

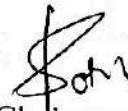
**NOTICE**

The meeting of Internal Quality Assurance Cell (IQAC) has been scheduled on Wednesday, 17/01/2024, at 02.00 pm. All the members of IQAC are hereby informed to attend the same without fail.

Venue: Conference Room, A wing.

**Agenda of the meeting:**

1. To confirm the minutes of meeting conducted on 22 July 2023
2. To brief about the status of AQAR 2022-23
3. To brief about the contents filled for NIRF 2024
4. To inform about the progress in NPTEL Certification 2023-24 (Teachers & students)
5. Any other point with the permission of chair

  
Coordinator, IQAC  
Chairman, IQAC**PRINCIPAL**  
**GHARDA INSTITUTE OF TECHNOLOGY**  
A/P. Lavel, Tal. Khed, Dist. Ratnagiri.  
Pin 415 708, Maharashtra State

Date: 18/01/2024

**Minutes of the IQAC Meeting**


The 2<sup>nd</sup> meeting of Internal Quality Assurance Cell (AY 2023-24) conducted on 16/01/2024 at 2 pm.

Following points were discussed in the meeting:

1. The minutes of the previous meeting (July 2023) have been read and confirmed.
2. IQAC Coordinator informed about the status of The Annual Quality Assurance Report (AQAR) of the AY 2022-23. 29 February is the last date of submission. It has decided to submit the AQAR before 31 January 2024.
3. IQAC Coordinator briefed about the data filled in NIRF 2024. Discussion on Research Projects (Sponsored & Funding) and IPR was taken place. It can be carried out in collaboration with IIT/NITs professors. It is suggested to arrange the workshop on IPR and Patent registration processes.
4. It is decided that Quality parameters with benchmarks will be decided and shared by IQAC and accordingly targets will be decided.
5. IQAC Coordinator briefed about the NPTEL certification completed by staff and students in ODD Semester AY 2023-24. It is decided to develop Mentor-Mentee culture at departmental level for the promotion of NPTEL certification in the EVEN semester. SOP of the same will be provided by MOOC committee. Training and Placement Cell will be involved to short list certain NPTEL courses accordingly.
6. It is decided to felicitate the faculty members and students who received recognition/award by NPTEL for their remarkable performance. Students will be appealed and motivated at department level for their active participation in SWAYM-NPTEL and NSDC Sector Skill Council courses.
7. Department-Parents Connect: It is decided to share the CCTV screenshot on respective parents' whatsapp group. The meeting with defaulter students should be conducted, their parents' meets to be conducted. SE and TE students to be focussed much.
8. As per the suggestion, Girls' Common Room to be replaced to new place.
9. To promote the Sports Culture; the facility to sports will be provided in the evening (5 pm to 7 pm on daily basis. University Participants of various sports events should participate at institute's sports events.

10. It is decided to maintain and present NBA 54 Formats by respective HoDs on monthly basis (or as per requirement).
11. It is decided to increase students' involvement in academic processes; hence it is suggested to have departmental meetings with students accordingly.
12. It is suggested to provide Aptitude Training to T&P coordinators and via them students will be trained. Faculty members will be included in T&P cell at least for 3 years. Training to be given to students (SE: 1 hr, TE: 2 hrs& BE: 3 hrs) on weekly basis.
13. Internet (LAN) to be provided at hostels for better usage of online resources/ learning through MOOC. It is suggested to repair the Wi-Fi line at hostel premise.

The meeting is concluded with the expression of vote of thanks by IQAC Coordinator.

  
Chairman, IQAC

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## Meeting of Internal Quality Assurance Cell (IQAC)

Date: 16/01/2024

Sr. No.	Name of the Member	Designation	Representation	Signature
1	Dr. Pramod B Patil	Chairman	Head of Institute	
2	Dr. A. B. Marathe	Member	Management Representative	
3	Prof. S C Munghate	Member	Registrar (General Administration)	
4	Dr. M S Satpute	Member	Representative of Senior Teacher	
5	Dr. S K Patil	Member	Representative of Teacher	
6	Dr S P Tekade	Member	Representative of Teacher	
7	Prof. A V Phanse	Member	Representative of Teacher	
8	Prof. K M Gajmal	Member	Representative of Teacher	
9	Prof. S S Methé	Member	Training & Placement Officer	
10	Mr. Ashok Patil	Member	Employer & Industrialist	
11	Mr. Kisan Chavan	Member	Stakeholder (Parent)	
12	Mr. Sadanand Kulkarni	Member	Local Society Member	
13	Mr. Aniket Auti	Member	Alumni	
14	Mr. Aditya Bhoje	Member	Student Representative (Male)	
15	Miss. Durva Pandit	Member	Student Representative (Female)	
16	Dr. Nitin Kolekar	Member	IQAC Coordinator	

**Action Taken Report of the IQAC Meeting conducted on 16/01/2024**

Sr. No.	Head	Status
1	Annual Quality Assurance Report	In Process
2	NPTEL Registration & Mentor-Mentee at dept. (SE, TE, BE)	Completed
3	NPTEL Certificate Distribution (July – December 2023)	Scheduled on 27 March 2024
4	Quality Parameters with benchmark	Drafted
5	Department-Parent Connect / Meetings with Defaulter Students/Parents	Completed
6	Girls' Common Room (Change in location)	Shifted at new place
7	Promotion of Sports/Gym Culture (5 pm to 7 pm)	Gym for girls (5.30 to 6.30 pm), sports in evening is started
8	Aptitude Training to T&P Coordinators to be given	Will be arranged in Non-teaching days (May-June) by T&P department
9	Internet (LAN) to provided at hostel	Completed



*Sonu*  
Chairman IQAC