GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY

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	Review of the Statutory / Non Statutory committee activities	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	Review of IQAC Initiatives/Activities	Ladies representation in IQAC Committee	Mrs. V. S. Kolge & Mrs. S. R. Ghadge will be added as new IQAC committee members	Decided
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 deicide 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		Routine cleanliness & maintenance activities		
17		Internet Bandwidth allocation		
18	**Review of NAAC preparedness**	Labelling at various locations	Registrar will take follow up of the same.	Discussed & Decided
19		Playground preparation		
20		Restarting Little Byte		
21		Hon. Dr. Gharda sir's Photo at various locations		

Coordinator, IQAC 13/12/2022
CC-ORDINATOR
Internal Quality Assurance Cell (IQAC)
Gharda Institute of Technology ,Lavel

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Chairman, IQAC
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