

**Internal Quality Assurance Cell
Academic Year 2018-19**

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Committee held at 10.30 AM on 10th December, 2018.

IQAC chairman Dr. P. S. Joshi welcomed the members of Internal Quality Assurance Committee present for the meeting and the following business was transacted as per the points on agenda circulated to all the members on 01.10.2018:

1. IQAC confirmed the minutes and took review of action taken report of the last meeting.
2. Minutes of the meeting of various committees were placed before IQAC. The same were discussed in detail.
3. IQAC discussed consultancy work done by the departments. Following target is given to department for this academic year.
Computer & EXTC – Rs 1 lakh each
Civil, Chemical & Mechanical – Rs 2 lakh each
4. Common Resource centre (CRC): Prof. Khalkar (In-charge of CRC) informed about the facilities made available at CRC. IQAC suggested –
 - (a) That the CRC facility should be made available only during non-academic hours.
 - (b) To keep proper documentary record of projects undertaken in CRC.
 - (c) To display information about CRC on Main Notice Board and also outside CRC.
5. Engineering Internship: IQAC took review of visits by students to various industries under “Industrial Internship” program made mandatory by AICTE. IQAC suggested-
 - (a) That data regarding Industrial Internship must be made available on GIT website and Face Book for reference.
 - (b) That SOP to be prepared and the same to be uploaded on GIT Website for information of stakeholders.
6. Organization of short term courses: IQAC advised that different short term courses may be designed in departments to generate extra income. TPO has been given responsibility to prepare leaflet for the same from marketing point of view.
7. Employability/skill development courses: IQAC suggested for conducting skill development courses in departments. IQAC advised all HODs to submit details of courses, schemes, etc. for making students employable.
8. Establishment of Grass-root Innovation Centre (Incubation Centre): GIT has established Common resource centre. However to promote innovation, it was discussed to establish grass root innovation centre (incubation centre) in GIT with approximately 3000 sq. feet area to be made available. Staff members shall visit Ahmadabad for Techpedia to meet Prof. Anil Gupta, who will help GIT for approval under the program as Research Centre.

9. Extra Lecture: On feedback about usefulness of extra lectures at 09.00 am by Principal, the IQAC directed to continue the said lecture in next semester also.
10. Alumni meet: It is decided to conduct Alumni meet in January 2019. Prof. Latkar will take the responsibility.
11. GATE Coaching: IQAC appreciated Coaching Classes for GATE arranged by Mechanical engineering and suggested other departments to take efforts to conduct such classes.

The meeting ended with vote of thanks to the Chair.

Prof. S. R. Khedekar
Coordinator

Dr. Pramod S. Joshi
Chairman