



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

Campus: Gramadaha, Gangapada, Bhubaneswar, Khurdha, 752054, Odisha, INDIA
Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 7978380513, 9438133221

ACADEMIC COMMITTEE

Ref No. GITAM/Com/2020/131

Date: 08/07/2020

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 02:30 P.M. on 15.07.2020. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Finalization of Academic calendar
3. Conduct of online classes.
4. Using online platform like Zoom, Google meet etc..
5. Conduct of online quizzes.
6. If any points with the permission of chairman.

Chairman

Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee





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Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr. S.S.Singh	Convener
3	Dr. Arun Kumar Parida	Co-Convener
4	Dr. Tushar Kanta Das	Member
5	Prof. Bhabani Sankar sahani	Member
6	Prof. Jyoti Prakash Jena	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr. Avijit Nayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 02:30 pm on 15.07.2020 with Dr. Ajoya Kumar Pradhan , Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. It is suggested to HODs of all branches to determine the dates for the beginning and conclusion of each semester or academic term. Incorporate scheduled holidays, breaks (e.g., winter break, spring break), and any institutional closures, Exam Periods, Special Events.
3. The conduct of online classes is examined and HODs are instructed to ensure the effectiveness and maximum attendance with classes.
4. HODs are directed to see the faculty use online dealing tools like Zoom, Google meet etc.
5. Every faculty should conduct at least one quiz in a week and encouraged to conduct other tests also.



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RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1 (Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed

Resolution- 2 (Finalization of Academic calendar)

After discussion about the topics, it is confirmed that multiple stakeholders such as faculty members, administrative staff, students, and sometimes external partners involved and schedule important dates such as the start and end of the academic year, breaks (like holidays and vacations), exam periods, registration deadlines, and other significant events.

Resolution- 3 (Conduct of online classes)

After vivid discussion, it is resolved to Ensure reliable internet connectivity and adequate technological support for both students and teachers. Provide necessary resources such as laptops, tablets, or software licenses if needed.

Resolution- 4 (Using online platform like Zoom, Google meet etc)

After going thorough the details about the academic committee, it is concluded that always prioritize the security and privacy of participants and use features like meeting passwords, waiting rooms and restricting screen sharing to prevent unauthorized access.

Resolution- 5 (Conduct of online quizzes)

After reviewing the academic initiatives, it is resolved to elect a reliable online quiz platform that suits your needs and consider factors like ease of use, security features, and compatibility with various devices.

The meeting ended with a vote of thanks to the chair.

Chairman

Chairman
Academic Committee

Convenor





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ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 02.30PM on 15.07.2020.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	



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Ref No. *Gitam/Com/2021/155*

Date: 11/01/2021

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 02:30 P.M. on 19.01.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Class work online and offline.
3. Attendance monitoring during online class work.
4. Following Covid-19 protocol strictly.
5. Progress of projects.
6. If any points with the permission of chairman.

Chairman
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee





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Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr.S.S.Singh	Convener
3	Dr. Arun Kumar Parida	Co-Convener
4	Dr. Tushar Kanta Das	Member
5	Prof. Bhabani Sankar sahani	Member
6	Prof. Jyoti Prakash Jena	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr. Avijit Nayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 02:300 pm on 19.01.2021 with Dr. Ajoya Kumar Pradhan , Chairman on the chair.

- I. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
- II. It was reviewed how to perform class work both in offline and online. The HOD has been given the task of ensuring that the class work runs smoothly.
- III. During online class work, the HODs are instructed to keep track of attendance.
- IV. HODs are instructed to check all teaching, non-teaching staff and students are strictly adhered to the Covid-19 protocol.
- V. The progress of the projects is discussed.



RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1 (Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed

Resolution- 2 (Class work online and offline)

After discussion about the topics, it is confirmed that to provide clear guidelines on how assignments should be completed, whether students are working online or offline. This includes specifying submission methods, deadlines, and any required formats.

Resolution- 3 (Attendance monitoring during online class work)

After vivid discussion, it is resolved to establish a clear attendance policy at the beginning of the course and communicate expectations regarding attendance requirements, participation, and consequences for non-compliance.

Resolution- 4 (Following Covid-19 protocol strictly)

After going through the details about the academic committee, it is concluded that to Implement and enforce a policy requiring masks to be worn by all individuals in indoor settings, especially where social distancing may be challenging.

Resolution- 5 (Progress of projects)

After reviewing the academic initiatives, it is resolved to involve in a careful planning, monitoring, and adaptation as needed. Here are key resolutions to effectively manage project progress.

The meeting ended with a vote of thanks to the chair.

Chairman

Chairman
Academic Committee

Convenor



ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 02.30PM on 13.07.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	Tusharkanta Das
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	



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Ref No. *G.I.T.A.M./COM/2021/157*

Date: 06/07/2021

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 02:30 P.M. on 13.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Finalization of Academic calendar
3. Proposal of a National seminar.
4. Review a general academic status of final year students.
5. Research and Academic Initiatives
6. If any points with the permission of chairman.

Chairman
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee





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Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr. S.S.Singh	Convener
3	Dr. Arun Kumar Parida	Co-Convener
4	Dr. Tushar Kanta Das	Member
5	Prof. Bhabani Sankar sahani	Member
6	Prof. Jyoti Prakash Jena	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr. Avijit Nayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 02:300 pm on 13.07.2021 with Dr. Ajoya Kumar Pradhan, Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. It is suggested to HODs of all branches to determine the dates for the beginning and conclusion of each semester or academic term. Incorporate scheduled holidays, breaks (e.g., winter break, spring break), and any institutional closures, Exam Periods, Special Events.
3. It is confirmed in a meeting; to organize a national seminar involves planning and proposing a structured event aimed at bringing together experts, scholars, practitioners, and stakeholders to discuss relevant topics of national importance.
4. It is informed to HODs to assess their overall progress, performance, and readiness for graduation.
5. It is informed to outline the overarching goals of research initiatives, which may include advancing knowledge in specific fields, addressing societal challenges, or contributing to academic disciplines.

RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1 (Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed

Resolution- 2 (Finalization of Academic calendar)

After discussion about the topics, it is confirmed that multiple stakeholders such as faculty members, administrative staff, students, and sometimes external partners involved and schedule important dates such as the start and end of the academic year, breaks (like holidays and vacations), exam periods, registration deadlines, and other significant events.

Resolution- 3 (Proposal of a National seminar)

After vivid discussion, it is resolved to state the outline of the main themes to be covered and suggest potential sessions or panels.

Resolution- 4 (Review a general academic status of final year students)

After going through the details about the academic committee, it is concluded that we have to gather comprehensive data on each final year student, including their grades, courses completed, and any other relevant academic information.

Resolution- 5 (Research and Academic Initiatives)

After reviewing the academic initiatives, it is resolved to Conduct a thorough needs assessment to identify gaps, challenges, or opportunities that the initiatives can address.

The meeting ended with a vote of thanks to the chair.



Chairman

**Chairman
Academic Committee**



Convenor

GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)



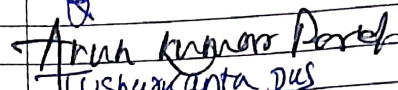
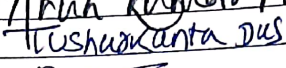
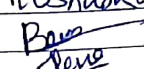

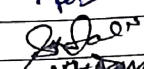
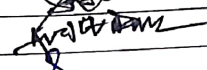

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ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 02.30PM on 13.07.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	

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Ref No.: *GITAM/COM/2022/267*

Date: 12/01/2022

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC Bhubaneswar at 02:30 P.M. on 17.01.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Discussion on the feedback regarding curriculum
3. Cadre review of the odd semester.
4. Review on the internal marks of 1st semester.
5. If any points with the permission of chairman.



Chairman
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee

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Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajaya Kumar Pradhan	Chairman
2	Dr.S.S.Singh	Convener
3	Dr. Arun Kumar Parida	Co-Convener
4	Dr. Tushar Kanta Das	Member
5	Prof. Bhabani Sankar sahani	Member
6	Prof. Jyoti Prakash Jena	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr. Avijit Nayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 02:30 pm on 17.01.2022 with Dr. Ajaya Kumar Pradhan, Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. HODs are required to gather feedback from parents, students and alumni among other sources.
3. It is suggested that HODs update a cadre review of the odd semester typically refers to a comprehensive evaluation and adjustment process of academic programs, courses, faculty resources, and related aspects within an educational institution..
4. It is suggested to HODs for evaluating the grading and assessment practices used to determine students' academic progress within the semester.

RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed.

Resolution- 2 (Discussion on the feedback regarding curriculum)

After thorough discussion, it is resolved that Encourage the establishment of robust feedback mechanisms at all educational institutions to gather input from students, educators, and stakeholders on existing curriculum.

Resolution- 3 (Cadre review of the odd semester)

After discussion, it is resolved that to involve in a comprehensive evaluation and adjustment of academic programs, courses, and related resources to ensure their effectiveness and alignment with institutional goals.

Resolution- 4 (Review on the internal marks of 1st semester.)

After thorough discussion about the syllabus, it is suggested to the HODs to involve in a systematic approach to ensure fairness, accuracy, and transparency.

The meeting ended with a vote of thanks to the chair.



Chairman

Chairman

Academic Committee



Convenor

GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)



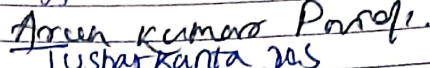



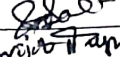
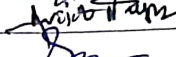

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ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC,
GITAM, Gangapada, Bhubaneswar at 02.30PM on 17.01.2022.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
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Ref No. : G.I.T.A.M./con/2022/269

Date: 04/07/2022

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 02:30 P.M. on 12.07.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Discussion of the implements of value added courses.
3. Review of mentor-mentee process.
4. Discuss on skill development programme.
5. Review of Student attendance
6. If any points with the permission of chairman.

Chairman
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee



Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr.S.S.Singh	Convener
3	Dr. Arun Kumar Parida	Co-Convener
4	Dr. Tushar Kanta Das	Member
5	Prof. Bhabani Sankar sahani	Member
6	Prof. Jyoti Prakash Jena	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr. Avijit Nayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 03:00 pm on 12.07.2022 with Dr. Ajoya Kumar Pradhan , Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. HODs are directed to encourage students to participate in certificate programmes and courses.
3. Mentorship is a valuable relationship that supports personal, academic, and professional growth through guidance, encouragement, and knowledge sharing.
4. A skill development program is a structured initiative designed to equip participants with specific competencies and capabilities that are valuable in various professional, academic, and personal contexts.
5. HODs are expected to double-check the attendance of their students. Mentors are told to contact the absentee. Ensure that everyone is present.



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RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed

Resolution- 2 (Discussion of the implements of value added courses)

After discussion about the topics, it is confirmed to define the objectives of introducing value-added courses. These may include enhancing students' employability, providing specialized skills relevant to industry needs, fostering entrepreneurship, or promoting interdisciplinary learning.

Resolution- 3 (Review of mentor-mentee process.)

After vivid discussion, it is confirmed to clearly define the objectives of the mentor-mentee process. These may include academic support, career guidance, personal development, and fostering a sense of belonging within the institution.

Resolution- 4 (Discuss on skill development programme.)

After going through the details about the academic committee, it is concluded to outline the objectives, such as improving employability, fostering entrepreneurship, meeting industry demands, or supporting academic and personal growth

Resolution- 5 (Review of Student attendance)

After discussion about the topics, it is resolved that to implement systems for accurately monitoring and recording student attendance in classes, activities, and events.

The meeting ended with a vote of thanks to the chair.


Chairman
Chairman
Academic Committee


Convenor



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ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 02.30PM on 12.07.2022.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

Campus: Gramadiha, Gangapada, Bhubaneswar, Khurdha, 752054, Odisha, INDIA

Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 7978380513, 9438133221

ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 02.30PM on 16.01.2023.

SL.NO	NAME	SIGNATURE
1	Dr. Ajaya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	



Ref No. *GITAM/Com/2023/379*

Date: 10/07/2023

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 03:00 P.M. on 17.07.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Review of assignment progress.
3. Awareness to students to enhance about the attendance
4. Awareness students for the proper use of electronic device without disturbance of academic eco-system.
5. If any points with the permission of chairman.


Chairman
C. Chaitany
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee



Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr.S.S.Singh	Convener
3	Dr. Arun kumar Parida	Co-Convener
4	Dr. Tusharkanta Das	Member
5	Mr. Bhabani sankar sahani	Member
6	Mr. Jyoti prakash	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr.AvijitNayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 03:00 pm on 16.09.2021 with Dr. Ajoya Kumar Pradhan, Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. Directed to observe the assignment works and see the progresses are taken seriously.
3. HODs are expected to double-check the attendance of their students. Mentors are told to contact the absentee. Ensure that everyone is present.
4. HODs are directed to check the mobiles randomly and ensure that students do not get them.



RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed

Resolution- 2 (Review of assignment progress.)

After discussion about the topics, it is resolved to ensure that class-work assignments are aligned with course objectives, learning outcomes, and curriculum standards.

Resolution- 3 (Awareness to students about the attendance)

After vivid discussion, it is resolved to establish a comprehensive attendance policy that clearly defines expectations, guidelines, and procedures for monitoring and addressing student attendance.

Resolution- 4 (Awareness students for the proper use of electronic device without disturbance of academic eco-system)

After going through the details about the academic committee, it is concluded that we have to establish a clear policy regarding the checking of mobile phones during school hours or within designated areas of the campus.

The meeting ended with a vote of thanks to the chair.

Chairman
Chairman
Academic Committee

Convenor



ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 03.00PM on 17.07.2023.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	



Ref.No. *GITAM/COMP/2024/473*

Date: 10/01/2024

NOTICE

A meeting of the Academic committee will be held to discuss the following agenda in the college IQAC, Bhubaneswar at 03:00 P.M. on 18.01.2024. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of proceedings of last meeting
2. Reports and Updates on all academic activities.
3. Suggestion for new Faculty and staff Matters.
4. Review on Syllabus Coverage progress.
5. If any points with the permission of chairman.

Chairman
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HODs, members of Academic committee



Minutes of the meeting of the Academic committee, GITAM, Bhubaneswar

Members present:

Sl.No.	NAME	POSITION
1	Dr. Ajoya Kumar Pradhan	Chairman
2	Dr.S.S.Singh	Convener
3	Dr. Arun kumar Parida	Co-Convener
4	Dr. Tusharkanta Das	Member
5	Mr. Bhabani sankar sahani	Member
6	Mr. Jyoti prakash	Member
7	Mr. Sukanta Kumar Sahoo	Member
8	Mr.AvijitNayak	Member
9	Mrs. Sanghamitra Mohapatra	Member

A meeting of the Academic committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the IQAC of the College at Gangapada, Bhubaneswar at 03:00 pm on 18.01.2024 with Dr. Ajoya Kumar Pradhan, Chairman on the chair.

1. The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.
2. At the outset the chairman reviewed the reports and updates of the academic session 2023-24 and all the members after thorough discussion agreed to observe the reports by the body.
3. In view of the increase in intake and additional courses, the Principal placed a list of faculty members and staff who have been recruited recently. He also informed that all the recruitments are made as per the guidelines prescribed by AICTE. All the esteemed members gave their kind consent to approve the recruitment.
4. After faculty recruitment, the principal asked the HODs that how much syllabus had been completed and the remaining would be divided between the faculty members for completing the academic programs.



RESOLUTION

After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of proceedings of last meeting)

After thorough discussion it is resolved that the proceedings of the last meeting were confirmed.

Resolution- 2 (Reports and Updates on all academic activities)

After thorough discussion, it is resolved that the reports and updates from Chairman, faculty and Administration are clearly observed.

Resolution- 3 (Suggestion for new Faculty and staff Matters.)

After discussion, it is resolved that the faculty updates and recruitments and also the students concern should be done simultaneously.

Resolution- 4 (Review on Syllabus Coverage progress.)

After thorough discussion about the syllabus, it is suggested to the HODs to provide a syllabus coverage and extra time was allotted to the subjects that still need to be covered on the syllabus.

The meeting ended with a vote of thanks to the chair.

Chairman
Chairman
Academic Committee

Convener



ATTENDANCE SHEET

The following members are present in the Academic committee meeting held in the IQAC, GITAM, Gangapada, Bhubaneswar at 03.00PM on 18.01.2024.

SL.NO	NAME	SIGNATURE
1	Dr. Ajoya Kumar Pradhan	
2	Dr.S.S.Singh	
3	Dr. Arun Kumar Parida	
4	Dr. Tushar Kanta Das	Tusharkanta Das
5	Prof. Bhabani Sankar sahani	
6	Prof. Jyoti Prakash Jena	
7	Mr. Sukanta Kumar Sahoo	
8	Mr. Avijit Nayak	
9	Mrs. Sanghamitra Mohapatra	