



**OFFICE OF THE PRINCIPAL**  
**GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS**  
**SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.**

**Ref. No:**

**Date:**

**Office Order**

**Internal Quality Assurance Cell (IQAC)**

**Academic Year 2022-23**

In pursuance to the guidelines of UGC, in pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of the Institution and following the guidelines of NAAC, Bangalore, the Internal Quality Assurance Cell (IQAC) of Gandhi Institute of Excellent Technocrats, Bhubaneswar, is constituted consisting the following members with following objectives, role and responsibilities.

**Members**

Sl.No	Name, Designation and Address	Position in the IQAC
1.	Dr.Subhrajit Pradhan, (Principal) Gandhi Institute of Excellent Technocrats, Bhubaneswar	Chairman
2.	Dr.Sibabrat Mohanty, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Coordinator
3.	Er Rama Narayan Sabat, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Management Member
4.	HOD-Mechanical, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
5.	HOD-Civil, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
6.	HOD-CSE, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
7.	HOD-EEE, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
8.	HOD-BSH, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
9.	HOD-ECE, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
10.	HOD-MBA, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member <b>(Ex-Officio)</b>
11.	HOD- MCA, Gandhi Institute of Excellent Technocrats, Bhubaneswar	



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12.	HOD - EE, Gandhi Institute of Excellent Technocrats, Bhubaneswar	
13.	Dr.PradiptaBiswal,Professor,IIIT,Bhubanewer, External Expert,	Member
14.	Dr.SibasankarMohapatra,NIT,Rourkela, External Expert,	Member
15.	Dr.AmitkumarJana,Professor BSH, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member
16.	Subashchandra Mishra, Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member
17.	Dr. Harish chandGiri Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member
18.	Dr.Atul ,Gandhi Institute of Excellent Technocrats, Bhubaneswar	Member
19.	ErAbhaya Mishra(Siemens India pvt ltd pune), Industry Expert	Member
20.	ErBibhu Prasad Padhi (ApMosys Technologies Pvt.Ltd.) Industry Expert	Member
21.	Mr Sunil Muduli (Sarapancha )Local Society Nominee	Member
22.	Mrs SumitaPadhi(Director T & P)	Member
23.	Mr Jitendra Kumar Mishra (Administrative Officer)	Member
24.	Mr Amit Sharma, Vice President (Royal Infra) Employer	member
25.	Mr JandharanKar, Vice President (Power Mech) Employer	member
26.	Mr Satish Narayan, Senior HR (Liferay India PVT. Ltd) Employer	member
27.	Ms Ashima Mohanty(2015-2019) Alumni	Member
28.	Mr RohitRai(2015-2019) Alumni	Member
29.	Mr Pravat Kumar Nath Sharma (2016-2020) Alumni	Member
30.	Mr Badal Kumar Jena (2016-2020) Alumni	Member
31.	Debananda Dalai (2019-2023) Student	Member
32.	SaiSrutiSahu (2019-2023) Student	Member
33.	Deepak Kumar Majhi(2020-2024) Student	Member
34.	Priyanshu Mohanty(2020-2024) Student	Member
35.	BebyNaik(2021-2025) Student	Member
36.	SaileshTripathy(2021-2025) Student	Member
37.	Manoranjan Das (Parent)	Member
38.	SachitraSenapati(Parent)	Member

**Objective**

The primary aim of IQAC is



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- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To promote the research and development activities in every department of the institute.
- To build and insecure a quality culture aimed at all round excellence at the institutional level.

### **Strategies**

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad

### **Functions**

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;



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- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Meeting**

1. Normally there shall be 3-4 meetings to be conducted in each academic year .  
Provided, If the authorities think fit additional meeting may be called for to finalise different quality issues of the Institute
2. The Chairperson of the IQAC will preside over the meeting. In his/her absence, the other members will nominate one among them to preside over the meeting.
3. The Coordinator of IQAC will prepare the agenda for each meeting and cause it to be sent to all the members at least fifteen days before the date of the meeting
4. The decisions in IQAC shall be made as far as possible by consensus and, if required, by majority.
5. The coordinator shall prepare the minutes of each meeting and shall submit them to the Institute administration for approval and implementation.

**Quorum:**

Attendance of minimum of 2/3<sup>rd</sup> members including special invited members but excluding the member coordinator shall constitute the quorum of the meeting.

**Term of the IQAC:**

The tenure of the IQAC shall be 2 years from the date of constitution. If the authorities of the Institute feel fit the tenure may further be extended.

**By the order of Management**

**Principal,  
Gandhi Institute of Excellent Technocrats  
Bhubaneswar**