



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

No: CSE /DAB /GITAM/2021

Date: 07.01.2021

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the HOD's chamber at 03:00 P.M on 18.01.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on updated Curriculum and Course Offerings of BPUT.
3. Discussion on workshop.
4. Student Feedback and interaction.


Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee

**Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics
Committee.**





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Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 97978380513, 9438133221

Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the HOD's chamber of the college at Gangapada, Bhubaneswar at 03:00PM on 18.01.2021 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on updated course offerings and curriculum structure. Proposal has given for introducing new courses or revising existing courses to align with industry trends and academic standardly add on an value added course.

Discussion focused on the current workshop and on it's developments.

Strengths and weaknesses of the current feedback process was discussed. Proposal given for enhancements or new methods to gather comprehensive and actionable student feedback. Suggestions made for improving student engagement in feedback initiatives.



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Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 9798380513, 9438133221

After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on updated Curriculum and Course Offerings)

The committee reviewed the updated curriculum structure and identified areas for improvement. It was noted that certain courses are outdated and may need to be revised or replaced to better align with industry standards.

Resolution-3 (Discussion on workshop.)

After thorough discussion it is resolved that mechanical workshop will be updated.

Resolution-4 (Student Feedback and interaction)

The committee planned initiation of new student interaction activities to commence in the upcoming academic term. Established a subcommittee to finalize proposed enhancements to feedback mechanisms. Scheduled meetings with student representatives to gather feedback on suggested interaction initiatives and assigned responsibilities to subcommittee members to oversee the planning and execution of interaction activities.



Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee





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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the HOD's chamber of the college at 3:00PM on 18.01.2021.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
05	Mr. Mohammed Arif	Asst.prof	
06	Mrs. Sushree Sangeeta Sahoo	Asst.prof	
07	Mr. Dipak Kumar Sahoo	Asst.prof	



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No: CSE /DAB /GITAM/2021

Date: 08.07.2021

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the HOD's chamber of the college, Bhubaneswar at 03:00 P.M on 12.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on value added courses.
3. Discussion on Evaluation Process
4. Rules and regulations of mid examination.


Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





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Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the HOD's chamber of the college at Gangapada, Bhubaneswar at 03:00PM on 12.07.2021 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on value added courses. Workshops or labs will be done where participants can apply what they will learn.

Effectiveness and fairness of the current evaluation methods were discussed. Proposal given for potential improvements or updates to the evaluation process. It was decided to Form a subcommittee to conduct a comprehensive review of the evaluation criteria.

Identification of gaps and deficiencies in the current inventory that hinder teaching, research, or student projects.

Examination duration and timing, examination format modification, measures for strengthening academic integrity were discussed.



After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on value added courses)

The committee decided to add value added courses with the regular curriculum as well as the labs will be done where participants can apply what they will learn.

Resolution-3 (Discussion on Evaluation Process)

After thorough discussion it is resolved that Continuous monitoring and evaluation of the revised process will be conducted to ensure ongoing improvement.

Resolution-4 (Rules and regulations of mid examination)

It is resolved that rules and regulations of mid exam as well as the invigilator's duty will be updated. List of all the exam rules was sent to the committee members.


Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee



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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the HOD's chamber, Gangapada, Bhubaneswar at 3:00PM on 12.07.2021.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
05	Mr. Mohammed Arif	Asst.prof	
06	Mrs. Sushree Sangeeta Sahoo	Asst.prof	
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No: CSE /DAB /GITAM/2022

Date: 10.01.2022

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in HOD'S chamber at 03:00 P.M on 21.01.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on gap in curriculum as per the present need of the industries.
3. Discussion on Evaluation Process.
4. Planning for a FDP


Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





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Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in HOD's chamber of the college at Gangapada, Bhubaneswar at 03:00PM on 21.01.2022 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on Identification of gaps and deficiencies in the current inventory that hinder teaching, research, or student projects. Proposal has given for introducing new courses or revising existing courses to align with industry trends and academic standards.

Effectiveness and fairness of the current evaluation methods were discussed. Proposal given for potential improvements or updates to the evaluation process. It was decided to Form a subcommittee to conduct a comprehensive review of the evaluation criteria.

It was decided to arrange a faculty development programme where other college faculties will also be invited.





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After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on gap in curriculum as per the present need of the industries)

The committee reviewed the current curriculum structure and identified gaps and deficiencies in the current inventory that hinder teaching, research, or student projects. It was noted that certain courses are outdated and may need to be revised or replaced to better align with industry standards.

Resolution-3 (Discussion on Evaluation Process)

After thorough discussion it is resolved that Continuous monitoring and evaluation of the revised process will be conducted to ensure ongoing improvement.

Resolution-4 (Planning for a FDP)

After thorough discussion it is resolved that a faculty development programme will be arranged.


Signature

Chairman, GITAM, BBSR
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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the HOD's chamber of the college, Gangapada, Bhubaneswar at 3:00PM on 21.01.2022.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
05	Mr. Mohammed Arif	Asst.prof	
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No: *CSE /DAB /GITAM/2022*

Date: 05.07.2022

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the HOD's chamber of the college, Bhubaneswar at 03:00 P.M on 13.07.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on internal evaluation pattern.
3. Discussion on requirements of laboratory consumables.
4. Rules and regulations of mid examination.



Signature

Chairman, GITAM, BBSR

Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the HOD's chamber of the college at Gangapada, Bhubaneswar at 03:00PM on 13.07.2022 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on internal evaluation pattern. A timeline will be Created for the evaluation process.

Assessment of the functionality,condition, and usage frequency of laboratory consumables.

Examination duration and timing, examination format modification, measures for strengthening academic integrity were discussed.



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After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on internal evaluation pattern)

The committee distributed the responsibilities like conducting the evaluation, gathering data, analyzing findings, and presenting results among the members.

Resolution-3 (Discussion on requirements of laboratory consumables)

After thorough discussion it is resolved that proposal for specific laboratory consumables which are required to enhance research capabilities, student training, and academic programs will be given to the principal. Decision was made on prioritizing instrument purchases based on immediate needs and long-term departmental goals

Resolution-4 (Rules and regulations of mid examination)

It is resolved that rules and regulations of mid exam as well as the invigilator's duty will be updated. List of all the exam rules was sent to the committee members


Signature
Chairman
Academic Committee





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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the HOD's chamber of the College, Gangapada, Bhubaneswar at 3:00PM on 13.07.2022.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
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No: CSE/DAB /GITAM/2023

Date: 16.01.2023

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the HOD's chamber of the college, Bhubaneswar at 03:00 P.M on 27.01.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on structure of course book.
3. Preparation of database of students admitted as per merit.
4. Collection of subject preference from faculty



Signature

Chairman, GITAM, BBSR

Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





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Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the Board Room of the college at Gangapada, Bhubaneswar at 03:00PM on 27.01.2023 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on the structure of course book including the choice of topics, organization, and sequencing of course content.

Admitted students' database, including student demographics, academic records, contact information, and other relevant details as per merit were clarified.

Specific subject preferences was collected including preferred courses to teach, preferred teaching times, and preferences regarding class sizes or student levels.



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After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on structure of course book)

The committee reviewed the structure of course book .

Resolution-3 (Preparation of database of students admitted as per merit)

After thorough discussion it is resolved that database of admitted students, their contact details, addresses and other details of the departmental students will be maintained as per merit.

Resolution-4 (Collection of subject preference from faculty)

The committee decided to 1st collect the subject preference from the faculty members, then the subjects will be given to them accordingly for teaching.



Signature

Chairman, GITAM, BBSR

Chairman
Academic Committee





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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the HOD's chamber of the college, Gangapada, Bhubaneswar at 3:00PM on 27.01.2023.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
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No: CSE/DAB/GITAM/2023

Date: 03.07.2023

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the Seminar hall of the college, Bhubaneswar at 03:00 P.M on 10.07.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Allocation of work load to faculties
3. Discussion on the arrangement for a guest talk.
4. Rules and regulations of mid examination.


Signature

Chairman, GITAM, BBSR
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





**Minutes of the meeting of the departmental academics Committee, GITAM,
Bhubaneswar**

Members Present :

1. Dr. R N Behera
2. Dr. Sukanta Kumar Das
3. Mr. Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the Seminar hall of the college at Gangapada, Bhubaneswar at 03:00PM on 10.07.2023 under the chairmanship of Dr. S.S. Singh.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on examination of workload data and feedback received from faculty members regarding workload balance and equity.

A proposal was given to arrange a guest talk.

Identification of gaps and deficiencies in the current inventory that hinder teaching, research, or student projects.

Examination duration and timing, examination format modification, measures for strengthening academic integrity were discussed.



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After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Allocation of work load to faculties)

The committee reviewed the previous workload of each faculties and new workload was assigned.

Resolution-3 (Discussion on the arrangement of a guest talk)

After thorough discussion it is resolved that a guest talk will be arranged.

Resolution-4 (Rules and regulations of mid examination)

It is resolved that rules and regulations of mid exam as well as the invigilator's duty will be updated. List of all the exam rules was sent to the committee members.

Signature

Chairman
Academic Committee
GITAM BBSR





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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the seminar hall of the College, Gangapada, Bhubaneswar at 3:00PM on 10.07.2023.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
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No: CSE/DAB/GITAM/2023/

Date: 11.01.2024

NOTICE

A meeting of the departmental academics committee will be held to discuss the following agenda in the seminar hall of the college, Bhubaneswar at 03:00 P.M on 19.01.2024. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting.
2. Discussion on lab orientation process .
3. Preparation of database of students admitted as per merit.
4. Collection of subject preferences from faculty.


Signature

Chairman, GITAM, BBSR
Chairman
Academic Committee

Copy to: Principal, Dean A&A, All HoDs, Members of departmental academics Committee.





GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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Minutes of the meeting of the departmental academics Committee, GITAM, Bhubaneswar

Members Present :

1. Dr.R N Behera
2. Dr.Sukanta Kumar Das
3. Mr.Sunand Kumar Sahoo
4. Dr. Achinta Kumar Palit
5. Mr. Mohammed Arif
6. Mrs. Sushree Sangeeta Sahoo
7. Mr. Dipak Kumar Sahoo

A meeting of the departmental academics committee of Gandhi Institute of Technology and Management, Bhubaneswar was held in the Board Room of the college at Gangapada, Bhubaneswar at 03:00PM on 19.01.2024 under the chairmanship of Dr.R N Behera.

The following points were discussed:

The proceedings of the last meeting were read out thoroughly by the Chairperson and all the members unanimously agreed to confirm.

Discussion focused on lab orientation process. No eating or drinking is allowed in the lab area. No shoes are allowed inside the lab. Protective gloves and appropriate personal protective equipments are needed to be used.

Admitted students' database, including student demographics, academic records, contact information, and other relevant details were clarified as per merit.

Specific subject preferences were collected, including preferred courses to teach, preferred teaching times, and preferences regarding class sizes or student levels.





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After a vivid discussion, the following resolutions are made:

Resolution-1 (Confirmation of the proceedings of the last meeting)

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

Resolution-2 (Discussion on lab orientation process)

It is resolved that students will be bound to use safety equipment such as gloves, goggles, and lab coats in the lab. No shoes will be allowed to the lab.

Resolution-3 (Preparation of database of students admitted as per merit)

After thorough discussion it is resolved that database of admitted students, their contact details, addresses and other details of the departmental students will be maintained.

Resolution-4 (Collection of subject preference from faculty)

The committee decided to 1st collect the subject preference from the faculty members, then the subjects will be given to them accordingly for teaching.


Chairman
Academic Committee
Chairman, GITAM, BBSR



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ATTENDANCE SHEET

The following members are present in the departmental academics committee meeting held in the seminar hall of the College, Gangapada, Bhubaneswar at 3:00PM on 19.01.2024.

SN	NAME	DESIGNATION	SIGNATURE
01	Dr.R N Behera	Professor	
02	Dr.Sukanta Kumar Das	Asso.prof	
03	Mr.Sunand Kumar Sahoo	Professor	
04	Dr. Achinta Kumar Palit	Asso.prof	
05	Mr. Mohammed Arif	Asst.prof	
06	Mrs. Sushree Sangeeta Sahoo	Asst.prof	
07	Mr. Dipak Kumar Sahoo	Asst.prof	