GHARDA FOUNDATION

GHARDA INSTITUTE OF TECHNOLOGY

GIT | GHARDA INSTITUTE OF TECHNOLOGY

NAAC Accredited Grade 'A'
Internal Quality Assurance Cell (IQAC)
A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI. Tel.: 02356 - 665555, Fax: 02356 - 262980
Website: www.git-india.edu.in, Email: principal@git-india.edu.in

Date: 24.07.2023

Minutes of the Meeting

1st meeting (AY 2023-24) of the Internal Quality Assurance Cell has been held on 22nd July 2023 in Seminar Hall at 3.30 PM. Following points were discussed as per the points on agenda dated 18th July 2023.

1. **Confirmation of the Minutes of Previous Meeting:** IQAC coordinator welcomed all the members and preceded the meeting with confirmation of minutes of the meeting held on 27th March 2023. IQAC confirmed the same.

    a. Formation of HR policy – HR policy has been prepared & shall be circulated once it is approved.

    b. Sessional & University Result Analysis – It was suggested to prepare benchmarking for every subject result considering last five year results. Further it is suggested that Exam gazettes should be provided by exam section in excel format for result analysis purpose at department level.

    c. Internship policy – Internship policy is finalized as per AICTE norms.

    d. FE Induction Policy – Induction policy is finalized as per AICTE norms.

    e. Consultancy & Testing Policy – Policy is final & approved from Governing Body.

    f. Review of EDUTECH Cell –

        i. Attendance Monitoring – Existing system dept wise will be continued.

        ii. QR Code & Virtual Lab Tour – Dept wise QR code will be displayed at the earliest. $360^{0\ photographs}$ will be updated in virtual tour.

        iii. It is suggested that continues Training on ICT tools along with subscripted software/tools are needed for teaching & learning.

    g. Scrapping of E Waste – Scrapping process completed. Scrap will be moved in next few days.

    h. Dead Stock Audit – Store officer shall submit the report within one month.

    i.   ESTEEM Cell – NASCOM registrations are going on. All HODs (as applicable) shall make registration of students on priority.

2. **Result Analysis & measures taken for the improvement:**

    a.   For the students who missed First or Second sessional exam for any reason, a combine (First & Second) sessional exam will be conducted at the term end.

3. **Placement activities:** Field identification for the students will be done at the start of the second year by making career counseling at each department.

4. **Status of PhD pursuing faculty:** All Faculties shall be motivated to complete the PhD.

5. **IQAC Revisit:** As per norms, IQAC committee shall be constituted.

6. **Requirement of new Teaching Staff:** As per requirement & with justification from HOD new Teaching & Non Teaching staff will be appointed.

7. **FE Induction Policy:** First Year Induction policy is finalized as per AICTE/Mumbai University norms.

8. **Scholarships for University Toppers:** The benchmarks for providing scholarship shall be on the basis of average results of topper students in every branch in college during the last three years (excluding online university examination results during COVID period) & other conditions should be completed.

9. **Points/Suggestions by IQAC members:**

    a.   NAAC committee SWOC report & Criteria wise marking shall be shared to all staff for their departmental improvement accordingly.

    b.   Pending increments shall be released. DA raise shall be given.

    c.   Saraswat bank access for faculty & students shall be made from inside campus.

    d.   Leave policies shall be as per the University norms for staff.

Chairman, IQAC