18. Odisha Day 1 April,
19. Birth anniversary of Dr BabasahebAmbedkar14th April,
20. Vasundhara Divas 22nd April,
21. International Yoga Day 21st June,
22. World Population Day11th July,
23. Forest Conservation Day23rd July,
24. August Kranti Day 9th August and Birth Anniversary of Dr S. R. Rangnathan (Father of Library Science in India)
25. Independence Day of India15th August, 5th September
26. Birth Anniversary of Dr Sarvapalli Radhakrishnan celebrated as Teacher's Day,
27. Tourism Day 27th September,
28. Birth anniversary of Mahatma Gandhi & LalBahaddur Shastri 2nd October,
29. Birth anniversary of Sardar Vallabh Bhai Patel 31st October,
30. Birth anniversary of Pandit Jawaharlal Nehru 14th November also celebrated as Children Day,
31. World AIDS Day1st December,
32. Human Right Day 10th December,

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	**No File Uploaded**
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice – 1

1. Title of the Practice: Teaching, Learning and Continuous Monitoring of Academic

Standard

2. Goal

• An ability to apply knowledge of mathematics, science and engineering.

• An ability to identify, formulate and solve engineering problems.

• An ability to design and conduct experiments, analyze and interpret data.

• An ability to design a system, component or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, and safety manufacturability and sustainability.

• An ability to function on multi-disciplinary teams.

• The ability to use modern engineering tools, software and equipment to analyze problems.

• An understanding of professional and ethical responsibility.

• An ability to communicate effectively in both verbal and written form effectively.

- Knowledge of impact of engineering solutions on the society and also on contemporary issues.

- Recognition of the need for, and an ability to engage in self-education and life-long learning.

- An ability to use the techniques, skills and modern engineering tools necessary to face competitive examinations and engineering practices.

3. The Context

The college has an extremely talented faculty who are hugely interested to pursue their academic endeavor in the college. The College has an Academic Council to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs for teaching, learning and monitoring. It has stipulated the following strategies:

- Student centric teaching is adopted throughout

- Extensive course material is prepared

- Projects are taken up by students in the final year

- Semester lab manuals are prepared

- Regular feedback is taken from the students

- Students are asked to give seminars regularly

4. The Practice

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.

5. Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

• Experienced, dedicated and highly qualified faculty members.

• State of the art laboratories, library and workshop.

• Applied research activities are undertaken in the institutes.

• Enviable university results and noticeable placements

• Provided computer and internet facilities for all departments.

• Purchased books and journals according to the needs of the faculty and students.

• Signed MoUs with different organizations for academics, training

and placement.

• In last four years 4 faculty members have taken academic leave for completing their Ph.D. work.

6. Problems Encountered and Resources Required

• Syllabus, being prepared by university, is not updated properly.

• Fixing of Teaching level due to heterogeneous standard of students in a class.

7. Notes (Optional)

Due to excellent practices in teaching and learning process, the institute attracts students not only from the state of Odisha but also from other nearby states.

Best Practice – 2

1. Title of the Practice: Promotion of Research Culture in the College

2. Goal

• To encourage and inculcate a Research Culture among the faculty.

• Encourage faculty to undertake research projects both major and minor and publish books and also research papers in national and international journals.

• Encourage faculty to pursue Ph.D. programmes and organize college/regional/ state/national/international level seminars and workshops.

• Develop scientific temper and acquire research skill among the faculty.

• Encourage by providing necessary supports to the faculty to present papers and attend national and international conferences and seminars.

3. The Context

The college has an extremely talented faculty who are hugely interested to pursue their academic endeavor and research activities

in the college. The College has set up GITA Research Monitoring Cell and a Research Committee to chalk out institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. It has stipulated the following strategies:

• Updating the teachers regarding the various fellowships and facilitate in applying for the same.

• Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.

• Recommends for Leave to present research papers in seminars, conferences and workshops by the faculty members.

• Based on the suggestions of the committee the college authority has provided Computer with Internet and Reprographic facilities to all faculty, Procurement research oriented journals & e-journals.

• Promotes to organize interdisciplinary programmes related to research of the faculty and exchange of ideas.

4. The Practice

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 PhD 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.

5. Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- Recognized by Utkal University, VSSUT, SOAU, KIITU as a Research Center.

- The college authority has provided space in each department to carry out research activities for the faculty.

- Provided computer and internet facilities for all departments.

- Purchased books and journals according to the needs of the faculty.

- Receive grant form DST.

- Signed MoUs with different organizations.

- **In last four years 4 faculty members have taken academic leave for completing their PhD work.**

- **At present 30 faculty members are enrolled in different universities of the state for their PhD work.**

- **More than 30 faculty members have presented papers national and international conferences and seminars**

- **Faculty has published and presented a large number of research papers in various National/International seminars in their individual capacity.**

- **A licensed version of ANSYS has been purchased for 20 computers.**

- **The laboratories are enriched with research-oriented equipment.**

- **The Institute has its own research journal IJRAS available in the URL:www.ijras.in**

6. Problems Encountered and Resources Required

- **Problem of writing and publishing of papers because of more number of teaching hours for UG programmes.**

- **Due to private college, non-availability of enough financial resources**

7. Notes (Optional)

Interest in the research of the faculty has motivated the college authority to promote research culture in the institution. Within the limited resources and space available the college always stays beside the faculty to pursue active research in the institution.

_____
_

File Description	Documents
Best practices in the Institutional website	https://gita.edu.in/IQAC/AQAR/bpr.pdf
Any other relevant information	https://gita.edu.in/IQAC/AQAR/bpr.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

`Best Practice – 1`

`1. Title of the Practice:  Teaching, Learning and Continuous Monitoring of Academic`

`2. Goal`

- `An ability to apply knowledge of mathematics, science, and engineering.`
- `An ability to identify, formulate and solve engineering problems.`
- `An ability to design and conduct experiments, analyze and interpret data.`
- `An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, and safety manufacturability and sustainability.`
- `An ability to function on multi-disciplinary teams.`
- `The ability to use modern engineering tools, software, and equipment to analyze problems.`
- `An understanding of professional and ethical responsibility.`
- `An ability to communicate effectively in both verbal and written form effectively.`
- `Knowledge of the impact of engineering solutions on society and also on contemporary issues.`
- `Recognition of the need for, and an ability to engage in self-education and life-long learning.`
- `An ability to use the techniques, skills, and modern engineering tools necessary to face competitive examinations and engineering practices.`

3. The Context

The college has an extremely talented faculty who are hugely interested to pursue their academic endeavor in the college. The College has an Academic Council to chalk out institutional strategies for planning, upgrading, and creating infrastructural facilities to meet the needs for teaching, learning, and monitoring. It has stipulated the following strategies:

- Student-centric teaching is adopted throughout
- Extensive course material is prepared
- Projects are taken up by students in the final year
-
- Regular feedback is taken from the students
- Students are asked to give seminars regularly

4. The Practice

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.

5. Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- Experienced, dedicated, and highly qualified faculty members.
- State of the art laboratories, library, and workshop.
- Applied research activities are undertaken in the institutes.
- Enviable university results and noticeable placements
- Provided computer and internet facilities for all departments.
- Purchased books and journals according to the needs of the faculty and students.
- Signed MoU with different organizations for academics, training, and placement.
- In the last four years, 4 faculty members have taken academic leave for completing their Ph.D. work.

6. Problems Encountered and Resources Required

- The syllabus, being prepared by the university, is not updated properly.
- Fixing of Teaching level due to heterogeneous standard of students in a class.

7. Notes (Optional)

Due to excellent practices in the teaching and learning process, the institute attracts students not only from the state of Odisha but also from other nearby states.

Best Practice – 2

1. Title of the Practice: Promotion of Research Culture in the College

2. Goal

- To encourage and inculcate a Research Culture among the faculty.
- Encourage faculty to undertake research projects both major and minor and publish books and also research papers in national and international journals.
- Encourage faculty to pursue Ph.D. programs and organize college/regional/ state/national/international level seminars and workshops.
- Develop scientific temper and acquire research skills among the faculty.
- Encourage by providing necessary supports to the faculty to present papers and attend national and international conferences and seminars.

3.   The Context

The college has an extremely talented faculty who are hugely interested to pursue their academic endeavor and research activities in the college. The College has set up GITA Research Monitoring Cell and a Research Committee to chalk out institutional strategies for planning, upgrading, and creating infrastructural facilities to meet the needs of researchers. It has stipulated the following strategies:

- Updating the teachers regarding the various fellowships and facilitating in applying for the same.
- Monitor that infrastructural facilities are provided in the College premises to carry out Major and Minor Research Projects.

- Recommends for Leave to present research papers in seminars, conferences, and workshops by the faculty members.
- Based on the suggestions of the committee the college authority has provided Computer with Internet and Reprographic facilities to all faculty, Procurement research-oriented journals & e-journals.
- Promotes to organize interdisciplinary programs related to the research of the faculty and exchange of ideas.

4. The Practice

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 papers at 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 programs.
- various departments, Units, and staff of the institute interact with each other in undertaking inter-disciplinary research.

5.   Evidence of Success

The impact of the above practice to inculcate a Research Culture among the faculty of a UG College and also among the students is evident in the following data given below:

- Recognized by Utkal University, VSSUT, SOAU, KIITUas a Research Center.
- The college authority has provided space in each department to carry out research activities for the faculty.
- Provided computer and internet facilities for all departments.
- Purchased books and journals according to the needs of the faculty.
- Receive grant form DST.
- Signed MoU with different organizations.
- In the last four years, 4 faculty members have taken academic leave for completing their Ph.D. work.
- At present, 30 faculty members are enrolled in different universities of the state for their Ph.D. work.
- More than 30 faculty members have presented papers at national and international conferences and seminars
- Faculty have published and presented a large number of research papers in various National/International seminars in their individual capacity.
- A licensed version of ANSYS has been purchased for 20 computers.

- The laboratories are enriched with research-oriented equipment.
- The Institute has its own research journal IJRAS available in the url:www.ijras.in

6. Problems Encountered and Resources Required

- The problem of writing and publishing papers because of more number teaching hours for UG programs.
- Due to private college, non-avaibility of enough financial resources

7. Notes (Optional)

Interest in the research of the faculty has motivated the college authority to promote research culture in the institution. Within the limited resources and space available the college always stays beside the faculty to pursue active research in the institution.

_____

Best Practice – 3

1. Title of the Practice: Student-Teacher Mentoring Programme

2. Goal

- To help identify career paths for students and support students' personal growth.
- To provide an opportunity for students to learn and practice professional networking skills.
- To equip students with the understanding and tools to make

ethical and informed decisions.
- To shape students into confident graduates with excellent leadership, communication, critical thinking, professionalism, and other skills important to the transition to the world of work.
- To help students identify and pursue opportunities for employment related to their degrees.
- To provide a framework by which a student can judge the success of his/her learning and assist self-reflection and self-assessment.
- To use achievement standards, learning intentions, and success criteria as the main focus of the teaching and learning plan.
- To identify the focus for ongoing teaching, learning and assessment.
- To determine specific strategies to support preferred learning styles, environments or modes, thinking skills, personality traits, and previous experiences.
- To provide students with timely, specific, and corrective feedback so that they are able to evaluate their own progress and identify future learning goals.
- To provide comments on student progress to enrich reporting information to parents.
- To plan ongoing communication strategies with parents about student progress
- To understand his/her professional and ethical responsibility.

3. The Context

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 designated mentor remains with the respective mentees for the entire four years. A similar system as discussed above, namely 'Faculty Advisor' existed 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.

4. The Practice

The institution adopts all possible steps to improve the student-teacher mentoring system in the institution.

- Each faculty is the mentor of a maximum of 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 the choice of electives, projects, summer training, etc.
- Contact parents/guardians if needed, for academic irregularities, negative demeanor, detrimental activities, etc.
- Advise students in career choices.
- Keep in touch even after their graduation.
- Suggest the HODs for administrative action.
- Maintain a detailed 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 program.
- The Principal forwards the proposal to the IQAC for necessary discussions and implementation.

5. Evidence of Success

The practice of student-teacher mentoring programs with specified objectives has brought about significant changes in the various aspects of a student such as academics, behavior, responsibility, and brotherhood. Some of the evidence is noted below which depicts the success of this program.

- The students are attending more than 85 percent of the classes regularly.
- The University result is improving year after year.
- The students are engaged in doubt clearing after the recommendation of the mentor.
- The students feel free to discuss their problems, social, psychological, and personal, with their mentors.
- The students get involved in research work.
- They become more and more interested to represent the college in various co-curricular and extra-curricular competitions.
- The indiscipline activities on the campus have gone down miraculously.
- None of the students was engaged with any activity relating to ragging.
- The senior students adopt a brotherly attitude to solve the problems of the junior students.
- The parents of the students feel free to discuss the problems of their wards with the mentors.
- Both the students and their parents help the institution in increasing the admission status.

6. Problems Encountered and Resources Required

As every program faces some unexpected problems at the beginning, the institution has also faced some trivial issues such as-

- The students did not cooperate at the beginning as they are afraid of sharing their problems.
- The parents could not rely on the faculty members.
- The students did not attend one-to-one counseling classes.
- The seniors tried to dominate over the juniors and freshers.

However, the Management of the institution and the college administration has provided all necessary resources to make this programme highly effective. The resources provided are as follows.

- A specified counseling room.
- Easy access to all the facilities by the mentors.
- Quick response in terms of health, food, and maintenance problems.
- Quick redressal of grievances.

7. Notes (Optional)

The student-teacher mentoring program has developed a sense of belongingness in the students as well as faculty members. A moral and emotional relationship has been developed between the students and the teachers. The students now feel proud for becoming a part of this institution. This program has solved almost all the minor problems of the students at the instant. The institution is always trying to make this program more and more effective by implementing new ideas.

File Description	Documents
Appropriate link in the institutional website	https://gita.edu.in/IQAC/AQAR/acdp.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

8. Future Plans of action for next academic year (500 words)

SHORT TERM GOALS

1. The Institute plans to focus more on research and development in the next Academic year by increasing the publications of faculty members.
2. The Institute will conduct at least four International Conferences in the next Academic year.
3. The Institute will conduct more student-focused academic and skills development activities.
4. The Institute will conduct programs to encourage and support students for entrepreneurship.
5. The Institute will have more industry-academic interfaces so that there is more corporate participation in academics.
6. The Institute will enhance outreach programs for the members of the backward community.
7. The Institute will strengthen the liaison among the stakeholders like students, teachers, parents, employers, etc.
8. The Institute will enhance collaborative research among the departments and take initiative for inter-institutional collaboration.
9. The Institute will conduct an Environmental Audit.
10. The Institute will strengthen alumni participation.
11. The Institute will open two new UG Programs in emerging areas.

12. The Institute will implement one Center of Excellence for each Department.
13. The Institute will implement one student one plant program.
14. The Institute will implement one faculty one a patent/copyright program.

LONGTERM GOALS

1. To achieve University status.
2. Collaborative research in partnership with Universities and Industries of International and National repute.
3. To develop at least one innovative project from each Department and apply for patent rights every year.
4. To generate at least 10% of the total revenue of the Institution from consultancy and collaborative projects.
5. To be recognized u/s 12(B) of the UGC Act, 1956 to receive Central Assistance.