



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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

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

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Ref. No. GITAM/COM/20-21/168

Date: 07.01.2021

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 05:00 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 proceeding of last meeting
2. Smart faculty chambers
3. Installations of water purifiers in each department for safe drinking water
4. ICT enabled facilities in the classrooms.
5. Stand by Generators for 24 Hours uninterrupted power supply.
6. No Plastic and Green zone added with the scenic beauty of gardens with water fountains.
7. Any point with the permission of chair.

Chairman
Infrastructure Management Committee



CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 05:00 pm on 18.01.2021 under the Chairmanship of Dr. Ajayku. Pradhan.

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

High-speed Wi-Fi: Essential for seamless connectivity, Smartboards: Interactive teaching and meeting tools, Ergonomic furniture: Ensuring comfort and efficiency, Soundproofing: Minimizing distractions and ensuring privacy, Digital lockers: Secure storage for personal and academic resources.

Providing an estimated budget for the installation and maintenance of water purifiers. Initial installations will cover one purifier per department. A proposed maintenance schedule was discussed to ensure regular servicing of the water purifiers.

Various improvements were discussed, including: Upgrading Equipment, Improving Connectivity, Software and Applications, Training and Support. Budget constraints were considered, and initial estimates for the proposed improvements were discussed. Further financial planning and prioritization will be necessary to align with available resources.

Proposal to enhance maintenance frequency and quality. Proposal to establish a fuel monitoring system to ensure adequate reserves. Proposal to update contingency plans for rapid response to emergencies. Emphasized the importance of collaboration and communication among teams to achieve seamless operation of standby generators.

Discussed goals to further enhance the scenic beauty of gardens with well-maintained water fountains in designated zones. Emphasized objectives such as promoting sustainability, reducing plastic waste, and creating visually appealing green spaces. Proposed initiatives to expand green areas by planting more native trees and flowering plants. Suggested upgrading existing water fountains to improve



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efficiency and aesthetic appeal. Recommended implementing strict policies to enforce the No Plastic zone, including awareness campaigns and alternative packaging solutions.





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After a vivid discussion, the following resolutions are made –

Resolution- 1 (confirmation of proceeding of last meeting)

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

Resolution- 2 (Smart faculty chambers)

The resolution of the Smart Faculty Chamber is to enhance the academic environment by integrating advanced technology and digital resources to facilitate efficient teaching, research, and communication among faculty and students.

Resolution- 3 (Installations of water purifiers)

To ensure safe and clean drinking water for all students, faculty, and staff, promoting health and well-being across the campus.

Resolution-4 (ICT enabled facilities in the classrooms)

Implementing comprehensive ICT-enabled facilities in classrooms aims to optimize educational delivery through seamless integration of advanced technology, fostering enhanced engagement and learning outcomes.

Resolution-5 (Stand by Generators for 24 Hours uninterrupted power supply)

Ensuring uninterrupted 24-hour power supply through standby generators requires rigorous maintenance, effective fuel management, and reliable contingency strategies.

Resolution-6 (No Plastic and Green zone added with the scenic beauty of gardens with water fountains)

Enhancing the No Plastic and Green Zone with scenic gardens and water fountains involves implementing sustainable practices to reduce plastic usage while beautifying the environment.

If any discussion with chair member

Chairman
Infrastructure Management Committee

CHAIRMAN





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ATTENDANCE SHEET

The following members are present in the Infrastructure Management meeting held in the College Board Room, Gangapada, Bhubaneswar at 05.00PM on 18.01.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr.Sunanda Kumar Sahoo	
4	Mr.Jyoti Prakash Jena	
5	Mr.BhabaniSankarSahani	
6	Mr.SujitPanigrahi	
7	Mr.Amaresh Panda	



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Ref. No. GITAM/COM/21-22/86

Date: 10.07.2021

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 04:00 P.M. on 22.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Extension college boundary to ensure a safe campus
3. Discussion on extra parking place for bikes and cars.
4. Evening Library facility for hostellers.
5. Any Points with the permission of chair.

Chairman
Infrastructure Management Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 04:00 pm on 22.07.2021 under the Chairmanship of Dr. Ajayku. Pradhan..

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

In addition to completing the boundary, security measures such as CCTV cameras, security guards, and access control systems were discussed to further enhance campus safety. A communication plan to inform students, staff, and other stakeholders about the construction work and its impact on campus access and safety was proposed. It was suggested that regular updates be provided through emails, notices, and social media. The budget for completing the college boundary and implementing security measures was reviewed. It was noted that additional funding may be required, and options for securing the necessary funds were discussed.

A site near the main entrance was selected for its accessibility and visibility. Project manager will finalize the design and construction plan based on the discussion. Funding sources will be explored further to secure financing for the project. Environmental impact mitigation measures will be incorporated into the design.

Discussed the objectives of establishing an evening library, including providing a conducive study environment outside regular hours and enhancing academic support for hostellers. Proposed extending library hours specifically for hostellers during evenings. Suggested enhancing library amenities such as seating arrangements, lighting, and access to resources.

Discussed the importance of providing privacy, convenience, and hygiene to hostel residents by ensuring each room is equipped with an attached toilet. Emphasized the need to adhere to regulatory standards and enhance the overall living experience for students. Agreed to initiate the implementation of attached toilets in all hostel rooms. Assigned to oversee the logistics, including procurement of necessary materials and coordination with contractors. Discussed the timeline for completion and budget allocation for the project.



After a vivid discussion, the following resolutions are made –

Resolution- 1(confirmation of proceeding of last meeting)

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

Resolution- 2(Built college boundary)

The completion of the college boundary construction project, ensuring adherence to safety standards, efficient resource utilization, and timely completion within the allocated budget.

Resolution- 3(Construct a parking place)

Resolved to designate and mark specific areas as parking places on campus for efficient vehicle management.

Resolution-4(Evening Library facility for hostellers)

To establish an evening library facility for hostellers, ensuring extended access to academic resources and a conducive study environment beyond regular hours, beginning [start date], with ongoing evaluation and improvement based on user feedback.

If any discussion with chair member

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ATTENDANCE SHEET

The following members are present in the Infrastructure Management meeting held in the College Board Room, Gangapada, Bhubaneswar at 04.00PM on 22.07.2021.

SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr.Sunanda Kumar Sahoo	
4	Mr.Jyoti Prakash Jena	
5	Mr.BhabaniSankarSahani	
6	Mr.SujitPanigrahi	Sujit Panigrahi
7	Mr.Amaresh Panda	Amaresh Panda



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Ref. No. GITAM/COM/21-22/174

Date: 08.01.2022

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 03:00 P.M. on 15.01.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Digitization of classrooms
3. Comfortable and safe hostel rooms
4. Smart auditorium.
5. Any points with the permission of Chair.

Chairman
Infrastructure Management Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 03:00 pm on 15.01.2022 under the Chairmanship of Dr. Ajayku. Pradhan.

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

the current classroom technology is outdated and inadequate to meet the needs of modern education, there is a need to provide students and teachers with up-to-date technological tools to enhance learning and teaching experiences, the proposed digitization plan aims to equip classrooms with interactive whiteboards, upgraded computers, projectors, and a robust Wi-Fi network, the digitization plan includes comprehensive training for teachers to effectively utilize new technologies;

Upgrading furniture and bedding for increased comfort, Installing air conditioning and improving ventilation systems, Enhancing security with CCTV cameras, secure access control, and improved lighting, Regular maintenance schedules and hiring additional housekeeping staff, Providing recreational facilities and common areas for social interaction.

Installation of high-definition projectors and large screens, advanced sound system with surround sound capabilities, Smart lighting systems with programmable settings for different event types, High-speed Wi-Fi and network connectivity, Interactive touch panels for speakers and event coordinators, Video conferencing capabilities for remote presentations and events, Enhanced seating with ergonomic design and charging ports.



After a vivid discussion, the following resolutions are made –

Resolution- 1(confirmation of proceeding of last meeting)

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

Resolution- 2(Digitization of classrooms)

To enhance the learning environment by integrating advanced digital technologies into the classroom setting, thereby improving educational outcomes and ensuring our institution remains at the forefront of modern education.

Resolution- 3 (Comfortable and safe hostel rooms)

The institution commits to upgrading and maintaining hostel facilities to provide comfortable and safe living conditions for all residents, ensuring compliance with the highest standards of safety, hygiene, and comfort.

Resolution-4(Smart auditorium)

To create a modern, technologically advanced smart auditorium equipped with state-of-the-art audio-visual systems and interactive tools to enhance the quality of presentations and events.

If any discussion with chair member.

Chairman

Infrastructure

Committee



CHAIRMAN



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ATTENDANCE SHEET

The following members are present in the Infrastructure Management meeting held in the College Board Room, Gangapada, Bhubaneswar at 03.00PM on 15.01.2022.

SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr.Sunanda Kumar Sahoo	
4	Mr.Jyoti Prakash Jena	
5	Mr.BhabaniSankarSahani	
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Ref. No. GITAM/COM/22-23/114

Date: 14.07.2022

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 04:00 P.M. on 23.07.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Well maintain canteen.
3. Smart reading room.
4. Medical facility.
5. Any points with the permission of Chair.

Chairman
Infrastructure Management Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 04:00 pm on 23.07.2022 under the Chairmanship of Dr. Prof. Ajay ku. Pradhan..

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

Regular cleaning and sanitization of kitchen and dining areas, Upgrading kitchen equipment and facilities as needed, Ensuring compliance with health and safety regulations, Introducing new menu items and improving food quality, Enhancing the overall ambiance and seating arrangements.

Installation of e-book readers and digital resources, Upgrade of furniture for comfort and ergonomics, Integration of smart lighting and sound systems, Introduction of collaborative workspaces and study pods, Implementation of a digital catalog and online reservation system.

Upgrading HVAC systems to improve air quality, Renovation of patient rooms and common areas. Enhancing IT infrastructure to support telemedicine and electronic health records. Ensuring compliance with safety and accessibility standards. Implementing a phased approach to minimize disruptions to medical services.



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After a vivid discussion, the following resolutions are made –

Resolution- 1(confirmation of proceeding of last meeting)

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

Resolution- 2 (Well maintain canteen)

The institution commits to maintaining the campus canteen to the highest standards of cleanliness, hygiene, and service quality, ensuring a pleasant and healthy dining experience for all students, staff, and visitors.

Resolution- 3(smart reading room)

To establish a modern and technologically advanced smart reading room equipped with digital resources, collaborative workspaces, and ergonomic furniture to enhance the study environment for students and faculty.

Resolution-4(Medical facility)

Ensuring optimal resolution of medical facilities involves comprehensive planning, implementation of advanced infrastructure, and adherence to stringent regulatory standards for enhanced patient care.

If any discussion with chair member.

Chairman
Infrastructure Management Committee


CHAIRMAN





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ATTENDANCE SHEET

The following members are present in the Infrastructure Management meeting held in the College Board Room, Gangapada, Bhubaneswar at 04.00PM on 23.07.2022.

SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr. Sunanda Kumar Sahoo	
4	Mr. Jyoti Prakash Jena	
5	Mr. Bhabani Sankar Sahani	
6	Mr. Sujit Panigrahi	
7	Mr. Amaresh Panda	



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Ref. No. GITAM/COM/22-23/181

Date: 07.01.2023

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 05:00 P.M. on 24.01.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. Ensure spacious playground for the students.
3. Well-equipped laboratories
4. Discussion and implementation of rain water harvesting.
5. Any points with the permission of Chair.

Chairman
Infrastructure Management Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 05:00 pm on 24.01.2023 under the Chairmanship of Dr. Ajayku. Pradhan..

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

Expansion of the existing playground area, Installation of new play equipment and facilities, Upgrading existing facilities for safety and functionality, Ensuring accessibility for students with disabilities, implementing a regular maintenance schedule.

Discussion on the significance of having well-equipped laboratories in our educational institutions and Benefits to students and faculty. Expansion of laboratory space to accommodate growing student enrollment.

Discussion on budget allocation for laboratory improvements. Prioritization of needs based on available resources. Tasked the facilities management team with conducting a detailed assessment of equipment needs. Scheduled meetings with vendors for equipment procurement. Assigned responsibility for overseeing construction or renovation work if applicable.

The meeting commenced with an overview of rainwater harvesting, highlighting its environmental benefits, such as water conservation and reduced reliance on external water sources. Participants discussed the feasibility of implementing rainwater harvesting systems at the medical facility, considering factors like roof area, rainfall patterns, and storage capacity requirements. The budget for the rainwater harvesting project was discussed, including estimates for equipment, labor, and ongoing maintenance. Potential funding sources, such as grants or internal budget allocations, were explored.



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After a vivid discussion, the following resolutions are made –

Resolution- 1(conformation of proceeding of last meeting)

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

Resolution- 2(spacious playground for the students)

To ensure the provision and maintenance of a spacious playground for students, conducive to physical activity and recreation, promoting their health and well-being.

Resolution- 3(Well-equipped laboratories)

To upgrade and maintain the laboratories with modern and advanced equipment, ensuring a conducive environment for practical education and research.

Resolution-4(rain water harvesting)

The implementation of rainwater harvesting involves collecting and storing rainwater for various uses, promoting sustainable water management practices.

If any discussion with chair member.

Chairman
Infrastructure Management Committee

CHAIRMAN





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ATTENDANCE SHEET

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SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr.Sunanda Kumar Sahoo	
4	Mr.Jyoti Prakash Jena	
5	Mr.BhabaniSankarSahani	
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Ref. No.

GITAM/COM/22-23/93

Date: 11.07.2023

NOTICE

A meeting of the Infrastructure Management Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 03:00 P.M. on 18.07.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Review of previous meetings minutes.
2. A beautiful garden for recreation
3. Establishment and operation of a gym facility within the college campus.
4. Improvements to cafeteria infrastructure
5. To installation of RO purifier in girls hostel.
6. Any points with permission of Chair.

Chairman
Infrastructure Management Committee


CHAIRMAN

Copy to: Principal, Dean A&A, All HODs, All members of Infrastructure Management Committee





Minutes of the meeting of the Infrastructure Management, GITAM, Bhubaneswar

Members present:

1. Dr. Ajay Kumar Pradhan
2. Dr. S.S Singh
3. Sunanda Kumar Sahoo
4. Jyoti Prakash Jena
5. BhabaniSankarSahani
6. SujitPanigrahi
7. Amaresh Panda

A meeting of the Infrastructure Management of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 03:00 pm on 18.07.2023 under the Chairmanship of Dr. Ajayku. Pradhan..

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

The benefits of having a garden on campus for relaxation, stress reduction, and community building is discussed.

Discussion on enhancing the campus environment and promoting sustainability. Presentation on proposed garden design, including landscaping, pathways, seating areas, and plant selection. Consideration of accessibility, maintenance requirements, and sustainability practices. Discussion on potential funding sources such as grants, donations, or institutional budget allocations. Agreement on prioritizing budget allocation for sustainable practices and long-term upkeep. Discussion on volunteer opportunities, educational workshops, and community events centered on the garden.

Discussion on integrating fitness and wellness initiatives with academic curriculum. Discussion on space allocation, equipment selection, and amenities. Opportunities for collaboration with sports teams, health sciences programs, and student organizations. Presentation on estimated costs for gym establishment and operation. Discussion on promoting health and wellness among students and staff.

Various improvements were discussed, including: Layout and Space Utilization, Furniture and Equipment, Technology Integration, Aesthetics and Ambiance. Budget constraints were acknowledged. A preliminary budget was proposed based on the discussed improvements. Further refinement is needed to ensure alignment with available resources.

Finalize technical specifications and cost estimates, Identify potential funding sources and allocate budget, Develop a detailed implementation timeline Initiate vendor selection process, Establish a feedback mechanism and maintenance



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After a vivid discussion, the following resolutions are made –

Resolution- 1(conformation of proceeding of last meeting)

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

Resolution- 2 (A beautiful garden for recreation)

On enhancing the campus environment and promoting sustainability.

Resolution-3 (Establishment and operation of a gym facility within the college campus)

Integrating fitness and wellness initiatives with academic curriculum. Opportunities for collaboration with sports teams, health sciences programs, and student organizations.

Resolution-4(Improvements to cafeteria infrastructure)

To enhance the cafeteria infrastructure, we resolved to redesign the layout, upgrade furniture and equipment, integrate technology for efficiency, and improve ambiance, aiming for implementation within the allocated budget and timeline.

Resolution-5(installation of RO purifier)

To ensure access to clean and safe drinking water, with a structured implementation plan, budget allocation, and ongoing maintenance and feedback mechanisms.

If any discussion with chair member.

Chairman
Infrastructure Management Committee



CHAIRMAN



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ATTENDANCE SHEET

The following members are present in the Infrastructure Management meeting held in the College Board Room, Gangapada, Bhubaneswar at 03.00PM on 18.07.2023.

SL.NO	NAME	SIGNATURE
1	Dr. Ajay Kumar Pradhan	
2	Dr. S.S Singh	
3	Mr.Sunanda Kumar Sahoo	
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6	Mr.SujitPanigrahi	
7	Mr.Amaresh Panda	