GHARDA FOUNDATION

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GHARDA INSTITUTE OF TECHNOLOGY, LAVEL

GIT GHARDA INSTITUTE OF TECHNOLOGY

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Date: 12.12.2022

Minutes of the Meeting

2nd meeting (AY 2022-23) of the Internal Quality Assurance Cell has been held on 12th December 2022 in Seminar Hall at 11.00 AM. Following businesses were transacted as per the points on agenda dated 5th 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 20th December with Principal and Management Representative.

   e. HoDs will present the status and plan for next semester on 20th 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 13/12/2022

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