

Date: 28.03.2023

### Minutes of the Meeting

3<sup>rd</sup> meeting (AY 2022-23) of the Internal Quality Assurance Cell has been held on 27<sup>th</sup> March 2023 in Seminar Hall at 3.00 PM. Following businesses were transacted as per the points on agenda dated 11<sup>th</sup> March 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 12<sup>th</sup> Dec 2022. IQAC confirmed the same.
  - a. For every program/event in the college taking Geo tagged photos are compulsory. Two persons will be identified for the same.
  - b. Registrar will take follow-up of cleanliness in GIT campus.
  - c. For internal maintenance complaints monthly AAP report should be submitted to Principal & IQAC.
  - d. Librarian should arrange new books arrival orientation for all staff.
  - e. One visit to library should happen by every department with all staff. Separate visit for student should be arranged.
  - f. Counselor will submit next semester plan to Principal/IQAC.
  - g. System will be designed for attainment of CO/PO. If needed expert session will be arranged.
  - h. Every faculty will show attainment of sessional exam result to Principal along with methodology used.
  - i. College council meeting to be conducted 4 times annually. Possible meeting dates will be included in academic calendar.
2. **Academic Calendars & Compliances – All HOD:** The review of the compliances to departmental academic calendars has been conducted. All HOSs have discussed activities completed & scheduled as per the academic calendars.



- NBA  
IQAC
3. **NBA Preparation – Dr. B. A. Danawade:** IQAC Coordinator Dr. N. A. Kolekar briefed upon NBA preparedness. It is decided to prepare & submit SSR for all eligible departments before 31<sup>st</sup> Dec 2023.
  4. **Academic Diary of Teachers & its implementation-:** Dr. Marathe Sir told importance of teachers diary in purview of NBA. Teachers diary proposed by Dr. Marathe Sir is accepted with few changes.
  5. **Formation of HR Policy:** Registrar will finalize HR policy in discussion with Principal & Management. Policy will be finalized before 30<sup>th</sup> April 2023.
  6. **Sessional Examination (IA) & University Examination Result Analysis & action plan (All HODs):**
    - a. Faculty of the subjects having low results in Sessional Exam & Odd Semester University Examinations will submit remedial actions plan to Principal & IQAC. IQAC Coordinator will monitor the same.
    - b. In remedial action plan following will be included: Remedial classes, Utilization of holidays & Sunday for extra classes, optimum utilization of practical slots, preparing short video(not more than 10 min) for difficult topics, experiments in teaching, peer to peer learning, tests after units(result will be pre qualifier to the students appearing for main sessional exam )
    - c. Every dept. will arrange HOD parents interaction in per day 10 groups.
    - d. During sessional papers seating full time is compulsory for students.
    - e. Inter Subject project topics should be small problem statements.
  7. **Internship Policy:** Internship policy have been given partly approval with few suggestions. Policy will be finalized with given suggestions before 30<sup>th</sup> April 2023.
  8. **FE Induction Policy:** FE Induction policy have been given partly approval with few suggestions. Policy will be finalized with given suggestions before 30<sup>th</sup> April 2023. Following activities will be included:
    - a. Yoga Exercise on first day
    - b. Jungle safari
    - c. Visit to Anathashram, Hospital, Andh, Divyan Vidyalay
    - d. Cinema
    - e. Invite Samajsevak lectures (Recent Padmashree awardees)
    - f. Sports competition: Invite sports person/Actor
    - g. Visit to Library
    - h. Last day will be Cultural Program



- i. Last day will be HOD, Principal Address
9. **Consultancy & Testing Policy:** Consultancy policy have been given partly approval with few suggestions. Policy will be finalized with given suggestions before 30<sup>th</sup> April 2023.

10. **Review of EDUTECH Cell Activities:**

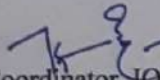
- a. **Promoting MOOC Courses:** Prof. RB Pawar will submit the list of Faculty against course with MOOC certifications. SWAYAM/NPTEL certifications will be made compulsory to all staff.
- b. **Technology in Teaching-Learning:** MOODLE system to be implemented in GIT along with EDPuzzle, Padlet etc like technologies as per interest. 10 new technologies will be identified & implemented in GIT.
- c. Prof. RB Pawar will arrange training to all GIT faculties on Innovation Pedagogical practices within next 15 days.
- d. Recordings of video lectures will be started with technology available in GIT. 10-15 min lecture will be uploaded by faculty whose odd semester result is low. It will include 50% teaching & 50% question answer format. It will be done by individual Departments with help of IT Helpdesk.
- e. Small Certificate course subject wise based on Video lectures will be prepared by faculty for students.
- f. **Monitoring the attendance:** Feedback of existing tool for capturing (Prof. Oak P. V.) and monitoring the attendance should be taken & suggestions for improvement will be implemented.
- g. **Virtual Labs:** Department wise Virtual Lab information will be given to all Faculties collected by Prof. Koppa. One person from each dept. will be included for this task. Virtual Labs from IIT Bombay, Amruta Vishwavidyalay, Vlabs will be used. List will be displayed on GIT website.
- h. **QR Code & Virtual Tour:** Information of Nakshatra Trees will displayed. For tree QR Code maximum 10 line information will be displayed like Botanical name, availability, uses, habitat, description etc. Separate QR codes dept wise will be displayed.
- i. **Edutech for Assessment & Examination:** EDUTECH committee will come with solutions on or before 3<sup>rd</sup> April 2023.

11. **Review of Idea Incubation Activities:** TPO presented the review of Idea Incubation Activities.



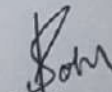
12. **Scrapping E Waste policy & implementation: Prof S K Dhawale & Mr. Vipul Shirgoankar:**  
Scrap Computers will be finalized with certification from third party educational institute, industry & Computer Vendors within next 15 days.
13. **Yearly Dead Stock Audit** – Yearly dead stock audit plan will be given by stores department within next fifteen days.
14. **Any other point/s with the kind permission of chair**
- a. **Weekly/Monthly/Biannual/Annual Reports:** As per the list prepared reporting will be done from Faculty-HOD-Principal
  - b. **Staff reporting time to the institute, Formal attire for staff, Implementing gate pass in campus for staff, Implementation of PBAS, Financial authority to Hods & discipline in the campus by students:** Registrar/Principal will publish guidelines for following points,
    - i. Reporting Time to the Institute by Staff
    - ii. Formal attire for all Staff
    - iii. Implementation of Gate pass system
    - iv. Discipline guidelines to students in Campus
    - v. Implementation of PBAS
    - vi. Financial Authority to Hods
  - c. **ESTEEM Cell:** Sector skill council courses will be finalized by ESTEEM cell.
    - i. Semester wise certification courses will offered to students: 1 Sem: No Course, 2 Sem: Common Course, 3 Sem: Domain Specific course, 4 Sem: Domain specific final course, 5 Sem: Higher level course in domain, 6 Sem: Summer Internship, Final Year Project topic, 7 Sem: Project & Placements, 8 Sem: Project & Placements.
    - ii. After sector skill council KARMA & PMKVY 4.0 will be applied.

IQAC Coordinator Dr. N. A. Kolekar expressed the vote of thanks to all members of IQAC for being present in the meet.

  
Coordinator, IQAC

**CC-ORDINATOR**  
Internal Quality Assurance Cell (IQAC)  
Gharda Institute of Technology, Lavel



  
Chairman, IQAC