

Date: 18 July 2023

NOTICE

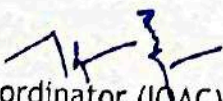
The Meeting of Internal Quality Assurance Cell (IQAC) has been scheduled on Saturday, 22 July 2023, at 3.30 PM. All the respected members are informed hereby to attend the same without fail.

Venue: Seminar Hall, B-Wing

Agenda of the Meeting has been attached herewith.


AGENDA

Sr No	Points to discuss	Responsibility
1	To confirm the minutes of Previous Meeting dtd. 27 March 2023	IQAC Coordinator will take review of previous IQAC meeting.
2	Result Analysis & measurements taken for the improvement (Last Semester UA+IA)	Respective HODs (Action taken for previous result)
3	Placement Activities (AY 23-24)	Strategic planning from respective HODs
4	Direct Second Year Admission Review	Strategic plan from Respective HODs
5	Status of PhD pursuing faculty	Respective HODs
6	IQAC revisit	IQAC Coordinator (Change in student representation & NAAC Criteria Coordinators)
7	Review of Periodical reports (Annual, Monthly, Semester wise 2022-23)	Respective HODs
8	Requirement of new Teaching Staff	Respective HODs (For dept. CSE & FY Maths with justification)
9	FE Induction Policy	FE HOD will present FE Induction policy & approval
10	Scholarships for University Toppers	Provision for Scholarship for University topper students
11	Any other point/s with the kind permission of chair	


Coordinator (IQAC)

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




Chairman (IQAC)

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

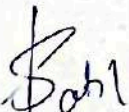
Minutes of the Meeting

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. 360⁰ photographs will be updated in virtual tour.
 - iii. It is suggested that continues Training on ICT tools along with subscribed 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.




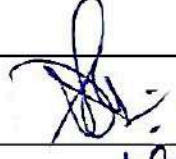

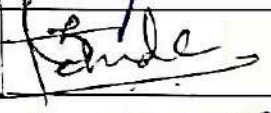
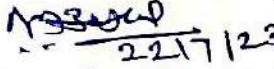
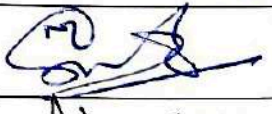

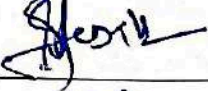

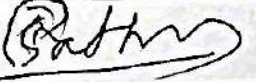
- i. ESTEEM Cell – NASCOM registrations are going on. All HODs (as applicable) shall make registration of students on priority.
2. **Result Analysis & measures taken for the improvement:**
 - a. For the students who missed First or Second sessional exam for any reason, a combine (First & Second) sessional 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



IQAC Meeting

Date : 22.07.2023

Sr No	Name of Staff	Designation	Signature
1	Dr. P. B. Patil	Chairman	
2	Mr. Satish Shenoy	Management Representative	
3	Dr. V. V. Karjinni	Expert Educationalist	
4	Dr. S. K. Patil	Vice Principal	
5	Mr. Mahesh Purohit	Representative of Employer and industrialist, Member	
6	Mr. Sadanand Vasant Kulkarni	Local Society-Member	
7	Mr- Kisan Shivaji Chavhan	Stake holder (Parent)	
8	Dr. B. A. Danawade	HoD, Mechanical Engg. Member, NBA Coordinator	
9	Dr. A. K. Mangore	HoD, Computer & CSE AIML Engg. , Member	
10	Dr. S. P. Tekade	HoD, Chemical Engg., Member	
11	Dr. A. D. Bhosale	HoD, Civil Engg., Member	 22/7/23
12	Dr. M. S. Satpute	HoD, ASH, Member	
13	Dr. S. R. Khedekar	HoD, EXTC Engg., Member	
14	Prof. S. C. Munghate	Registrar, Member	
15	Dr. S. J. Kulkarni	Dean R&D, Member	
16	Dr. V. R. Khalkar	Member	
17	Prof. S. D. Latkar	Member	

Action Taken Report of the IQAC Meeting conducted on 22 July 2023

Sr. No.	Head	Status
1	Formation of HR Policy	In process
2	Formation Internship Policy	Finalised as per the AICTE norms
3	FE Induction Policy	Finalised as per the AICTE norms & Implemented
4	Consultancy & Testing Policy	Implemented
5	Scrapping of E-waste	Process completed
6	Dead Stock Audit	Audit completed
7	NASCOM Registration	In Process (450 + students Registered) 432 students
8	IQAC Revisit	Formed as per Maharashtra University Act 2016
9	Recruitment of teaching staff	Appointed
10	Release of Pending Increments	No pending increment
11	Leave Policy	In process



[Signature]
Chairman IQAC