

**GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY**
Internal Quality Assurance Cell
A/P: Lavel, Tal.Khed Dist. Ratnagiri
Academic Year 2016-17

The Minutes of the IQAC Meeting held on 25th July, 2016, at 11 .00 am

A meeting of all the members of IQAC was held on 25-7-2016 at 11.00 a.m. in Conference Hall.

Following Members are present for the meeting.

1. Dr. S. H. Gharat
2. Prof. S. P. Tekade
3. Prof. O. A. Jarali
4. Prof. Miss. J. G. Borade
5. Prof. S. S. Tathare
6. Prof. G. D. Parulekar
7. Prof. B.S. Potdar
8. Mr. A. N. Thakur
9. Prof. B.A Danawade
10. Prof. S.R. Khedekar
11. Prof. S.D. Latkar
12. Prof. M.S. Gadre
13. Prof. M.S. Satpute
14. Dr. M.G. Gokhale
15. Mr. Sadanand Kulkarni
16. Miss. Isha Sharma
17. Mast. Rohit Shetty
18. Prof. M.A. Khandke

Dr. Prashant Patwardhan, Mast. Jyotiba Pawar, and Mr. Bhavesh Patel could not attend the meeting.

Dr. S. H. Gharat, Principal welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the college.



The following decisions were taken during the meeting.

1. The Minutes of the previous meeting was confirmed.
2. For the current semester all the HoDs are informed to perform the following tasks:
 - a. BE project review can be taken on every month for the enhancement of project quality.
 - b. Each department should carry Training & Placement activities.
 - c. Prepare Departmental Academic calendar.
3. NAAC Preparation
 - a. SSR for the criteria 1, 2, 4, 5, 6 are completed. Criteria 3 remaining & will be completed within a week.
 - b. Revised information & evaluation report is to be finalized up to 27 July 2016.
 - c. SSR presentation will be carried out on 26th July 2016.
4. Research activities in various departments:
 - a. Every faculty should try to publish at least one paper in referred journal or conference.
 - b. Final year students need to be encouraged for paper presentations in national/international conferences. If student's paper got prize (1st, 2nd or 3rd) in national/international conferences paper presentation then the student get TA, DA & registration fees for the same.
5. Review of UGC interview has been taken.
Following post have been filled from UGC interview carried out in July 2016
Principal: 1
Associate Professor: 2
Assistant Professor: 15
Total: 18
6. College TPO has taken the responsibility of Career Counseling, Career Path Identification and Soft Skill Development. Also, the chairman along with counselor is ready to discuss the attendance related issues during campus placement with all final year students.



7. Scholarship committee was already formed. The Budget for scholarship is as follows:
 - a. For various scholarships for SE, TE & BE budget of Rs. 600000/- was approved by the management.
 - b. From year 2016-17, for FE students budget of Rs. 400000/- was approved by the management.
8. All HoDs are agreed to conduct meeting at least once in a month.
9. All HoDs are requested to keep utilization record of Costly Equipment.
10. A review of first year admission & direct second year admission is taken.
 - a. FE coordinator informed that 3 classes of FE were already started from 15th July 2016.
 - b. Direct second year admission process is started. College is giving provisional admission to the students who are seeking for admission in the institute by paying 10% fees.

The meeting ended with thanks to the Chair.



Prof. M.A. Khandke

Coordinator



Dr. S. H. Gharat

Chairman



Internal Quality Assurance Cell

A/P: Lavel, Tal.Khed Dist. Ratnagiri

Academic Year 2016-17

Minutes of Meeting

Minutes of Meeting of Internal Quality Assurance Committee held at 11.00 am on 12th January 2017

The discussion regarding scope of IQAC and modalities of functioning of IQAC was discussed and deliberated in the meeting. Following major issues emerged out of discussion so far as scope of IQAC is concerned.

SCOPE

1. Quality assurance in Teaching Learning Process
2. Advising on the infrastructural requirement for effective implementation of Teaching Learning Processes
3. Feedback, review and suggestion for an existing academic processes
4. Quality of R&D activities, consultancy and extensional activities
5. T&P and entrepreneurship development
6. Policy decisions regarding administrative reforms
7. Effective implementation of administrative and academic policies through Information Communication Technology (ICT)

Following major decisions were taken about functioning of IQAC:

1. All program heads and administrative unit heads will prepare a quality report on the lines of SSR/eSAR at the end of Semester and submit it to IQAC. Program Heads, Administrative Heads of individual sections (individual sections - departmental heads and section heads like Registrar, Librarian, Project Head, R&D Head, ICT Head, etc.) will prepare such report after consultation with Principal and forward it to IQAC.
2. Contents and formats of reports will be issued by IQAC chairman and they will be in line with existing formats of SSR/ eSAR.
3. Report should be reviewed by IQAC. IQAC should prepare institute level quality report (in the same format of Annual Quality Assurance Report).
4. IQAC should observe the progress on all aspects of quality and make section-wise suggestions for improvement.



Review of following academic/administrative processes in place was taken.

1. Student Feedback System : Existing and previous student feedback system was discussed. It was found that the system prevalent in the year 2010 and previous to that, could discriminate well Average, Medium and Good teacher. It was a system where after feedback; student was rating or was registering a single impression on 0-10 scale. It was also discussed that the present system of circulating combined summery of all teachers' rating does not maintain required confidentiality. Hence, it was decided that a new system whereby individual rating sheet will be made and given to teachers. It was decided to modify the existing feedback form and the said feedback form modified by Feedback Committee and was kept for approval of IQAC. After discussion and deliberation and considering the suggestions given by the members of IQAC, the renewed form was finalised. The said renewed form, which is attached, is to be put to the Principal for implementation after his approval.
2. Mentor-ship Program: The existing mentor-ship system was discussed and members expressed that quantification for effectiveness of the system should be put in force. Several methods for quantification were discussed. Out of this, members favoured conducting a snap poll on key parameters. The counsellor was called and she was asked to give her opinion to the Committee members on questionnaire for opinion poll. She informed that she had already prepared such questionnaire and she gave it to the members. After discussion and taking suggestions from the members, the opinion poll questionnaire was finalized. The form is enclosed for ready reference. The IQAC members suggested that this poll should be conducted on random sample basis. It was also suggested that she should co-ordinate this activity. Secondly, the IQAC deliberated on feedback form designed in respect of Mentor-ship system. The feedback form was finalized and it was decided that the feedback for mentorship system should be collected immediately for the period between 11th July 2016 and 10th January 2017. The members suggested that analysis of the said feedback will be done by Prof.Dhawale, In-charge Mentor-ship System. The Counsellor was directed to assist him.
3. Improvement in Examination Section: Members discussed suggestion given by Examination Section Head, Prof. Gadre about Examination form filling, application for photo copying and revaluation. He suggested that these processes should be made on-line through college web portal. This will reduce time spent by students for submission and will avoid queue at Examination Section. Members requested the Principal to look into the possibility of implementing the suggestion.
4. Improvement in Teaching Learning methodology: In order to improve the First Year students' result, the institute had implemented in Odd semester, following measures:
 - a. Peer to Peer Teaching
 - b. Book Exhibition
 - c. Library to students in class room
 - d. Distribution of study material (3 solved question papers) to students
 - e. Crash course

The members expressed satisfaction and requested Principal to continue and extend it to higher classes.



5. Result Analysis: Results of 2015-16 Even Semester were placed and discussed before the members of the committee. Overall results were satisfactory. Following methods were suggested to improve results in the subjects with poor result:
- To get solved University question papers.
 - To include questions of University in the assignment.
 - To frame test question papers in line with University papers
 - Teachers to focus more on 5 Good and 5 academically poor students' mentor-ship program
 - Pre-examination counselling system to be strengthened further.

Committee suggested HODs to consolidate the results year-wise and semester-wise, subject-wise and faculty-wise, so that the trend of the result can be obtained and corrective measures could be taken.

6. R&D Activity: R&D Activity Report submitted by HODs was discussed by the members of the committee. Following points were suggested:
- Appreciation should be given for those, who are publishing paper in reputed journal (Science Citation Index, Scopus)
 - Faculty members should write Funding proposal to the Govt. Agencies like DST, UGC, CSIR, etc.
 - Those who are doing R&D activities at department level should maintain records of such activities.
 - To increase awareness amongst all faculty members to conduct R&D related lectures.
7. Review of Infrastructural Development: members expressed satisfaction for following developments
- Implementation of Smart Class Rooms one in each Program
 - Modification of faculty cabins of Mechanical and Chemical Engineering departments
 - Up-gradation of CAD lab-I (Mechanical Department)

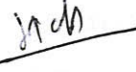
Members suggested for re-painting of C, D and E Wings.

8. Expenditure on Equipments: Review of Expenditure on Equipments required for implementation of revised syllabus was discussed. Members gave suggestion that equipment purchases should be done progressively from First Year to Final Year synchronous with change in syllabus.
9. Networking with Stakeholders: The committee took review of –
- Parents meeting and feedback analysis of the same
 - Departmental Assessment Committee
 - Departmental Advisory Board
10. Alumni Feedback: Committee discussed and approved Alumni Feedback Form, Employer Survey Form and Graduate Exit Survey Form.
11. Alumni Meet: Committee advised to conduct alumni meet at the earliest
12. Soft Skill Training Programs: Committee took review of soft skill training programs held for some branches. The program for the even semester submitted by the TPO to IQAC was discussed and approved.
13. Extensional Activities: The NSS camp activities scheduled between 18th January and 25th January 2017 were discussed. It was suggested that “Swachha Bharat” Abhiyaan should be implemented during the camp.



14. Tech & Cultural Fest: The committee gave approval to organize "Shodh", a technical festival and Synergy-2K17

The meeting ended with vote of thanks to the Chair.



Prof. M.A. Khandke
IQAC Coordinator



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Action Taken Report

As per the minutes of meeting dated 25/7/2016 committee has asked data from various departments. The action taken report is as follows:

1. All the departments have taken review of their final year project at least once in a month. Every department has made departmental academic calendar in line with college calendar.
2. College has submitted the e-SSR to the NAAC.
3. College TPO is giving Career Counseling, Career Path Identification and Soft Skill Development to the students. Also numbers of students are placed through on campus placement drives.
4. Scholarship has been distributed to the students based on predefined criteria.
5. Every department head conducts meeting at least once in a month.

Following actions has been taken as per the minutes of IQAC meeting dated 12-01-2017.

1. Student's feedback collected at the time of first sessional examination.
2. HOD/respective faculty are agree to conduct crash course for the subjects having results less than 60% at the time of PL.
3. Assignment & test questions are in line with university question papers.
4. HOD keeping the records of R & D activities carried out in the department.
5. Alumni meet is organized on 1st May 2017.
6. The NSS camp activities completed between 18th January and 25th January 2017.
7. Synergy 2017 has completed with great success from 22nd February to 23rd February 2017.
8. "Shodh 2k17" is scheduled from 1st April to 2nd April 2017.

