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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

1. 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.

2. 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*

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.