

[Quality Assurance Initiatives of the Institute (6.5.3)] [2019-20]

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Internal Quality Assurance Cell Academic Year 2019-20

Minutes of Meeting

Minutes of a meeting of the Internal Quality Assurance Cell held on October 04, 2019 at Physics Hall GIT, Lavel at 14.30 hrs.

IQAC Co-ordinator, Prof. S. R. Khedekar welcomed the members of IQAC present for the meeting and the following business was transacted as per the points on agenda dated September 27, 2019.

- 1. The Minutes of the previous meeting were confirmed.
- 2. <u>Review of value added, New certificate/ Diploma courses</u>: The departments were asked to conduct value added courses, certificate & diploma courses since efforts taken in this direction is limited in number. It was felt that if the target is to be achieved, more efforts by the concerned program is required and accordingly IQAC directed that the administration should issue such relevant directives as may be deemed fit and corresponding financial help should be given by the Principal.
- Internship: IQAC reviewed Internship program attended by students during summer vacation. Internship coordinator has given a brief presentation on Internship activities carried out during vacation. Also, the future activities were discussed in detail. IQAC suggested focusing on students training through Industry Institute Cell.

 <u>Feedback</u>: The committee reviewed student, Alumni & parents' feedback conducted this semester. All departments conducted parents meeting. Parents suggested improving transport facilities for early coming students. The Principal assured IQAC that bus facility will be provided shortly.

- <u>Use of ICT</u>: IQAC reviewed the use of ICT for effective teaching. Principal informed IQAC that all classrooms are equipped with LCD projector & many staff members are using those effectively. IQAC suggested updating e-learning resources regularly.
- Honours & recognitions received: Principal informed that Dr. Sunil Kulkarni of chemical engineering department selected as a member of the board of studies in Chemical Engineering, Mumbai University.
- <u>Research publications</u>: The committee took a review of research & book publications in GIT this semester & suggested to take more efforts in this area. Also the committee

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recommended that every faculty member should publish at least one paper in a reputed journal in an academic year.

- Extension activities and outreach programs: IQAC suggested conducting extension activities and outreaching programs in collaboration with industry, community and Non- Government Organisations through NSS & youth clubs.
- 9 Capability enhancement and development schemes: IQAC reviewed various activities conducted for capability enhancement and development of students. It was suggested by IQAC to implement schemes such as soft skill development, remedial coaching, language lab, bridge courses, yoga, meditation, personal counselling and mentoring etc.
- 10. <u>Professional development /administrative training programs</u>: The committee reviewed professional development & administrative training programs attended by teaching & non-teaching staff. It is recommended to attend at least one such program per year by staff members for the improvement of skills.
- Initiatives to address locational advantages and disadvantages: Principal informed that tribal skill development was conducted in GIT for generating employment in tribal students. Also, a TRTI workshop was conducted for the enhancement of earning capacity through various options for tribal people.
- 12. Activities conducted for promotion of universal values & ethics: IQAC reviewed activities conducted for the promotion of universal values & ethics. The committee satisfied with college efforts in this area.
- 13. <u>Result analysis of the first half of 2019</u>: All the departmental heads gave a presentation on result analysis of first half of 2019. IQAC found that the overall result of college was good. But the betterment in the result will be appreciated.

Prof. S. R. Khedekar Coordinator

Dr. Pramod S. Joshi Chairman

GIT GHARDA FOUNDATIONGHARDA FOUNDATION'S GHARDA INSTITUTE OF TECHNOLOGY

Internal Quality Assurance Cell Academic Year 2019-20

Minutes of Meeting

Minutes of a meeting of the Internal Quality Assurance Cell held on January 03, 2020 at Physics Hall GIT, Lavel at 14.00 hrs.

IQAC Co-ordinator, Prof. S. R. Khedekar welcomed the members of IQAC present for the meeting and the following business was transacted as per the points on agenda dated December 28, 2019.

- <u>Academic Calendar</u>: The academic calendar for 2019-20 (Even Semester) was presented by Prof. Khedekar & the same is approved by the IQAC. It was suggested to follow this calendar strictly.
- <u>Collaborative activities</u> for research, faculty exchange, and student exchange: The review of collaborative activities for research, faculty exchange, student exchange was taken. It was observed that the institute needs to take more effort into research and student exchange collaborative activities.
- <u>Communication skill</u> of students needs improvement. Soft skill development workshops should be organized by faculty. It was suggested conducting such workshops through outside experts.
- 4. Review of Best practices:
 - Area adoption program (AAP): AAP is effectively used by all the staff. IQAC expressed its satisfaction with the statistics of AAP usage.
 - b. Weekly Planner: All the teachers are displaying their Weekly plans on notice board regularly as per the observation of IQAC.
- Unnat Maharashtra Abhiyan (UMA): A Review of Unnat Maharashtra Abhiyan (UMA) project was taken and IQAC recommended that the institute should participate wholeheartedly in UMA projects.
- 6. <u>Review of Branding activities</u>: Prof. Satpute is appointed as coordinator for all branding activities to be conducted this year. It was suggested to take the opinion of all staff members. It is recommended to arrange GIT branding stall in educational exhibitions conducted in Maharashtra. Coaching classes for CET examination in

1

4

coordination with 'ChaturangPratishthan' to be organized after 12th Board exam. It was suggested by IQAC to start a CET examination centre in the institute.

7. <u>Training and placement activities</u>: IQAC reviewed training programs conducted by Training and Placement department. TPO gave a brief presentation on training and placement activities. Also, the future activities were discussed in detail. IQAC suggested focusing on employability and entrepreneurship development programs for students.

Prof. S. R. Khedekar Coordinator

Dr. Pramod S. Joshi Chairman

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GIT INSTITUTE OF TECHNOLOGY

Internal Quality Assurance Cell Academic Year 2019-20

Minutes of Meeting

Minutes of a meeting of the Internal Quality Assurance Cell held on May 26, 2020

 Principal informed IQAC about online lectures conducted and syllabus covered by staff during the lockdown period till date. IQAC appreciated college efforts towards online teaching to complete the syllabus. It was also informed to IQAC about various online courses completed by staff during the lockdown period. Online courses include webinars, faculty

	No. of Online		Online Courses completed			
Department	lectures conducted	% Syllabus Completed	Webinars	FDPs	Certificate Courses	Quiz
FE	235	99.43	11	12	10	-
Chemical	227	98.81	02	03	01	01
Mechanical	105	96.15	16	03 4	02	-
Computer	393	98.15	20	11	03	
EXTC	164	88.130	13	15	02	6
Civil	292	100	10	01	08	-

development programs, various certificate courses and quiz organized by various institutes.

Principal also informed IQAC about Mumbai university guidelines regarding summer examination 2020

2. IQAC discussed about research of students and faculty. It was informed IQAC about research funds sanctioned and received from various agencies and other organizations. Mechanical department received Rs. 85000/- grant for minor project from Mumbai university. Civil department received Rs 79500/- grant from IIT Bombay and TRTI Pune for their project. Civil engineering also received Rs 100000/- grant for other projects in the department. Seven research papers presented by staff in various reputed national and International journals. Applied Sciences & Humanities department, published 2 books and mechanical department, published one paper in an International conference proceedings. IQAC satisfied with the

efforts of staff for research activities, but also instructed to motivate students to participate in paper presentation, project presentation competitions outside GIT.

- 3. Principal informed IQAC about extension and outreach programs conducted in collaboration with industry, community and Non- Government organizations through NSS and student associations during the year. Blood donation camps were organized by NSS and EXTC department students. Total 32 students and 3 staff members participated in the activity. 'RS & GIS in urban & regional planning' program was organized by the civil engineering department. Tribal skill development workshop was conducted in association with CTARA. IIT Bombay in collaboration with the Tribal Research Institute, Pune.
 - IQAC discussed about scholarships and financial support given to students every year to attract the meritorious students and provide financial assistance to the poor students based on their performance and the criteria fixed by the management. In the year 2018-2019, college distributed Rs. 4.16.000/ to students. Scholarship to be distributed to 43 students is Rs. 432000/ for this academic year. Due to lockdown, it was not distributed yet.
 - 5. IQAC reviewed the admission scenario considering COVID-19 situation. Principal, presented estimations given by heads of department and admission committee. Admissions are likely to be increased this year due to following reasons:

a. Good rapport with present students due to online teaching

- b. Some colleges are slowly closing
- c. College has good infrastructure.

Review of training and placement activities was taken. Principal informed that 122 eligible students are trained for placement through various training programs conducted by training and placement cell. Following data was presented by Training and Placement officer.

Particular	Computer	E&TC	Chemical	Mech	Civil	Total
Placement offers	13*	06*	05*	02*		26*
Eligible	31	13	28	28	22	122
Companies	22	16	07	06	03	38
Companies Pending	04*	04*	08*	07*	04*	27*

Note: * indicates that placement is still going on for this batch

- Training and Placement cell informed IQAC about winter internship programs attended by students, details can be seen below.
- 9. It is observed the video conferencing tools have been used as substitute for physical class room teaching. The tools used are Zoom, Google meet, and FCC. The features of all tools are same with very little variations. Video, audio, screen sharing, recording features available across the tools on PC/laptop. Institute is already subscribed to Google and G suite, emphasize should be on Google tools as they are bundled as one pack. Tools need to address other methods of imparting knowledge and skills. Hence faculty must be encouraged to explore and use the other tools also. Sharing Notes/Pdf/PPT with audio recording was also tried by faculty members especially for numerical and problem solving. This helps students to learn them as and when required.
- 10. Few have recommended the use of learning management systems(LMS).Moodle is open source LMS provides the most flexible tool-set to support both blended learning and 100% online courses. Configure Moodle by <u>enabling or disabling core features</u>, and easily integrate everything needed for a course using its complete range of built-in features, including external collaborative tools such as <u>forums</u>, <u>wikis</u>, <u>chats</u>, <u>blogs</u> etc. (https://docs.moodle.org/38/en/About_Moodle).
- Each faculty can prepare temporary Google site for overall academics (with setting of access only to those who have link) and share also teaching aids.
- 12. Teaching learning activities in the institute need to be recorded, edited, and to be shared with students for repeated usage. This will also help slow learners to use them at their pace. These lectures also can be uploaded on YouTube for student use, self evaluation, and peer evaluation.
- 13. Course content to be delivered to students through suitable pedagogy. The right person to choose the best method and learn ability of students is finally the course coordinator. Course coordinator needs to be given freedom to learn tools as many as possible and apply the best fit to the situation. Finally, it is the teacher-student-learning tool combo which decides the outcome and grade.

needed for a course using its complete range of built-in features, including external collaborative tools such as forums, wikis, chats, blogs etc. (https://docs.moodle.org/38/en/About_Moodle).

Each faculty can prepare temporary Google site for overall academics (with setting of access only to those who have link) and share also teaching aids.

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Course content to be delivered to students through suitable pedagogy. The right person to choose the best method and learn ability of students is finally the course co-ordinator. Course coordinator needs to be given freedom to learn tools as many as possible and apply the best fit to the situation. Finally, it is the teacher-student-learning tool combo which decides the outcome and grade.

Prof. S. R. Khedekar Coordinator

Dr. Pramod S. Joshi Chairman

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GHARDA FOUNDATION'S GIT

Internal Quality Assurance Cell Academic Year 2019-20

Minutes of Meeting

Minutes of a meeting of the Internal Quality Assurance Cell held on June 22, 2020 GIT. Lavel at 14.00 hrs.

IQAC Co-ordinator. Dr. S. R. Khedekar welcomed the members of IQAC present for the meeting and the following business was transacted as per the points on agenda dated Jun 15. 2020.

- Review of Student's participation in extension activities: It has been observed that students' participation in the extension activities is poor due to lockdown. The IQAC suggested all HODs to take necessary measures to encourage participation in extension activities with Government and non-government organisations.
- Honours and recognitions received by staff: Principal, Dr. Joshi directed teachers to attend various technical programs organized by other institutions. IQAC took the review of the awards, recognitions, fellowships received by staff.
- E-content development: Dr. Khedekar informed IQAC about E-content development done by the staff. IQAC took the review of activities such as MOOCS. NPTEL etc.
- Professional development programmes: The IQAC took the review of professional development programmes attended by faculty. Principal, Dr. Joshi suggested that all department staff should attend professional development programmes.
- Incubation centre: The incubation centre was created by civil department & it was discussed in the meeting.
- Paper publications in reputed journals: The IQAC suggested HODs to increase paper publications in reputed journals.

Prof. S. R. Khedekar Coordinator

GHARDA

Dr. Pramod S. Joshi Chairman



Summary Report Of Students Feedback Committee (A.Y.2019-20)

Student's feedback committee is constituted for conducting and analyzing the teaching process carried by teacher teaching the subject and assessed by students. The teachers teaching evaluation is based on overall observation and assessment of subject teacher while learning the subject. The objective of this process is an overall improvement in performance of the teacher in teaching by quantifying the assessment given by learners. The online feedback system (based on the Google form) has been used for the academic year 2019-20. This is institute level committee has a structure as:

01. Chairman: Principal

02. Coordinator: Institute Level Mr. B. S. Potdar

03. Coordinator: Departmental (For the academic year: 2019-20)

ASH: Mr. C. S.Shinde / Mrs. S.R.Ghadge

Chemical Engg.: Mr. J. V. Mapara / Mr.V.B.Sawant

Civil Engg.: Mr. G.D.Parulekar/ Mr.H.S.Pawar

Computer Engg.: Mr.R.R.Bane/ Mr.M.M.Gajmal

EXTC: Mr. S.D.Latkar /Mr. N.V.Gamare

Mechanical Engg: Mr. P.N.Jadhav/ Mr.S.L.More



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Feedback Parameters: The student's feedback was obtained for theory as well as practical teaching. The questionnaires for the same were given below.

Theory

- 1. Whether teaching relevant to syllabus?
- 2. Whether the review is made on previous class?
- 3. Whether students doubts addressed satisfactorily?
- 4. Whether notes provided?
- 5. Whether teacher available for clearing doubts?
- 6. Whether teacher creates subject interesting?
- 7. Whether audible to last benches?





- 8. Whether voice is clear & understandable?
- 9. Whether the language is simple & understandable?
- 10. Whether faculty reports at right time to class?
- 11. Whether allotted time is fully utilized?
- 12. Whether board writing visible to last benches?
- 13. Whether handwriting is legible?
- 14. Whether LCD /OHP are used as required?
- 15. Whether models are used?
- 16. Whether practical/real-life examples are given?
- 17. Overall Impression of the teacher?

Practical

1. Are connections between practical work in practical classes and theoretical background during theory classes really happen?

- 2. Are the practical's runs smoothly according to university syllabus?
- 3. How approachable is the teacher in practical classes?
- 4. How well does the teacher succeed in stimulating and sustaining student's interest in practical work?

5. How successful is the teacher in responding the questions and queries promptly and effectively?

- 6. How effective is the teacher in evaluating the practical work?
- 7. Overall, how you are satisfied with the conduct of practical's?

Marks Awarding Criterion: The responses are given by the students based on the above parameters. The criterion for awarding the marks is:

- I: Very Poor
- 2: Poor
- 3: Good
- 4: Very Good
- 5: Excellent



The online responses were marks by the students for the respective subject teacher through Google Form. The five-point marks were converted to the percentage and performance index



out of 100 was reported. The online report of every subject teacher was generated in ERP. The feedback report was sent to the teacher through the principal, HOD and feedback coordinator.

Objectives:

Sr.No.	Title of Program	Objectives
1	Student Feedback	1. To provide students with the opportunity to comment on the quality of their learning experiences, as required in preparation for and as part Student
		Feedback of review processes
		To assess the success of academic provision in relation to the expectations
		of students
		3. To provide feedback to lecturers in order
		to improve deliver and/or content of
		the study-unit.
		4. To identify obstacles in
		attaining learning objectives
		and outcomes of particular
		course.

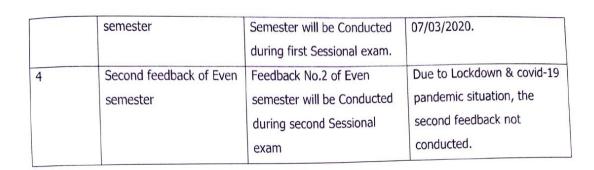
Planning:

Sr.No.	Title of the Program	Proposed Date	Execution Date
1.	First feedback of Odd	Feedback No.1 of Odd	During 29/08/2020 to
	semester	Semester will be Conducted	17/0/2020 for SE/TE/BE.
	\sim	during first Sessional exam.	And During 26/09/2020 to
			28/09/2020 for FE students.
2	Second feedback of Odd	Feedback No.2 of odd	During 16/10/2020 to
	semester	semester will be Conducted	31/10/2020 for SE/TE/BE
		during second Sessional	and 14/11/2020 to
		exam	16/11/2020 for Fe students
3	First feedback of Even	Feedback No.1 of Even	During 22/02/2020 to



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Summary Table: Feedback No.01 Odd semester 2019-20

Branch	Number of Subjects/Faculty	Excellent ≥ 90	Very Good 80-90	Good 70-80	Average 50-70	Below Average ≤ 50
First Year Engineering	10	0	3	4	3	-
Mechanical Engineering	17	-	1	3	13	-
Computer Engineering	17	5	4	6	1	1
Civil Engineering	17	0	1	8	8	-
Chemical Engineering	17	1	4	6	6	-
Electronics & Telecommunication Engineering	16	0	1	3	12	-
Total						

Action Taken on Feedback:

- H.O.D. or his representative personally interacts with all faculties while distributing the feedback.
- H.O.D. appreciates the strong points from the feedback analysis from the faculty.
- Counsel & motivate for improvement of the performance of the faculty having week feedback.

Summary Table: Feedback No.02 Odd semester 2019-20



GHARDA GIT INSTITUTE OF TECHNOLOGY



nch	Number of Subjects/Faculty	Excellent ≥ 90	Very Good 80-90	Good 70-80	Average 50-70	Below Average ≤ 50
t Year Engineering	10	0	4	3	3	-
chanical Engineering	17	1	1	9	6	-
nputer Engineering	17	0	5	6	6	-
il Engineering	17	0	07	08	02	-
emical Engineering	17	2	1	7	6	1
ctronics & ecommunication gineering	17	0	01	11	05	-
tal						-

Action Taken on Feedback:

- H.O.D. or his representative personally interacts with all faculties while distributing the feedback.
- H.O.D. appreciates the strong points from the feedback analysis from the faculty.
- Counsel & motivate for improvement of the performance of the faculty having week feedback.



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Summary Table: Feedback No.01 Even semester 2019-20





Branch	Number of Subjects/Faculty	Excellent ≥ 90	Very Good 80-90	Good 70-80	Average 50-70	Below Average ≤ 50
First Year Engineering	14	0	6	8	0	-
Mechanical Engineering	21	3	6	7	5	-
Computer Engineering	14	2	6	2	4	-
Civil Engineering	19	0	14	5	0	-
Chemical Engineering	16	1	10	3	2	-
Electronics & Telecommunication Engineering	14	2	7	4	1	æ
Total						

Action Taken on Feedback:

- H.O.D. or his representative personally interacts with all faculties while distributing the feedback.
- H.O.D. appreciates the strong points from the feedback analysis from the faculty.
- Counsel & motivate for improvement of the performance of the faculty having week feedback.





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A/P:TAVIT. IAL KIILD, DIST RATNAGIRI. Tel.: 02356 - 262795 - 99. Lax: 02356 - 262980 (Affiliated to Mumbai University & Approved by AICTE, New Delhi, DTE, Maharashtra) Accredited by NAAC B+ Grade Website: www.git-india.edu.in Email: tpo/a/git-india.edu.in

Employers Feedback Form

GIT is continually measuring and assessing achievements of its Graduates. This assessment Process is the identification of the performance of our graduates relative to identified program educational objectives and program outcomes. We would greatly appreciate your time and effort in completing this survey.

Valbhau Grend Name (Optional): Designation/Position: & Porject Marager Company Name: Paramata) ix Schular Sectoring Est Lid Company Address: Banpada, Navi Munsbar Maharashtra E-mail and Contact Number: vaibhai gund @ paramatrix. com (022.415 18700) Type of organization: Government/Private/Public Limited Size of Enterprise: Small/ Medium/Large IT software Development & services in Your core business or function is: Manufacturing/ Educition/Software/Hardware/Banking/Consultancy/Marketing/Saks/Services/ BFS1 Sector R&D/Diversified/Others (Pl. Specify): How many GIT engineering graduates appeared for final interview?

Please evaluate the GIT engineering graduates that you have observed during interview about their technical and interpersonal skill set. Select appropriate response on the scale from highest "5" being very closely related and lowest "1" being unrelated.

 1.
 Successfully apply their learned knowledge and skills throughout their interview process.
 2

 2.
 Have enthusiasm and aptitude to continuously pursue learning and professional development as per the changing needs.
 1

 3.
 Have a ability to communicate and explore individual capacity.
 2

	Are recognized as qualified engineers with high ethical standards.	4
5.	Gesture, posture, attire and presentation	En
6	Behavioral skills	K

Infrastructural Facilities:-

1.	Infrastructural (seminar hall, Conference room, GD room and PI cabin)	5
2.	Computer Labs	4
3.	Wi-fi-Internet	3
4.	Food and Water (Canteen)	4
5.	Guest House	

Briefly answer the following queries which will help us to improve our teaching-learning system

1. Does it appear that GIT engineering graduates are well prepared for job?

2. What are the strengths of GIT engineering graduates?

3. What are weaknesses of GIT engineering graduates?

1	feer	Com	menicalition	stille
/	Ready	40	hear news	stills
1	fecter		hear now edo	j.e_

4. What suggestions do you have for us to improve the quality of our graduates? of Continuous technical training on now one ships by Proventine of Jundow and Alloces 5. Does training and placement team provides facilities proper support and coordination? -Abustutely Good Coreporation, from is by efficient, preactive & supportion. 6. Please provide additional comments/ Suggestions (If any). >> continuous performance improvement is norassary >>> create student club culture & give online platforms for practice. Date: Steh. 2000 Place: they Sign / Stamp

FOUNDATION'S

GHARDA INSTITUTE OF TECHNOLOGY

DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION 28 th "September 2019

PARENTS FEEDBACK PARENTS MEET (only for defaulter students)

2019-29 (add Semester)

Parent Name - Manuel M. D. Contact No- 9921879967, Student Name- Chaiton Manshar Manufear- 2019/20

		SE	
SR. NO.	ITEM	GRADE	COMMENT
1	Infrastructure facilities e.g laboratory, Canteen, Hostel etc	B	-
2	Quality of academic resources	B	-
3	Programs arranged by the department	B	
4	Encouragement to students for various curricular and co curricular	В	c
5	activities Overall efforts taken by the dept for the development of the students	Dy	<u> </u>
6	Any other suggestions:	NIC -	C

pepand, Parents Signature

Signatio Address SR No Name of the Parent. Class Ashok P. Meydam FATC-III Bharant Talkard Brigday Nammata S. Vadike - 11 - Kasar Alli, Kund Final 3. आवाजोली 5) सी. टार्षी विजय स्वडसे E and Te आविद्धतवी मर्च Dreadse 6) Zulekha shakil Gharste E and Te Tambe Mohalla Iched Z. S. Ghare te 9) Nishal R. Tongam Earlie A. Po. Khed, Bhadgov (Vas 8) L.R. Rathed Efrend Chipun Apathed 3) Stric. S. patrie E and To Pir Lote Hout 10) Tamaji M. Ilalce ESTC-I Bahushelk Nake Bla 11) Samjana Samjay Kudalkar E. TE III Vanipeth Khed terk

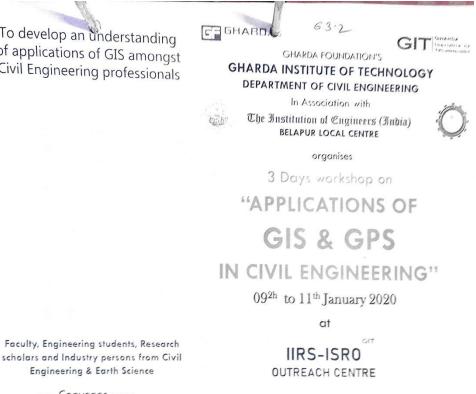
Objective of the workshop

Key

features of the

workshop

To develop an understanding of applications of GIS amongst Civil Engineering professionals



Patrons

Dr. M.G. Gokhale Trustee, GIT Dr. P. S. Joshi

Principal, GIT

Dr. S. K. Patil Head, Department of Civil Engineering, GIT ---- Coordinator -----Dr. Y. R. Kulkarni Asst Prof. Department of C.v. Engineering, GIT

---- Convener -----

Department of Civil Engineering Gharda Institute of Technology A Pilovel, for Khed, Dist Romagin 415708 Tel: 91 2356 262795 97 98 99 Fax 01.0 115 252080

Google location link

Who can participate?

Engineering students , Faculty, researchers and Industry persons from all streams

To develop holistic approach and view towards urban and rural infrastructure development.

- An overview of urban infrastructure
- Planning and development of city -A case study of Navi Mumbai
 Introduction of infrastructure for metro rail project
 Sustainable Infrastructure Development
 Applications of software in Infrastructure Development

- · Water resource and rural infrastructure development

re detail about program please contact Dr. Y.R. Kulkarni: 8888381056



6.3.2

A/P Lavel, Tal. Khed, Dist. Ratnagiri-415708 Tel : 91 2356 262795/97/98/99 Fax : 91 2356 262980



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GHARDA INSTITUTE OF TECHNOLOGY GIT **F**HARDA

AT. PO. LAVEL, TAL. KHED DIST. RATNAGIRI 415708

Website : www.git-india.edu.in

Department of Computer Engineering

Certificate of Participation

This certificate is granted to

Mr./ Ms.Rajkumar Bhimrao Pawar

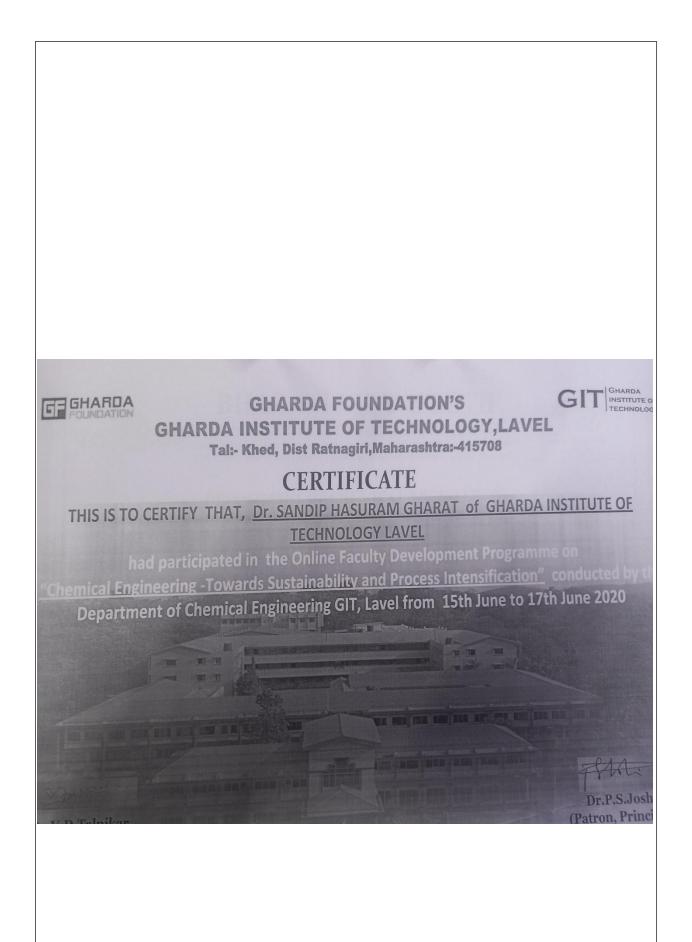
In recognition of participating in the Webinar on "Ethical Hacking" organized by Department of Computer Engineering, Gharda Institute of Technology, Lavel on 10/05/2020.

Dr. P. Roy

(HoD, Comp)

Prof. S. S. Tathare (Webinar Coordinator)

Dr. P. S. Joshi (Principal)





GIT GHARDA

A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI. Tel.: 02356 - 262795 – 99, Fax: 02356 – 262980

Website: www.git-india.edu.in, Email: principal@git-india.edu.in

Ref.No.GIT/Admin/OR/2019/54 Date: 22nd October, 2019

OFFICE ORDER

- 1. Dr. V.D. Talanikar Professor & HOD Dept. of Chemical Engineering Gharda Institute of Technology Lavel.
- Prof. S. R. Khedekar Asst. Professor & HOD Dept. of Electronics & Tele-Comm. Engg. Gharda Institute of Technology Lavel.
- Prof. G.D. Parulekar Asst. Professor Dept. of Civil Engineering Gharda Institute of Technology Lavel.

Sub: Appointment as Academic Audit Coordinator

Dear Sir,

The Institute Management has decided to appoint you as "Academic Audit Coordinators". You are directed to coordinate the Academic Audit related work as and when required. Academic Audit should be finished before the vacation starts.

Thanking you,

Yours faithfully, For GHARDA INSTITUTE OF TECHNOLOGY

Dr. P.S. Joshi Principal

Cc to: All HoDs & Teaching Staff



Contents of Course file checked during academic audit

- 1) Vision, Mission statement (Institute & Department)
- 2) Program educational objectives(PEOs)
- 3) Program Outcomes/Graduate Attributes
- 4) Course Outcomes
- 5) University calendar
- 6) Academic Calendar (Departmental & Institute)
- 7) Individual Time-Table
- 8) Syllabus copy
- 9) Teaching Plan
- 10) Practical/Tutorial plan
- 11) Theory attendance
- 12) Tutorial/ Practical Attendance
- 13) Assignment record (Assignments & assessment record)
- 14) Term work record
- 15) University question papers and sessional examination question papers for last four years
- 16) Notes
- 17) Weekly plan
- 18) Abstracts of student's project
- 19) Details of guest lecture of your subject
- 20) Course exit survey & analyis

