GITA BHUBANESWAR

MINUTES OF 48th MEETING OF THE IQAC (Internal Quality Assurance Cell)

Date: 19-01-2024

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful commencement of 1st Semester classes in the new class rooms South Block with all ICT facilities.

1.0 Review of the Minutes of the 47th Meeting of the IQAC dated 10-10-2023

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Chairman stated that we need to complete the Academic Council approval for Course Structures and Syllabus recommended by the Board of Studies.	Chairman wanted Dean Academics to speak to the Members and plan the Academic Council Meeting on 23 Jan'24	It was decided to hold the Academic Council Meeting on 23-01-2024.
1.2	Chairman wanted to commence the Visit of Faculty Members to Hostels.	The Dean Academics stated that a Time Table shall be Circulated to Commence the Evening Visits.	Chairman requested the Dean Academics to circulate the Time Table at the Earliest.
1.3	Chairman stated that all Faculty Members must complete his Course Files by January 2024	Chairman also suggested the Dean Academics/Academic Controller to make a presentation on creating the Course Files for a Semester till Attainment exercise at the earliest.	The Dean Academics promised to hold a meeting in the next Staff Council.
1.4	Chairman asked to know the status of	The PIC R&D stated that participation of 20 Events of	The students shall be informed by the Event Manager on the

	the Smart India Hackathon.	BPUT Tech Carnival have been sent to the University.	Date and venue of the presentation.
1.5	Chairman wanted to know the date of declaration of the Supplementary Examination Results.	The CoE stated that the evaluations are completed and the result shall be declared at the earliest.	Chairman wanted the results shall be declared by 12^h Jan. 2024.

2.0 Nua Scheme Digital Skilling Odisha**.**

2.1	Shelly Mohanty Director (Tech & Admin) Unitech addressed on the Nua Digital Scheme from Coursera.	She discussed the advantages and procedural details of onboarding Coursera in the scheme. Presently 500 licensed seats have been locked in the portal for GITA Autonomous College, Bhubaneswar. She assured that on exhaustion of these 500 positions the balance seats as per the enrolment will be updated.	Principal stated that once the selected courses are made mandatory the student enrolment shall be faster.

3.0 Departmental Input for web site upgradation

3.1	The last date for sending the updated data for upgradation of our web site was 18th January 2024.	However, Principal reiterated that input from all departments must reach Principals' office by 12-02-2024	Chairman requested the Dean Academics to follow up the Departments and stick to the last date positively.

4.0   Submission of DATA for NIFR.

4.1	Chairman stated that the last date for submission of DATA for NIRF is 31-01-24	Chairman requested the HoDs to see that DATA sought from departments must be urgently provided at the Principals' Office.	HoDs and team coordinating NIRF are confident of submitting the NIRF DATA before the due date.

5.0   Preparation for NBA & NAAC assessment.

5.1	Chairman suggested members to activate NBA Coordinators for	While, the new department selected to apply for accreditation was CSIT, EE will	Chairman stated that for NBA accredited departments the compliance reports must be

	the documentation and prepare for the visit. Since our NBA accreditation is up to 30 June 2025, we need to prepare our self by this June.	also apply this time for Accreditation. MBA & MCA, two post-graduation programmes shall also be applying for accreditation after internal assessment for 1 month.	made ready. For new departments whole documentation preparation must start immediately. For NAAC, we need to freshly prepare all documentation.

6.0 Evaluation of odd Semester Examination Papers.

6.1	Chairman wanted to know the date of declaration of the Odd Semester Examination Results.	The CoE stated that the evaluations are completed and the result shall be declared at the earliest.	Chairman wanted the results shall be declared by 31st Jan'24.

Coordinator IQAC   **CHAIRMAN IQAC**

MINUTES OF 49th MEETING OF THE IQAC (Internal Quality Assurance Cell)

Date: 12-04-2024

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful commencement of 1st Semester classes in the new class rooms South Block with all ICT facilities.

1.0 Review of the Minutes of the 48th Meeting of the IQAC dated 19-01-2024

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Nua Scheme Digital Skilling Odisha	500 licenses have been provided by Govt. for joining of GITA students in the Coursera Courses.	Students from across the branches and batches have joined the courses of Coursera.
1.2	Departmental Input for web site upgradation	All departments have provided their departmental inputs for the Web Site.	The scrutiny of the data is ongoing for upgradation of the website.
1.3	Submission of DATA for NIFR	Departments have provided the Data for the participating in the NIRF survey.	The NIRF for GITA Autonomous College has been submitted within the due date successfully.
1.4	Preparation for NBA & NAAC assessment.	New departments selected to apply for accreditation were CSIT & EE. MBA & MCA, two post-graduation programmes shall also be applying for accreditation.	The Chairman stated that while the accredited departments shall complete the compliance to the points raised by the Members, the new departments shall be preparing the SAR & SSR at the earliest

1.5	Declaration of Odd Semester Results.	The CoE stated that the evaluations are completed and the result shall be declared at the earliest.	The results were declared on 12-04-2014 with the Consent of the Director Examination from BPUT.

2.0 Conducting Even Semester Examination Effectively**.**

2.1	It was decided to plan the Even Semester Examination effectively by revamping Question Setting, Admit Card issue, Evaluation Process etc so as to declare the results in time without delay.	Chairman stressed upon starting the evaluation process from the third date of examination. The internal & Sessional marks of departments are being collected to expedite the evaluation process.	The Controller of Examinations stated that the transfer of Internal/Sessional marks can be done online and to that effect a WhatsApp message have been circulated in GITA Official.

3.0 Course File preparation

3.1	Chairman wanted that the course files of Odd Semester i.e. for 2023-24 & Even Semester I.e. for 2022-23 must be prepared for all courses by 25-05-2024 without fail. Principal also reiterated that faculties of every institute are writing their course files and it is a part of the responsibility of the Faculty. This must be treated as extremely urgent.	Departments assured of completing the course files for Even as well as for Odd Semester by 15 May 2024.	Chairman requested the Dr. B P Mishra to follow up the Departments and stick to the last date positively.

4.0 Commencement of Odd Semester 2023-24.

4.1	Chairman stated that the results of the Even Semester must be out by 25-05-24, as such the Odd Semester must start in July first week.	It was unanimously decided that the Odd Semester 2023-24 Shall be commenced from 08-07-2024.	Chairman advised the Controller of Examinations and the Dean Academics to facilitate result declaration of the Even Semester and Preparation & Circulation of the Time Table and Notice for the Odd Semester commencement.

5.0 Preparation of the Departmental Data for revamping the Website.

5.1	Chairman suggested members to check the data they have provided with Lalatendu for upgradation of the website.	Mr. Lalatendu was advised to put the data in the same format as provide by collating the data in the format.	Chairman declared that the website will be updated by end of this month.

Coordinator IQAC   **CHAIRMAN IQAC**

Date: 02-07-2024

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful completion of the Even Semester Examinations Evaluations and result publication.

1.0 Review of the Minutes of the 49th Meeting of the IQAC dated 12-04-2024

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Conducting Even Semester Examination Effectively	Chairman stressed upon starting the evaluation process from the third date of examination. The internal & Sessional marks of departments are being collected to expedite the evaluation process.	The Controller of Examinations stated that the transfer of Internal/Sessional marks can be done online and to that effect a WhatsApp message have been circulated in GITA Official.
1.2	Course File preparation	Departments assured of completing the course files for Even as well as for Odd Semester by 15 May 2024.	Chairman requested the Dr. B P Mishra to follow up the Departments and stick to the last date positively.
1.3	Commencement of Odd Semester 2023-24.	It was unanimously decided that the Odd Semester 2023-24 Shall be commenced from 08-07-2024.	Chairman advised the Controller of Examinations and the Dean Academics to facilitate result declaration of the Even Semester and Preparation & Circulation of the Time Table and Notice for the Odd Semester commencement.

1.4	Preparation of the Departmental Data for revamping the Website	Mr. Lalatendu was advised to put the data in the same format as provide by collating the data in the format.	Chairman declared that the website will be updated by end of this month.

2.0 Teaching load submission, Publication of Timetable and upload of Lesson Plan in the web server.

2.1	Chairman stressed upon the Teaching load calculation and submission to Principals office. He also stressed on the Timetable preparation and upload of Lesson Plans in the web server.	Dean Academics informed that all departments except the CSE department have submitted the Load of the Department. Dr. Prasant Bal stated that he is circulating the Time table of Odd Semester at the earliest. All HoDs have promised that the lesson plans shall be uploaded in the web server.	Chairman stated that the 2nd Semester classes shall continue in the South block till further arrangements.

3.0 Anti-ragging Committee and Anti-ragging Squad & Countering Threat of Drug Abuse among students

3.1	Chairman suggested to start the evening squad to counter the abuse of potential Alcohol and Cigarette consumption by the students.	Dean Academic stated that a time table to that effect is being already circulated.	Chairman stated the squad should detect such menaces and take disciplinary action deemed fit.

4.0 Submission of NBA Compliance Report and SAR.

4.1	Chairman stated that the CSAI and CSIT shall prepare the SAR as the new department for Accreditation. Other departments are	Chairman also informed that there is a chance of merger of CS Department in Future. But the remaining department shall be CSE, CSAI, CSIT and CSDS.	HoDs have stated that their compliance report is already completed and SAR preparation is continuing.

	required to make the compliance report as well as the SAR.		

5.0 Scheduling of Supplementary Examinations.

5.1	Chairman suggested to hold the Supplementary Examinations in a weeks' time.		It was decided to conduct the Supplementary Examination from 10 July 2024 and schedule it in the 3 PM to 6 PM slot.	The Dean Academic stated that he is circulation the Examination time table by today evening.

Coordinator IQAC   **CHAIRMAN IQAC**

GITA BHUBANESWAR

MINUTES OF 51st MEETING OF THE IQAC (Internal Quality Assurance Cell)

Date: 25-10-2024

Time: 17:00 hrs.

Venue: IQAC Hall

Present: As per the attendance sheet, attached.

Chairman: Prof. Dr. M.K. Roul, Principal

Welcome note by the Chairman to all members with a brief on the successful completion of the Supplementary Semester Examinations Evaluations and result publication.

1.0 Review of the Minutes of the 50th Meeting of the IQAC dated 02-07-2024

Sl. No.	Agenda / Discussions in the IQAC Meeting	Action Taken on the agenda points of the IQAC Meeting	Responsibility/Proof of implementation, if any.
1.1	Teaching load submission, Publication of Timetable and upload of Lesson Plan in the web server	Chairman stressed upon the Teaching load calculation and submission to Principals office. He also stressed on the Timetable preparation and upload of Lesson Plans in the web server.	Chairman stated that the 2nd Semester classes shall continue in the South block till further arrangements.
1.2	Anti-ragging Committee and Anti-ragging Squad & Countering Threat of Drug Abuse among students	Chairman suggested to start the evening squad to counter the abuse of potential Alcohol and Cigarette consumption by the students.	Chairman stated the squad should detect such menaces and take disciplinary action deemed fit.
1.3	Submission of NBA Compliance Report and SAR	Chairman also informed that there is a chance of merger of CS Department in Future. But the remaining department shall be CSE, CSAI, CSIT and CSDS.	HoDs have stated that their compliance report is already completed and SAR preparation is continuing.
1.4	Scheduling of Supplementary Examinations	Chairman suggested to hold the Supplementary Examinations in a weeks' time.	It was decided to conduct the Supplementary Examination from 10 July 2024 and schedule it in the 3 PM to 6 PM slot.

2.0 Course Coverage and Conduct of Odd Semester Examinations

Sl. No.	Agenda	Action Taken	Responsibility
2.1	Chairman announced that the End Semester Examination of 3rd, 5th & 7th Semester shall be held from 18th November, 2024.	The First year End Semester shall be held from 16 December, 2024 with one day gap for each subject. Their Mid Semester Exam shall be conducted from 11 to 16 November 2024. In the interest of course completion in time, the Saturdays shall have first year Classes from next week i.e. from 26-10-2024.	Chairman stated that the 2nd Semester classes shall continue in the South block till further arrangements.

3.0 BPUT Tech Carnival

3.1	Chairman informed that BPUT Tech Carnival will be held from 14 Nov to 20 Nov. 2024.	Dean Academic stated that we are holding competitions in Pitch Deck Through Canva Video, Math Olympiad and Face Painting. A large number of colleges will be participating.	Chairman stated that while we shall conduct the competitions in campus, should also organize our student participation in other competitions in other colleges.

4.0 Odd 2022-23 & Even 2023-24 Semester Course Files of HoDs

4.1	Chairman wanted to look into the Course files of HoDs in the coming week.	Chairman stated that Prof. N P Patro & Prof. B P Mishra shall see the status of the course files and provide a report end of this week.	HoDs have stated that their course files are complete and available for audit by Prof. Patro & Mishra

5.0 Internal Academic Audit of Departments

5.1	Chairman suggested to audit of academics in line with the External Academic Audit.	Chairman wanted Dir. IQAC to draft a format for the Internal Audit.	Chairman stated that two Department HoDs shall a one department in prese the Dir. IQAC.

6.0 Patent publication by Faculty members

6.1	Chairman informed that 57 Faculty members have filled patents and published.	Dean Research requested for papers for the Institute journal in the name of International Journal of Science & Research.	Chairman wanted that th Journal must be publishe next week.

Coordinator IQAC   **CHAIRMAN IQAC**