

**NOTICE**

IGIT/IQAC/07

Dated 10.12.2021

As advised by the Director, the internal IQAC meeting will be held on 20<sup>th</sup> of Dec 2021 at 11.00 AM in the Director's chamber. All the internal members are requested to attend the meeting.

*Urmila Bhanja*  
*10-12-2021*

Prof. Urmila Bhanja  
Convenor IQAC

Copy:

1. PA to the Director for kind information of the Director
2. All the members of the IQAC

21

**Indira Gandhi Institute of Technology  
Sarang-759146**

**Internal Quality Assurance Cell**

**IGIT/IQAC/08**

**20.12.2021**

**Proceedings of the meeting of the Internal Quality Assurance Cell held on 20.12.2021 at 11.00 AM in the chamber of the principal, IGIT**

The following members were present:

1. Prof (Dr) Satyabrata Mohanta, Director (Chairman IQAC)
2. Prof (Dr) Suresh Pattnaik, Member, IQAC, Professor, IGIT, Sarang
3. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
4. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
5. (Dr) Urmila Bhanja, Convenor Member, Convenor, IQAC, Professor, IGIT Sarang
6. Mr. R. N Majhi, Registrar, Member IQAC, IGIT Sarang

Discussions are carried out on various aspects of quality enhancement and suggestions by the committee members are mentioned below.

1. Institute has signed MOU with few industries for students training and internship program.
2. To update knowledge students are advised to take NPTEL and SWAYAM courses. Credits are to be included in the revised curriculum.
3. Mentoring program was discussed with a clear vision to know the students better and to resolve the student related issues.
4. Project diary is made compulsory for each group of students to weekly monitor the students' progress in major project, which was also discussed.
5. It is decided to set up a Center of excellence in the institute in collaboration with BPUT for all the students for giving internship and training to the students during summer/autumn break.

- 6. NIRF rank for the year 2020 and 2021 was analyzed. It was found that the score was improved in 2021 compared to the previous year. Furthermore, the methods to improve the ranking quality parameters was also discussed (NIRF ranking analysis report is attached)
- 7. It was decided to upload the revised SAR for the NBA for five different UG courses as the previous NBA visit was cancelled due to the pandemic. Visit dates are fixed after consulting with the respective HoDs.

The meeting ended with thanks from the chair.

*S. Mohanta*  
20/12/2021

Prof (Dr) Satyabrata Mohanta Director (Chairman IQAC)

*S. Pattanai*  
20/12/2021  
Prof (Dr) Suresh Pattanai (Member IQAC)

*B. Sahoo*  
20/12/2021  
Prof (Dr) Bidyadhar Sahoo (Member IQAC)

*B. Panigrahi*  
20/12/2021  
Prof (Dr) Bibhu Prasad Panigrahi (Member IQAC)

*U. Bhanja*  
20-12-2021  
Prof (Dr) Urmila Bhanja (Convenor Member IQAC)

*R. NMajhi*  
20/12/2021  
Mr. R. NMajhi (Registrar Member IQAC)

NOTICE

IGIT/IQAC/09

Dated 22.04.2022

As advised by the Director, the internal IQAC meeting will be held on 25<sup>th</sup> of April 2022 at 11.00 AM in the Director's chamber. All the internal IQAC members are requested to attend the meeting.

*Urmila Bhanja*  
*22.04.2022*

Prof Urmila Bhanja  
Convenor IQAC

Copy:

1. PA to the Director for kind information of the Director
2. All the members of the IQAC

**Indira Gandhi Institute of Technology  
Sarang-759146**

**InternalQualityAssuranceCell**

**IGIT/IQAC/10**

**25.04.2022**

**Proceedings of the meeting of the Internal Quality Assurance Cell held on 25.04.2022  
at 11.00 AM in the chamber of the principal, IGIT**

**The following members were present:**

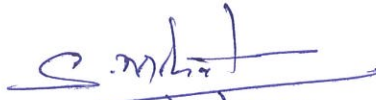
1. Prof (Dr) Satyabrata Mohanta, Director (Chairman IQAC)
2. Prof (Dr) Suresh Pattnaik, Member, IQAC, Professor, IGIT, Sarang
3. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
4. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
5. Prof (Dr) Urmila Bhanja, Convenor, IQAC, Professor, IGIT Sarang
6. Mr. R. N Majhi, Registrar, Member IQAC, IGIT Sarang

Discussions are carried out on various aspects of quality enhancement and suggestions by the committee members are mentioned below.

1. A format to be prepared for the mentor to keep track of performance records of individual mentees. A monthly report (department wise) to be prepared and send to the IQAC regularly once in a month (last week of the month).
2. A format to be prepared for progress of lesson plans for each class and the reports of the plan should reach the IQAC regularly by the HoDs and HoOs twice in a semester ( after each of the terminal examinations)
3. Annual reimbursement to be made for each of the faculty members to become members of the international professional bodies.
4. Faculties are encouraged to submit one journal paper/conference paper per year.
5. To support faculties and students publication the plagiarism software, e library facilities to be provided by the institute.

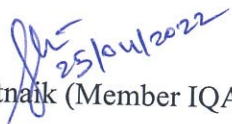
6. To provide seed money by the institute for interested faculties for a collaborative research funding at the national or international level.
7. Student's practical projects at rural level to be encouraged and supported.
8. To impart training to administrative and accounts supporting staff members with financial support.
9. IQAC invokes quality life of students and faculties for their mental health and facilities.
10. Visit dates for different departments are scheduled between 10<sup>th</sup> of May 2022 to 12<sup>th</sup> of May 2022.
11. A IQAC meeting is scheduled to held in hybrid mode on 13<sup>th</sup> of May 2022 (tentative) in presence of external members. Timing will be fixed after discussion.

The meeting ended with thanks from the chair.



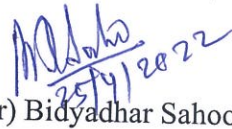
25/04/2022

Prof (Dr) Satyabrata Mohanta Director (Chairman IQAC)



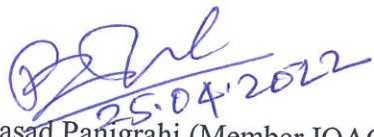
25/04/2022

Prof (Dr) Suresh Pattnaik (Member IQAC)



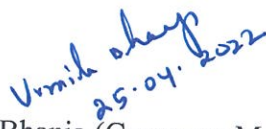
25/4/2022

Prof (Dr) Bidyadhar Sahoo (Member IQAC)



25.04.2022

Prof (Dr) Bibhu Prasad Panigrahi (Member IQAC)



25.04.2022

Prof (Dr) Urmila Bhanja (Convenor Member IQAC)



25/4/2022

Mr. R. NMajhi (Registrar Member IQAC)

Notice

26

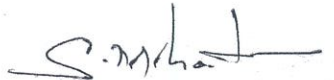
IGIT/PA/142

IGIT/PA/142

Dated 05.05.2022

It is for information of all the HoDs and HoOs that the IQAC team will visit as per the dates mentioned below. Therefore, all the Heads of departments and Heads of offices and other faculty/staff members are requested to be present for the said visit. The visit to the different departments will start at 9.00 am onwards.

This may be treated as most urgent.

  
DIRECTOR 05/05/2022  
IGIT Sarang

Date of visit: 10<sup>th</sup> of May 2022 (Mechanical Engg, Electronics & Communication Engg)

Date of visit: 11<sup>th</sup> of May 2022 (Electrical Engg, Metallurgical & Material Science Engg)

Date of visit: 12<sup>th</sup> of May 2022 (Civil Engg, Chemical Engg)

Copy to:

- 1) PA to the Director for kind information of the Director
- 2) All Heads of Departments and Heads of Offices.
- 3) IQAC committee members

34

**Indira Gandhi Institute of Technology  
Sarang-759146**

**Internal Quality Assurance Cell**

**IGIT/IQAC/13**

**10.05.2022**

Proceedings of the visit on 10.05.2022 to the Department of ETC and Mechanical Engg of the Internal Quality Assurance Cell. The following committee members visited the above departments and suggested few points regarding the departmental SAR files and other peripheral environment in the new academy building as mentioned below.

1. For the department of ETC budget allocation information to be provided from the accounts section/ self finance dealing assistant. (recurring and non recurring)
2. File nos 4, 6, 7 and (12 to 31) are in progress and the committee suggested to complete it quickly with all the relevant information.
3. For the department of Mechanical Engg budget allocation information to be provided from the accounts section. (recurring and non recurring)
4. Faculty student ratio (FSR) is to be improved in all the departments as per the NBA guidelines.
5. Lift is to be installed in the new academy building immediately preferably before 20<sup>th</sup> of May 2022.
6. Escalator is to be installed in the new academy building for the benefit of physically handicapped students/faculties and old aged faculties.



23

7. Bees to be removed from the new academy building.
8. Fire fighting system is to be installed in the new academy building as a safety measure.

1. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
2. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
3. Prof (Dr) Urmila Bhanja, Convenor, IQAC, Professor, IGIT Sarang

Urmila Bhanja  
10/5/2022  
Bibhu Prasad Panigrahi  
10/5/2022

CC:

1. Chairman, IQAC
2. Other IQAC committee members.

36

**Indira Gandhi Institute of Technology**  
**Sarang-759146**

**Internal Quality Assurance Cell**

**IGIT/IQAC/14**

**11.05.2022**

Proceedings of the visit on 11.05.2022 to the Department of Electrical Engineering and Metallurgical & Material Science Engineering. of the Internal Quality Assurance Cell.

The following committee members visited the above departments and suggested few points regarding the departmental SAR files and few points regarding the room numbers and its locations in the new/old academy building as mentioned below.

1. For the department of Electrical Engineering and Metallurgical & Material Science Engineering budget allocation information is to be provided from the accounts section. (recurring and non recurring)
2. Committee suggested to prepare summary sheets for all the departmental SAR files and signed by the respective HoDs.
3. All the evidences are to be kept ready along with the files including placement, sports or any other students' activities as per the suggestions by the IQAC committee.
4. Committee decided that the best project validation is to be done by a departmental committee.
5. Departmental Board of studies members to be uploaded in the website.
6. For the department of Electrical Engineering File numbers 26 to 31 are in progress.
7. For the department of Metallurgical & Material Science Engineering summary sheet for each files to be maintained.

8. Result analysis for the students for each course and batch to be done.
9. Committee suggested to improve all the files for both the departments.
10. For the department of Metallurgical & Material Science Engineering File numbers 13—17, 20, 26, 28, 30 and 31 are in progress. Committee suggested to complete the files ASAP.

1. Prof (Dr) S C Pattnaik, Member, IQAC, Professor, IGIT, Sarang
2. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
3. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
4. Prof (Dr) Urmila Bhanja, Convenor, IQAC, Professor, IGIT Sarang

*Handwritten signatures and dates:*  
gk  
MSB  
Urmila Bhanja  
12.05.2022

CC:

1. Chairman, IQAC
2. Other IQAC committee members.

10

**Indira Gandhi Institute of Technology  
Sarang-759146**

**Internal Quality Assurance Cell**

**IGIT/IQAC/15**

**12.05.2022**

Proceedings of the visit on 12.05.2022 to the Department of Chemical Engineering and Civil Engineering of the Internal Quality Assurance Cell.

The following committee members visited the above departments and suggested few points regarding the departmental SAR files as mentioned below.

1. Committee suggested to prepare summary sheets for all the departmental SAR files and signed by the respective HoDs.
2. All the evidences are to be kept ready along with the files including placement, sports or any other students' activities as per the suggestions by the IQAC committee.
3. Committee decided that the best project validation is to be done by a departmental committee.
4. Departmental Board of studies members to be uploaded in the website.
5. For the department of Chemical Engineering File numbers 12 to 16 are in progress.
6. For the department of Civil Engineering summary sheet for each files to be maintained.

39

7. Result analysis for the students for each course and batch to be done.
8. Committee suggested to improve all the files for both the departments.
9. Committee suggested completing the SAR files ASAP.

1. Prof (Dr) S C Pattnaik, Member, IQAC, Professor, IGIT, Sarang
2. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
3. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
4. Prof (Dr) Urmila Bhanja, Convenor, IQAC, Professor, IGIT Sarang

*for*  
*Urmila Bhanja*  
*12.05.2022*

CC:

1. Chairman, IQAC
2. Other IQAC committee members.



Urmila Bhanja <urmila@igitsarang.ac.in>

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## Request to join the IQAC meeting at IGIT Sarang on 13.05.2022 at 4PM

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Urmila Bhanja <urmila@igitsarang.ac.in>  
To: Sudeep Chand <skchand2001@yahoo.com>  
Cc: Principal IGIT Sarang <principal@igitsarang.ac.in>

Tue, May 10, 2022 at 12:45 AM

Dear Sir,

This is my pleasure and honor to invite you to our IQAC meeting to be held in hybrid mode on 13.05.2022 at 4 pm at IGIT Sarang.

PI kindly find the attached files.

Minutes of the previous meeting are enclosed herewith for your kind reference.  
Waiting for your valuable suggestions to enhance the overall quality of the Institute.

I'll be sending the google meet link one hour prior to the meeting.

Honorarium for the meeting will be paid as per the Institute rule. PI. make it convenient to join the meeting.


Thanks & Regards,  
Prof Urmila Bhanja  
Convener IQAC

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### 2 attachments



**Prof. S . K. Chand.jpeg**  
220K

 **Minutes of the IQAC.pdf**  
1816K



# Indira Gandhi Institute of Technology, Sarang-759146

## Internal Quality Assurance Cell

IGIT/IQAC/16

13.05.2022

### Proceedings of the meeting of the Internal Quality Assurance Cell held on 13.05.2022 at 4.00 PM in the chamber of the Principal, IGIT

The following members were present:

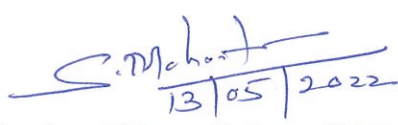
1. Prof (Dr) Satyabrata Mohanta, Director (Chairman IQAC)
2. Prof (Dr) Sudeep Kumar Chand, Member Secretary, Professor, IGIT, Sarang
3. Prof (Dr) Mihir Kumar Sarangi, Associate Professor, Mechanical Engineering Department, IIT, Kharagpur, Expert Committee Member
4. Dr. Abhina Chandra Biswal, Race2cloud Technology, Bengaluru, Expert Committee Member
5. Prof (Dr) Suresh Pattnaik, Member, IQAC, Professor, IGIT, Sarang
6. Prof (Dr) Bidyadhar Sahoo, Member, IQAC, Professor, IGIT, Sarang
7. Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC, Professor, IGIT, Sarang
8. Prof (Dr) Urmila Bhanja, Convenor, IQAC, Professor, IGIT Sarang
9. Mr. R. N Majhi, Registrar, Member IQAC, IGIT Sarang

Discussions are carried out on various aspects of quality enhancement and suggestions by the committee members are mentioned below.

1. The committee reviewed the Annual Personal Assessment Report (APAR) and approved after slight modifications.
2. Annual quality Assurance report (AQAR) for the year 2020-2021 is revised and approved.
3. Members suggested to improve research by giving incentives to faculty members.
4. Members also suggested that the faculty members of IGIT should create their own "ORCID ID".
5. Committee suggested to improve perception through interactions with alumni, and industries. (Through interaction programmes, invited talks etc.)

- 6. The committee discussed the progress of establishment of center of excellence. The committee suggested to name the center of excellence. Additionally, the committee also suggested that there should be a center of excellence owned by IGIT to impart training to the students on various recent topics (AI, Embedded System etc.).
- 7. Members suggested to apply for the accreditation (NBA) of the remaining departments (Master's in Computer Science & Engg. and Production Engineering).
- 8. Members also suggested to apply for the accreditation (NBA) of all the Post-Graduate programs.

The meeting ended with thanks from the Chair.

  
13/05/2022

Prof (Dr) Satyabrata Mohanta, Chairman, IQAC



Prof Sudeep Kumar Chand, Member Secretary, IQAC



Prof Mihir Kumar Sarangi, Expert Member, IQAC



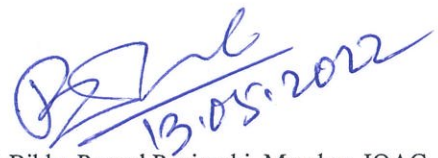
Dr. Abhina Chandra Biswal, Expert Member, IQAC



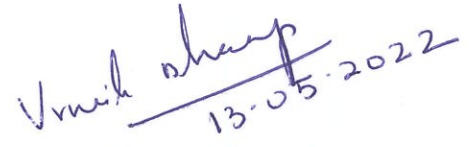
Prof (Dr) Suresh Pattnaik, Member, IQAC



Prof (Dr) Bidyadhar Sahoo, Member, IQAC

  
13.05.2022

Prof (Dr) Bibhu Prasad Panigrahi, Member, IQAC

  
13-05-2022

Prof (Dr) Urmila Bhanja, Convenor Member, IQAC

  
13/5/22

Mr. R. NMajhi, Member, IQAC