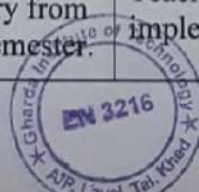# GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY

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		Geo tagged Photos of Programs/Events in College	**Registrar** will identify two persons for taking Geo tagged photographs of every program/event in the college.	Discussed & Decided
2		Routine cleanliness & maintenance activities	**Registrar** will take regular follow-up	Discussed & Decided
3		AAP Software Report	**Project Dept. & IT HelpDesk** will submit AAP Software report to Principal & IQAC after every 15 days.	Discussed & Decided
4		Orientation of New Books Arrival	**Librarian** will arrange orientation on arrivals of new books in library for all staff.	Discussed & Decided
5	**Confirmation of the Minutes of 27 Dec 2023**	Staff Visit to Library	Every Dept.**HOD** will ensure all staff Library visit once in a month.	Discussed & Decided
6		Plan of Actions : Counsellor	**Counsellor** will submit his next semester plan of actions to Principal & IQAC within next week.	Discussed & Decided
7		CO/PO attainment	**NBA Coordinator** will design a system for attainment of CO/PO **Every faculty** will show attainment of sessional exam result to principal along with methodology used.	Discussed & Decided
8		College Council Meeting	**Principal** will arrange college council meetings 4 times annually.	Discussed & Decided
9	**NBA Preparedness**	Formation of NBA Committee & target dates	**NBA Coordinator** will form NBA Committee (Central & Dept wise) Target date for SAR submission is decided as 31st Dec 2023	Decided
10	**Academic Diary of Teachers & its implementation**	Implementation of Academic Diary from next regular Semester.	Teachers Diary will be implemented for **all Teachers**.	Discussed & Decided

11	**Formation of HR Policy**	Finalizing HR Policy	**Registrar** will finalize HR policy in consultation with Principal & Management before 30 April 2023.	Discussed & Decided
12	**Sessional & University End Semester Result analysis**	Low result Remedial Action Plan	**Faculty** having less result will submit remedial action plan with suggestions given of his/her subject to IQAC/Principal	Discussed & Decided
13			**Every HOD** will arrange Parent interaction (per day 10 parent) for counselling (improvement of Attendance, Result & placement activities)	Discussed & Decided
14			**COE** will ensure that for sessional examination seating for complete time slot of Paper will be compulsory to all Students.	Discussed & Decided
15			**Every HOD** will ensure that Inter Subject Project Statements should be small.	Discussed & Decided
16	**Internship Policy**	Finalizing Internship Policy	TPO will finalize policy with suggestions & in consultation with Dean R&D & Principal before 30th April 2023.	Discussed & Decided
17	**FE Induction Policy**	Finalizing FE Induction Policy	HOD FE will finalize policy with suggestions & in consultation with Principal before 30th April 2023.	Discussed & Decided
18	**Consultancy & Testing Policy**	Finalizing Consultancy Policy	HOD Civil will finalize policy with suggestions & in consultation with Dean R&D & Principal before 30th April 2023.	Discussed & Decided
19	**Review of EDUTECH Cell**	Promotion of MOOC Courses	**MOOC Coordinator** 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) **Prof. CS Shinde**	Discussed & Decided
21			**Prof. RB Pawar** 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 **Prof. Chetan**	Discussed & Decided

		Monitoring	Shinde will be taken 7 suggestions will be implemented. Prof. Oak will find solution for attendance capturing.	
24		Virtual Labs	Prof. NH Koppa will educate all departments about use of Virtual Labs. Every faculty will conduct at least one experiment in Virtual Lab.	Discussed & Decided
25		QR Code & Virtual Tour	Prof. Nair & Mr. Amol Salunkhe will display QR Codes on departments & College Campus Trees.	Discussed & Decided
26		EDUTECH for Assessment & Examination	EDUTECH Committee will come up with solution for Assessment & Examination	
27	Scrapping of E Waste	Scrapping of Old PCs	Prof. SK Dhawle & System Admin will implement action plan for scrapping Old PCs before 30th March 2023.	Discussed & Decided
28	Dead Stock Audit	Dead Stock Audit Plan	Yearly dead stock audit will be done by Store Dept. & benchmark list will be prepared.	Discussed & Decided
29	Weekly/Monthly/Biannual/Annual Reports	Weekly/Monthly/Biannual/Annual Reports	As per the list prepared reporting will be done within Faculty-HOD-Principal	Discussed & Decided
30	Disciplinary guidelines to Staff & Students	Disciplinary guidelines to Staff & Students	Registrar/Principal will give guidelines for • Reporting Time to the Institute by Staff • Formal attire for all Staff • Implementation of Gate pass system • Discipline guidelines to students in Campus • Implementation of PBAS • Financial Authority to Hods	Discussed & Decided
31	ESTEEM Cell	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

Coordinator, IQAC   28.3.2023

EN 3216

Chairman, IQAC

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