



Minutes of IQAC meeting held on dated 06/08/2025, 4:00 PM at IQAC Cell, IGIT Sarang

Members Present

- i. Prof. B.D. Sahoo, Director and Chairman
- ii. Prof. S.N. Mishra, Professor Department of CSE & A, Member
- iii. Prof. B.P. Panigrahi, Dean PGS & R, Member Secretary
- iv. Prof. T.K. Nath, Dean FARC, Member
- v. Prof. P. Das, Dean S/W, Member
- vi. Prof. U. Bhanja, Dean A/E, Member
- vii. Prof. Mihir Sarangi, Prof IIT Kharagpur, Member
- viii. Dr. R. Behera, Associate Professor Electrical Engineering, Coordinator
- ix. *Dr. M. P. Behera, Registrar, Member.*

The Chairman welcomed the members to the meeting. The following issues were discussed.

1. Addition of an Asst. Prof. in IQAC cell, as per norms of NAAC (IQAC cell regulation). The committee has recommended adding one faculty member from Asst. Prof. Cadre in the IQAC Committee.

2.1. Academic Quality Benchmarks/Parameters.

In order to increase the enrollment ratio in BTech/MTech/PhD, more focus will be given to complete the construction of sanctioned Hostels and adequate facility for residence of the students will be created.

2.2. Student diversity:

(A). Mentors should identify the learners in term

(I). Advanced learners.

(II). Slow learners.

Departments will conduct remedial Classes for slow learners. Similarly, advanced training/courses will be provided by the concerned Department. The Departmental administration should organize such programs. The financial provision will be made from the account of IRG/Dean (A/E)/TEQIP-III (Corpus fund)/Self Finance fund.

(B). Department should maintain a suitable mentor faculty and student ratio as per the AICTE regulation. Convenient procedure must be initiated by the Departments for interaction with the students and parents through mentor. Where ever necessary, Institute will give support to the mentor and student both through its administrative system. The following criterion should be followed.

i) As per the AICTE Norms

Faculty Cadre Ratio (FCR) should be,

Professor: Associate Professor: Assistant Professor



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- (i) 1:2:6 (UG) @ SFR 15:1
(ii) 1:1:1(PG) @ SFR 12:1

ii) As per NBA/NAAC,

Marks to be given proportionally from a maximum of 30 to a minimum of 10 for average SFR between 15:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below:

SFR < 15 - 30 Marks , < 17 - 26 Marks, < 19 - 22 Marks , < 21 - 18 Marks,
< 23 - 14 Marks , < 25 - 10 Marks, > 25 - 00 Mark

Student Faculty Ratio (SFR) = S/F

S= No. of students of all programs in the Department including all students of allied departments/clusters. ▪

No. of students (S)=Sanctioned Intake (SA)+ Actual admitted students via lateral entry including leftover seats (L) if any (limited to 10 % of SA)

▪ Students who admitted under supernumerary quotas (SNQ, EWS, etc) will not be considered in calculating SFR value. Those students are exempted. Institute will initiate a proposal for getting Govt sanction of faculty posts as per the above criterion.

2.3. Learning Process.

(A). Student centric methods.

(I). Experimental

(II). Participative.

(III). Problems solving.

(B). Teachers should use ICT (Information Communication and Technology) enabled tools for teaching & learning.

(C). Adherence to Academic calendar.

(D) Academic regulation of the Institute should be strictly followed for evaluation of Theory and Practical Papers. Criterion for obtaining minimum 75% attendance in a subject, as per the Academic regulation should be strictly followed.

Department will monitor and encourage the faculty members to follow the above criterion for providing quality teaching & learning. Also the Institute Administration/Departmental Administration will conduct surprise visit to the classes and prepare the report in the prescribed format as mentioned in Annexure –I.

2.3. Adequate data as per NBA/NAAC/AICTE/UGC/BPUT

(A). CO-PO & PSO mapping report of each subject through ERP.

(B). No of students pass final year % of student passed final year has to be maintained in the Department.



(C). Student satisfaction survey/feedback has to be maintained in the Department.

(D) ERP enabled attendance monitoring system should be strictly followed.

The Institute ERP should be updated to maintain the above stated parameters.

2.4. Research, Innovation and Extension.

(A). Development of research facilities.

Department should specify their departmental and Central Research facilities (if any). Budgetary provision should be made to create/maintain at least one/two equipment in a financial year within a certain amount of money. Presently, no such provision is available. Budgetary provision for Skill development Project/Product development may be created for students/Faculty members. Faculties should be encouraged to augment such facilities through external project grant.

Start-up: Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

(B). Seed money to teachers for research.

A provision for granting seed money should be created based on AICTE 7th pay regulation.

➤ New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology. Also a provision for annual maintenance may be created.

➤ Grant for Professional Development All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

(C). Encouragement for Student/Teachers award.

Some financial incentive may be fixed to encourage faculty members/students for getting awards.

(D). Encouragement for external grant for project/consultancy.

(E). Workshop/Seminars to be conducted on Research methodology/IPR/Entrepreneurship/skill development.

(F). Ethics check committee has to be constituted.

(G). Encouragement for publication of papers.



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- (H). Sensitisation of social issues.
- (I). MoUs with industry & Institutes for quality research/training
- (J). Adequate class room / Lab should be created considering max 45 Nos of students per section.
- (K). Calendar should be prepared for cultural activities/yoga/games and sports other than annual festivals to be organized.
- (L). IT infrastructure should be improved campus wide Wi-Fi facility has to be created.
- (M). Should work on e-content development.
- Facility should be created
- (I). Media centre.
 - (II). Audio visual centre.
 - (III). Lecture capturing system(LCS).
 - (IV). Miring equipment & software for editing.
- (N). Maintenance of campus Infrastructure should be taken care on regular basis.
- (O). Continuous monitoring of scholarships should be conducted and recorded in file.
- (P). Activities to be organized for.
- (I). Soft skills
 - (II). Language & communication skill
 - (III). Life Skill.
 - (IV). Awareness of trends in technology.
- (Q). Guidance for competitive Exams and career counseling
- (R). Student grievance including sexual harassment and ragging cases.
- (I). Statutory/Regulation body.
 - (II). Organization of awareness program (on quarterly basis in an academic year)
 - (III). Mechanism for submission of online offline students grievance.
- (S). Tracking of placement/ higher study/GATE/GRE/TOEFEL/Civil service/state Govt. Jobs for passing out student should be conducted. A mechanism through ERP should be developed.
- (T). Organization of faculty development/staff development programs. Financial assistance should be provided for faculty/staff for attending/organizing such program.
- (U). Flexible Cadre Structure** While promoting the incumbent, flexible cadre structure be followed as below (AICTE 7th Pay Notification) Art 3.2. It will help in faculty retention and maintaining faculty organization structure including seniority. Also fulfill the requirement for accreditation.
- For example, $RF1 = \text{No. of Professors required} = \frac{1}{9} * \text{No. of Faculty required to comply with 20:1 Student-Faculty ratio based on no. of students (S) as per section 5.1 of SAR.}$



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➤ RF2= No. of Associate Professors required = $2/9 * \text{No. of Faculty required to comply with } 20:1 \text{ Student-Faculty ratio based on no. of students (S) as per section 5.1 of SAR.}$

➤ RF3= No. of Assistant Professors required = $6/9 * \text{No. of Faculty required to comply with } 20:1 \text{ Student-Faculty ratio based on no. of students (S) as per section 5.1 of SAR.}$

Faculty Cadre Proportion is 1(RF1): 2(RF2): 6(RF3)

Faculty cadre and qualification and experience should be as per AICTE/UGC norms.

Maximum marks should be limited to 25

if they exceed the allocated marks

➤ (Professor) AF1/RF1=1; (Associate Professor) AF2/RF2=1;

(Assistant Professor) AF3/RF3=1

Faculty Cadre Proportion marks= $(1+0.6+0.4) * 12.5=25$. [here, 12.5 is a constant factor]

Prof. (100% weightage); Associate Professor (60% weightage); Assistant Professor (40% weightage).

(i) With this cadre structure, more faculty members may become Professors / Associate Professors after getting Promotion at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.

(ii) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.

(iii) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.

(iv) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.

(v) If a suitable candidate is not available, the post shall be filled by open selection.

(vi) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.

(vii) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

3. Financial Management and Resources.

In order to integrate the academic requirement, financial budget/expenditure and speed up the process of procurement/academic activity, committee has proposed to create a post Dean Finance. A senior professor of this Institute should be given this additional responsibility. The post should



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rotate among professors of IGIT Sarang in every 3 years. The accounts section of IGIT Sarang should function under Dean Finance. All staff of accounts should report to Dean Finance. Dean finance will prepare the budget/expenditure every year. Dean finance should prepare guideline and format for Procurement of Goods/Works for the Institute as per OGFR rules, which should be modified from time to time based on the amendments.

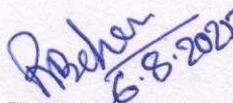
4. Approval/Accreditation to be applied:

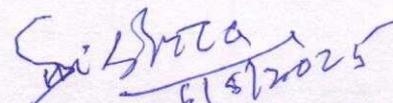
- (i) Obtain AICTE Approval – on Yearly Basis – Presently approved
- (ii) Obtain BPUT affiliation – on Yearly Basis – Presently affiliated
- (iii) Obtain Diploma State Ranking – on Yearly Basis – Presently Ranked
- (iv) UGC autonomy – Should be prepared to apply for renewal in 2026
- (v) NBA Accreditation – on Approval Basis – Should apply for renewal (2025)
- (vi) NAAC Accreditation – on Approval Basis – Approved for Five years from 2024, it will be renewed in 2029
- (vii) NIRF ranking – on Yearly Basis – Presently don't have any rank within 200
- (viii) Company accreditation- As per required
- (ix) MoU with industries – For training, hiring, internship, consultancy etc – Has to be initiated through Training and Placement Cell

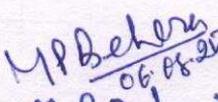
Concerned Departments should work on the matter of Accreditation as per the above schedule.

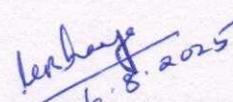
Continuous monitoring of academic and administrative activities

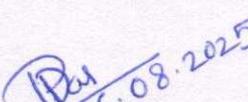
The meeting ended with thanks to the chair.

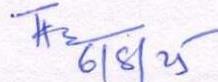

(Dr. R. Behera) 6.8.2025

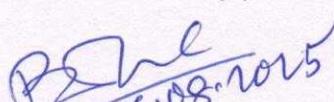

(Prof. Mihir Sarangi) 6/8/2025

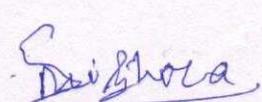

(Mr. P.K. Senapati) (Dr. M.P. Behera) 06.08.25

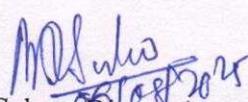

(Prof. U. Bhanja) 6.8.2025


(Prof. P. Das) 06.08.2025


(Prof. T.K. Nath) 6/8/25


(Prof. B.P. Panigrahi) 06.08.2025


(Prof. S.N. Mishra) 6/8/25


(Prof. B.D. Sahoo, Director) 06.08.2025