


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.

1. 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.
2. 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.
3. 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.
4. 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.
5. Incubation centre: The incubation centre was created by civil department & it was discussed in the meeting.
6. Paper publications in reputed journals: The IQAC suggested HODs to increase paper publications in reputed journals.


Prof. S. R. Khedekar
Coordinator
Dr. Pramod S. Joshi
Chairman

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

| Department | No. of Online lectures conducted | % Syllabus Completed | Online Courses 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 | 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.

- 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.
4. 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.
6. 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.
- 7.

| Particular | Computer | E&TC | Chemical | Mech | Civil | Total |
|---------------------|----------|------|----------|------|-------|-------|
| Placement offers | 13* | 06* | 05* | 02* | -- | 26* |
| Eligible | 31 | 13 | 28 | 28 | 22 | 122 |
| Companies processed | 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

8. 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 enabling or disabling core features, and easily integrate everything 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).
11. 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.

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.

1. Academic Calendar: 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.
2. Collaborative activities 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.
3. Communication skill 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:
 - a. 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.
5. 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. Review of Branding activities: 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

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. Training and placement activities: 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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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. Review of value added, New certificate/ Diploma courses: 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.
3. 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.
4. Feedback: 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. .
5. Use of ICT: 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.
6. 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.
7. Research publications: The committee took a review of research & book publications in GIT this semester & suggested to take more efforts in this area. Also the committee

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

8. 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. Professional development /administrative training programs: 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.
11. 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. Result analysis of the first half of 2019: 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.


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