



INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
SARANG, DHENKANAL-759146  
(An Autonomous Institute of Govt. of Odisha)

NO.IGIT/ACA-EXAM- 771

Date-16.07.2022

**NOTICE**

**Attn: All 7<sup>th</sup>/9<sup>th</sup> Semester B.Tech/B.Arch Students**

This is to inform to all the students that as per Academic Regulation of IGIT, Sarang and decision taken in HOD Council meeting held on 04/07/2022, attendance of both Theory and Practical classes will be monitored strictly from the starting date of classes. A student shall be eligible to appear in end semester examination provided he or she attends 75% of classes in each Theory, Practical & Sessional subject during the semester. All the students are advised to attend the classes regularly to avoid shortage of attendance.

This may be treated as **MOST URGENT.**

*AD*  
*accp.*  
*16/07/2022*

*Rajaram*  
*16.07.2022*  
**Dean (A&E)**

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG.**  
**Minutes of HODs Council meeting held on 04.07.2022 at 03.00 PM in Career**  
**Development Centre (CDC)**

**Members Present: -**

- (1) Dr. S. Mohanta, Director
- (2) Dr. P.K.Pani, Dean, (A&E)
- (3) Dr. B.P. Panigrahi, Dean, PGS&R & HOD,I/c, Electrical Engg.
- (4) Dr. S.K.Senapati, HOD, I/c, Mechanical, Engg
- (5) Dr. (Mrs.) Pranati Das, HOD, Electrical, Engg.
- (6) Dr. (Mrs.) Dipa Das, HOD, Chemical
- (7) Dr. P.K. Mallick, HOD, Mett. Engg.
- (8) Dr. (Mrs) Ashima Rout, HOD, ETC Engg.
- (9) Dr. (Mrs.) S. Mishra, HOD, CSEA
- (10) Dr. B.B. Choudhury, HOD, Production Engg.
- (11) Dr. G.K.Pothal, HOD, B.Arch.
- (12) Dr. B.B. Panda, HOD, Chemistry
- (13) Dr. S.K.Tripathy, HOD, Physics
- (14) Dr. Pitambar Das, HOD, Mathematics
- (15) Dr. Rabindra Behera, Warden of Hostels
- (16) Dr. B.Sethi, Deputy CoE, IGIT, Autonomy
- (17) Dr.D.P.Pany, Deputy Registrar

**1. Increasing Student Enrolment under NPTL.**

It has been observed that student enrollment is very less under NPTL. The council suggests arranging awareness seminar at the department level to make the students aware about the availability of subjects and the benefit of NPTL courses. Secondly, it was decided to refund the NPTL registration fee to the students from sustainability fund on production of valid documents.

**2. Starting of Odd Semester Classes.**

It was decided to start the 7<sup>th</sup> semester B.Tech classes from 18/07/2022 and classes of 5<sup>th</sup> semester BTech will be started from 02/08/2022 after completion of 4<sup>th</sup> semester examination.

**3. Strengthening of Attendance Monitoring of Students and Student Mentoring System.**

The council decided to strengthen the attendance monitoring system from this session. As per IGIT Academic Regulation 3.3. a minimum of 75 % attendance is mandatory. Every department will monitor the attendance on monthly basis and accordingly inform the students having shortage of attendance. Department will communicate the students having shortage of attendance. The list of students having shortage of attendance at the end of semester may be communicated at least 10 days prior to commencement of semester examination for further action as per the regulation.

All the students will have to submit the mentor form to their respective mentor within 15 days of starting of classes. All the faculty mentors will be requested to interact with the mentees regarding their academic progress, mental health and any other matters related to the career of the students. The Head of the Department will take a review of the mentoring system at least twice in a semester to ensure effective mentoring system.



**4. Study Tour of 2<sup>nd</sup> and 3<sup>rd</sup> year BTech Students.**

The council decided to conduct study tour of 2<sup>nd</sup> year & 3<sup>rd</sup> year students to the nearest industries. Further, this year study tour of the final year students may be carried out as they have not got the opportunity of visiting any industry during last year because of the COVID-19 pandemic situation.

**5. Release of Payment towards the Purchase of Equipment under TEQIP III**

The council decided to release the payment towards purchase of equipment under TEQIP-III. The expenditure will be booked under unspent equipment grant of the institute.

**6. Submission of NAAC Data**

It was decided to submit the pending NAAC data to the coordinator NAAC, so as to upload the data in the 2<sup>nd</sup> week of July-2022. All HoDs are requested to expedite the process of data submission.

**7. Submission of Final year Projects to CoE and Record of Internship.**

It was decided to submit the final year evaluated project reports of both B.Tech and M.Tech Students to CoE. The reports may be submitted to CoE at the earliest before publication of result.

Further, it was decided to keep the internship record/ diary of the students by the department for final evaluation by a committee for onward submission to CoE.

**8. Engagement of Guest Faculty for Odd Semester- 2022**

The following dates are finalized to conduct Walk in Interview for engagement of guest faculties for odd semester 2022.

- (i) Submission of requirement by the Department 07/07/2022.
- (ii) Release of Advertisement by 08/07/2022.
- (iii) Walk-in-Interview by 26/07/2022.

It was decided not to call B.Tech students to attend the interview.

**9. Regarding Payment of Remuneration of the Guest Faculties under Self-financing Scheme.**

Earlier the remuneration of the guest faculties working under self-financing departments was booked under self-financing head of account. Keeping in view of the fund position the council decided to ~~not~~ book this expenditure under institute head.

**10. Regarding Payment of Expenditure of Anwesan 2022.**

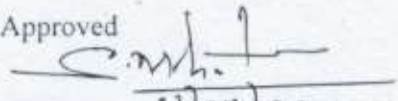
As per the decision taken in HOD Council meeting the Annual literary competition Anweshan was held from 18/04/2022 to 22/04/2022. Now, it has come to the notice that the bill of light and sound along with tent is pending. In this regard the V.P. Cultural Association is advised to settle the bills.

**11. Necessary Steps to Curb the Menace of Ragging in the Institute**

The Council discussed various measures to be taken to curb the menace of ragging in the Institute. It was decided to make the campus ragging free by adopting Zero Tolerance for involvement in ragging.

The meeting ended with thanks to the Chair.

Submitted for kind Approval.

Approved  
  
17/07/2022  
**DIRECTOR**

