

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:**

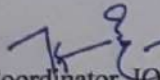
- a. **Promoting MOOC Courses:** Prof. RB Pawar will submit the list of Faculty against course with MOOC certifications. SWAYAM/NPTEL certifications will be made compulsory to all staff.
- b. **Technology in Teaching-Learning:** MOODLE system to be implemented in GIT along with EDPuzzle, Padlet etc like 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.



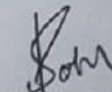
12. **Scrapping E Waste policy & implementation: Prof S K Dhawale & Mr. Vipul Shirgoankar:**  
Scrap Computers will be finalized with certification from third party educational institute, industry & Computer Vendors within next 15 days.
13. **Yearly Dead Stock Audit** – Yearly dead stock audit plan will 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



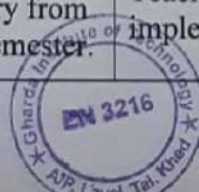
  
Chairman, IQAC



## Internal Quality Assurance Cell

### Action Taken Report of the meeting dated 27 March, 2023

Sr. NO	IQAC point	Action Involved	Action to be Taken (People involved in action to be taken)	Status
1	Confirmation of the Minutes of 27 Dec 2023	Geo tagged Photos of Programs/Events in College	<b>Registrar</b> will identify two persons for taking Geo tagged photographs of every program/event in the college.	Discussed & Decided
2		Routine cleanliness & maintenance activities	<b>Registrar</b> will take regular follow-up	Discussed & Decided
3		AAP Software Report	<b>Project Dept. &amp; IT HelpDesk</b> will submit AAP Software report to Principal & IQAC after every 15 days.	Discussed & Decided
4		Orientation of New Books Arrival	<b>Librarian</b> will arrange orientation on arrivals of new books in library for all staff.	Discussed & Decided
5		Staff Visit to Library	Every Dept. <b>HOD</b> will ensure all staff Library visit once in a month.	Discussed & Decided
6		Plan of Actions : Counsellor	<b>Counsellor</b> will submit his next semester plan of actions to Principal & IQAC within next week.	Discussed & Decided
7		CO/PO attainment	<b>NBA Coordinator</b> will design a system for attainment of CO/PO  <b>Every faculty</b> will show attainment of sessional exam result to principal along with methodology used.	Discussed & Decided
8		College Council Meeting	<b>Principal</b> will arrange college council meetings 4 times annually.	Discussed & Decided
9	NBA Preparedness	Formation of NBA Committee & target dates	<b>NBA Coordinator</b> will form NBA Committee (Central & Dept wise)  Target date for SAR submission is decided as 31 <sup>st</sup> Dec 2023	Decided
10	Academic Diary of Teachers & its implementation	Implementation of Academic Diary from next regular Semester.	Teachers Diary will be implemented for <b>all Teachers</b> .	Discussed & Decided



11	<b>Formation of HR Policy</b>	Finalizing HR Policy	<b>Registrar</b> will finalize HR policy in consultation with Principal & Management before 30 April 2023.	Discussed & Decided
12	<b>Sessional &amp; University End Semester Result analysis</b>	Low result Remedial Action Plan	<b>Faculty</b> having less result will submit remedial action plan with suggestions given of his/her subject to IQAC/Principal	Discussed & Decided
13			<b>Every HOD</b> will arrange Parent interaction (per day 10 parent) for counselling (improvement of Attendance, Result & placement activities)	Discussed & Decided
14			<b>COE</b> will ensure that for sessional examination seating for complete time slot of Paper will be compulsory to all Students.	Discussed & Decided
15			<b>Every HOD</b> will ensure that Inter Subject Project Statements should be small.	Discussed & Decided
16	<b>Internship Policy</b>	Finalizing Internship Policy	<b>TPO</b> will finalize policy with suggestions & in consultation with Dean R&D & Principal before 30 <sup>th</sup> April 2023.	Discussed & Decided
17	<b>FE Induction Policy</b>	Finalizing FE Induction Policy	<b>HOD FE</b> will finalize policy with suggestions & in consultation with Principal before 30 <sup>th</sup> April 2023.	Discussed & Decided
18	<b>Consultancy &amp; Testing Policy</b>	Finalizing Consultancy Policy	<b>HOD Civil</b> will finalize policy with suggestions & in consultation with Dean R&D & Principal before 30 <sup>th</sup> April 2023.	Discussed & Decided
19	<b>Review of EDUTECH Cell</b>	Promotion of MOOC Courses	<b>MOOC Coordinator</b> will submit list of certifications staff wise to Principal.  MOOC Certifications are made compulsory to all Staff.	Discussed & Decided
20		Technology in Teaching Learning	MOODLE system to be implemented in GIT along with 10 new technologies (as per interest) <b>Prof. CS Shinde</b>	Discussed & Decided
21			<b>Prof. RB Pawar</b> will arrange faculty training on Innovation in Pedagogical practices within next 15 days.	Discussed & Decided
22		Recording Studio	Every GIT faculty will start recording Video lectures of their subjects (on difficult sessions) using existing video recording facilities with help of IT Help Desk.	Discussed & Decided
23		Attendance	Feedback of existing system implemented by <b>Prof. Chetan</b>	Discussed & Decided





		Monitoring	<b>Shinde</b> will be taken 7 suggestions will be implemented. <b>Prof. Oak</b> will find solution for attendance capturing.	
24		Virtual Labs	<b>Prof. NH Koppa</b> will educate all departments about use of Virtual Labs. <b>Every faculty</b> will conduct at least one experiment in Virtual Lab.	Discussed & Decided
25		QR Code & Virtual Tour	<b>Prof. Nair &amp; Mr. Amol Salunkhe</b> will display QR Codes on departments & College Campus Trees.	Discussed & Decided
26		EDUTECH for Assessment & Examination	<b>EDUTECH Committee</b> will come up with solution for Assessment & Examination	
27	<b>Scrapping of E Waste</b>	Scrapping of Old PCs	Prof. SK Dhawle & System Admin will implement action plan for scrapping Old PCs before 30 <sup>th</sup> March 2023.	Discussed & Decided
28	<b>Dead Stock Audit</b>	Dead Stock Audit Plan	Yearly dead stock audit will be done by Store Dept. & benchmark list will be prepared.	Discussed & Decided
29	<b>Weekly/Monthly/Biannual/Annual Reports</b>	Weekly/Monthly/Biannual/Annual Reports	As per the list prepared reporting will be done within Faculty-HOD-Principal	Discussed & Decided
30	<b>Disciplinary guidelines to Staff &amp; Students</b>	Disciplinary guidelines to Staff & Students	Registrar/Principal will give guidelines for <ul style="list-style-type: none"> <li>• Reporting Time to the Institute by Staff</li> <li>• Formal attire for all Staff</li> <li>• Implementation of Gate pass system</li> <li>• Discipline guidelines to students in Campus</li> <li>• Implementation of PBAS</li> <li>• Financial Authority to Hods</li> </ul>	Discussed & Decided
31	<b>ESTEEM Cell</b>	Sector Skill Council Courses implementation	ESTEEM Cell will ensure to start Sector Skill Council Courses before next semester.  ESTEEM Cell apply for KARMA & PMKVY 4.0 in future.	Discussed & Decided

*28.03.2023*  
Coordinator, IQAC

**CO-ORDINATOR**

Internal Quality Assurance Cell (IQAC)  
Gharda Institute of Technology, Level



*[Signature]*  
Chairman, IQAC

Date: 12.12.2022

### Minutes of the Meeting

2<sup>nd</sup> meeting (AY 2022-23) of the Internal Quality Assurance Cell has been held on 12<sup>th</sup> December 2022 in Seminar Hall at 11.00 AM. Following businesses were transacted as per the points on agenda dated 5<sup>th</sup> December 2022.

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 28 Sept 2022. IQAC confirmed the same.
2. **Review of the Statutory / Non Statutory committee activities (First Half AY 2022-23):** Statutory committee heads presented the review of their respective committees of last semester. Following are the suggestions given by IQAC:
  - a. Awareness program should be conducted at least once in a year by ICC & WDC for awareness among all the students.
  - b. Every committee will take geo-tagged photos in their activities. IQAC will suggest/share sample apps for the same.
  - c. Workshop/training program should be conducted under WDC.
  - d. Anti-Ragging Committee will maintain register at Ladies & Gents Hostels for squad's Visits. Awareness program should be conducted once in year.
  - e. Policy should be decided for Aptitude/Technical Training for students in Training Placement Coordinator committee. Dr. Mangore Suggested to take once in semester aptitude training from outside agency with weekly test on the same for the next whole semester.
  - f. Awareness should be done among students about various committees and need to conduct activities by respective cell.
  - g. Every Semester each department should conduct meetings/activities in the Library. (at least once).
  - h. All English newspapers should be kept at Library, hostel & Waiting area near to office & decrease the count of Marathi Newspapers.





- i. Prof. V. D. Kamble presented the review of NSS activities. IQAC suggested to prepare plan for next semester.
- j. Prof Tirupati Iltapawar presented the review of Alumni Association and asked to prepare plan for next semester.

### 3. Review of IQAC Initiatives/Activities

- a. IQAC coordinator presented the status of activities on Feedback system, Student Satisfaction Survey, Change in Student Uniform, Academic & Administrative Audit and data management through website.
- b. IQAC coordinator suggested to include ladies faculty as ladies representation in IQAC Committee. Accordingly Prof. (Mrs) V. S. Kolge & Mrs. S. R. Ghadge will be added in IQAC Committee as Teaching & Non Teaching representative.
- c. Principal Dr. S. K. Patil suggested to implement Attendance System ERP in all departments before start of next sem. It should be completed before 20 Jan 2022.
- d. Faculty meet has been arranged on 20<sup>th</sup> December with Principal and Management Representative.
- e. HoDs will present the status and plan for next semester on 20<sup>th</sup> December 2022 in faculty meet.
- f. Prof. Lahane will coordinate the meeting with all HoDs for the formation of CO/PO Attainment and will suggest common methodology for the same.


### 4. Review of NAAC preparedness: All HoDs presented the status of activities going under NAAC preparedness.

- a. Registrar will take feedback of complaints on Central Facilities regarding cleanliness of Bathrooms, Internet Bandwidth, Labeling at various locations, routine maintenance activities, Playground preparation, Little Byte to start once again, Hon. Dr. Gharda sir's photo at various cabins etc.
- b. Librarian presented the status of Library activities.

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

  
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


## Internal Quality Assurance Cell

### Action Taken Report of the meeting dated 12 December, 2022

Sr. NO	IQAC point	Action Involved	Action to be Taken (People involved in action to be taken)	Status
1	<b>Review of the Statutory / Non Statutory committee activities</b>	Awareness program on ICC & WDC	ICC & WDC heads will conduct one awareness program per semester, Plan for next semester should be submitted to IQAC on or before 17/12/2022	Discussed & Decided
2		Geo-tagged Photos	Every committee will take Geo-tagged photos of respective events.	Discussed & Decided
3		Register for Squad Visits	Squad members should register their visits at hostel Security cabin. Prof Munghate should ensure the same	Discussed & Decided
5		Cleanliness & Maintenance in Hostels	Registrar will take follow-up	Discussed & Decided
6		Aptitude/Technical Training for students	Principal & TPC will decide policy and plan. Should be submitted to IQAC	Discussed & Decided
7		Awareness of all Statutory & Non-statutory committees or Cells	IQAC will communicate the details of committee and respective heads to students	Discussed & Decided
8		Meetings at Library	HODs should conduct the same at Library	Discussed & Decided
9		English Newspapers	Librarian/Warden will implement at Library & Hostels	Discussed & Decided
10		Counselling Activities	Counsellor will prepare plan for next semester & will submit to IQAC	Discussed & Decided
11		<b>Review of IQAC Initiatives/Activities</b>	Ladies representation in IQAC Committee	Mrs. V. S. Kolge & Mrs. S. R. Ghadge will be added as new IQAC committee members
12	Implementation of Attendance System ERP		All faculty should implement, periodical follow-up to be taken by HoDs	Discussed & Decided



13		Formation of CO PO attainment methodology	Prof. Lahane & all HOD will decide common/most suitable format for attainment calculation before 22/12/2022 HODs will take follow-up	Discussed & Decided
14		Faculty Meet in every Semester	Faculty Meet will be conducted by Principal in December 2022.	Discussed & Decided
15		Plan for Next Semester	HoDs will present the plan for next semester & should submit to IQAC (25/12/2022)	Discussed & Decided
16	<b>Review of NAAC preparedness</b>	Routine cleanliness & maintenance activities	Registrar will take follow up of the same.	Discussed & Decided
17		Internet Bandwidth allocation		
18		Labelling at various locations		
19		Playground preparation		
20		Restarting Little Byte		
21		Hon. Dr. Gharda sir's Photo at various locations		

  
 Coordinator, IQAC  
**COORDINATOR**  
 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**

Minutes of the meeting of the Internal Quality Assurance Cell held on 28<sup>th</sup> September 2022 in Physics Hall at 11.00 AM. Following business was transacted as per the points on agenda dated 21<sup>st</sup> September 2022.

1. **Welcome and Introduction:** IQAC coordinator welcomed all the present members. Formal Introduction of all previous & newly added members in IQAC is given by IQAC coordinator and appealed to all for their valuable contribution in IQAC for the period of 2022-2023.
2. **Compliances to Academic Calendar:** The review of the compliances to departmental academic calendars has been conducted. All HOSs have discussed activities completed & scheduled as per the academic calendars. It has been decided that departmental academic calendar should be prepared at the very commencement of semester in line with the institutional academic calendar.
3. **NAAC preparedness:** IQAC Coordinator presented the review of NAAC processes as institute is under Digital Verification & Validation (DVV) process hence not able to schedule NAAC peer team visit calendar. Meanwhile some of the following works need to be carried out,
  - a. Display boards in institute premises will be updated at the earliest. HODs need to take necessary actions.
  - b. Best Practices & GIT Initiatives/facilities need to be updated. Respective section heads should be notified regarding the access & activeness of various best practices & infrastructural facilities. (Criteria No. 7)
  - c. IQAC recommended that student Progress Card will be discussed & finalize shortly & will be used for implementation of mentoring system.
  - d. Slow & Fast Learners will be identified from First Year Onwards.
4. **NBA preparedness:** Dr. B. A. Danawade, NBA Coordinator briefed upon eligibility of various departments.
  - a. Personal files should be maintained by each faculty.
  - b. Faculty Profile /C.V. should be prepared & uploaded on the Institute Website. Format for the same will be prepared shortly.





c. It has been decided to review count of admissions & accordingly pre Qualifiers will be prepared.

5. **Teaching & Non Teaching Staff Feedback:** IQAC Coordinator presented the analysis of Teaching & Non Teaching Staff feedback with Strength & Weaknesses. The valuable suggestions provided by staff members have been discussed & accordingly recommendations have been given:

- a. To carry out equal load distribution (Administrative) matrix to be analyzed.
- b. As ERP need to be implemented it has been decided that institutional ERP system for attendance assessment will be implemented in the next Semester for all the programs on mandatory basis.
- c. The importance of UHV training/FDP has been raised by the Principal with the appeal for the completion of the same. Every department must have at least one UHV complied faculty.
- d. The pending matters of qualification enrichment & subsequent benefits need to be notified to higher management.
- e. It has been recommended by IQAC that faculty meets with Principal should be conducted twice in a year.
- f. For the Professional advancement & service conditions of staff members in line with UGC/AICTE/University norms the policy framework need to be updated.
- g. All HODs will convey discussions/decisions to departmental staff (carried out in the meeting with Principal) from time to time.
- h. Separate seating arrangement for staff members in the canteen will be provided. Concerned authority will be notified.
- i. IQAC recommended to conduct meeting/s of College Development Committee on quarterly basis. Dates of the same will be mentioned in the Institute Academic Calendar.
- j. All the faculty members should maintain formal & professional dress code & overall attire. Notice/Circular of the same will be issued by higher authority.
- k. Institute needs to maintain Gender Ratio in institutional setup.
- l. To maintain the discipline it is recommended to review late comings/early goings & strict actions should be taken or SOP should be prepared & published.


**Suggestions from Students :**

- a. Set up a clean environment around college: Principal informed students about Grass Cutting, Paste Control measures taken by college. Student Coordinator Miss. SomyaKumari suggested for Dedicated Nature Club & plantation activities.



- b. Specific Store Room will be provided to Cultural Club to place all the properties.
  - c. Various Complaints related to Hostel: Will be addressed with Query mechanism & email communication with proper channel.
  - d. Cleanliness of Toilets should be prioritized.
  - e. Principal further informed about Solar Energy initiatives & grills to the Windows of Ladies Hostels for security.
  - f. Students coordinator Mast. Vishwajeet Patil informed about Pending Merit Scholarships.
  - g. Students requested to revise the College Uniform of Students. A committee will be formed for finalizing college Uniform & it will be applicable from First Year 2022-23 Batch.
6. **Academic audit:** Academic & admin audit will be carried out as per the recommendations & guidelines provided by IQAC. SOP of the same will be published shortly. The dates of the academic audit will be conveyed through Institute Academic Calendar.
7. **Preparation of AQAR 2021-22:** As per regular practice & requirement of NAAC the preparation & submission of AQAR 2021-22 is mandatory. All NAAC Criteria Coordinators need to initiate for data collection, analysis & upload, which should be finished before Dec 2022.

The meeting was concluded with a vote of thanks.

  
Coordinator, IQAC



  
Chairman, IQAC




Internal Quality Assurance Cell

Action Taken Report of the meeting dated 28<sup>th</sup> September 2022

Sr. No.	IQAC point	Action Involved	Action to be Taken (People involved in action to be taken)	Status
1	Compliances to Academic Calendar	Conduction of review	HODs presented the same	Completed
2	NAAC Preparedness	Displays, boards, flexes to be showcased	HODs need to provide the info to be printed	Conveyed by IQAC Coordinator
		Best Practices in GIT need to be focussed (Access & Activeness)	AAP, ELRC need to be more accessible and active (Vipul Shirgoankar & Amol Salunkhe)	Conveyed by IQAC Coordinator
		Students' Progress Card (Mentoring Programme)	Will be discussed and finalised (Mentoring Coordinator, Counsellor & HODs need to discuss)	Discussed in IQAC
		Slow & Fast Learners	HODs need to prepare the same	Discussed
3	NBA Preparedness	Personal File to be maintained by each faculty	Need to notify the faculty (by Principal)	Discussed & Decided
		Faculty Profile /C.V. to be made available on website/webpage	IQAC will provide the format, Amol Salunkhe will provide the access to all shortly	Discussed & Decided
		Pre-Qualifiers to be filled and Submit to NBA	After the admission process, will be discussed, filled and submitted by HODs & Principal	Discussed & Decided
4	Academic Audit of Teaching & Non-teaching Faculty	SOP & Guidelines will be provided by IQAC	<ol style="list-style-type: none"> <li>1. Principal need to notify the same to all staff</li> <li>2. For the current semester, HODs need to conduct the audits before the commencement of theory examinations (Nov 2022)</li> <li>3. Dr. B. A. Danawade will provide the format of the same.</li> <li>4. One page comprehensive report of audit will be submitted to IQAC.</li> </ol>	Discussed & Decided



5.	AQAR 2021-22	Process of collection, analysis scan and upload will be started shortly.	<ol style="list-style-type: none"> <li>1. All Criteria coordinators need to complete the same, shortly it will be initiated under IQAC</li> <li>2. IQAC Coordinator will initiate the same</li> </ol>	Discussed & Decided
6.	Students' Issues Raised in IQAC (mentioned in MOM)	To discuss & decide with respective section head/s	Principal need to notify respective section head/s (issues mentioned in MOM)	Discussed & Decided
7.	ERP system	To be implemented to all programmes	<ol style="list-style-type: none"> <li>1. Principal need to notify the same to all staff</li> <li>2. need to conduct the training before the commencement of next semester</li> </ol>	Discussed & Decided
8.	Faculty issues regarding Qualification Enrichment/s & Professional advancement	To be conveyed to Management with recommendations	Principal needs to recommend the same & will be discussed in CDC meeting	Discussed & Decided
9.	Faculty Meet	Faculty Meet should be arranged at least once in a semester	Principal needs to decide and convey to all staff (date of Meet of current semester)	Discussed & Decided
10.	Dress Code/pattern for Faculty	Need to decide and notify	Principal & HODs need to decide and notify to all	Discussed & Decided
11.	Dress Code/pattern for Students	Need to decide and notify	<ol style="list-style-type: none"> <li>1. Need to assign the task to SRC, to finalise dress code patterns</li> <li>2. final decision will be carried out by Principal</li> </ol>	Discussed & Decided
12.	Date/s of IQAC & CDC	Date/s of IQAC & CDC will be mentioned in Academic Calendar	<ol style="list-style-type: none"> <li>1. IQAC Coordinator will discuss the same with Principal &amp; finalise the same</li> <li>2. Will be mentioned in Academic Calendar of respective semester</li> </ol>	Discussed & Decided

  
 Dr. N. A. Kolekar  
 (Coordinator, IQAC)



  
 Dr. S. K. Patil  
 (Chairman, IQAC)