

## Minutes of Meeting

Minutes of a meeting of the Internal Quality Assurance Cell held on 18<sup>th</sup> March 2019 at Seminar 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 13<sup>th</sup> March 2019.

1. The minutes of the last IQAC meeting held on 10<sup>th</sup> December 2018 were read out and confirmed.
2. Participation in Unnat Maharashtra Abhiyan (UMA): Principal informed that under the scheme of UMA, GIT has done excellent work and GIT is selected to work for Maharashtra Government's ambitious project "Jalayukta Shivar Yojana".
3. Amenities for differently abled students: Though there are no differently-abled students at present in GIT, it has provided necessary amenities at various places for differently-abled students.
4. Incubation Center: GIT submitted 20 projects under the scheme to Dr. Anil Gupta, (Head-Incubation Center, Ahmedabad), who has suggested some modifications in these projects. The process is going on and modified projects will be sent to Mr. Gupta in due course.
5. Employability/Skill Development Courses: Principal informed IQAC about efforts taken by various GIT departments. Management representative Dr. Gokhale suggested generating deficiency report, as Chemical, Mechanical and Civil departments have not undertaken any such activity during the period. HOD-Mechanical assured to conduct a course on 3D printing, HOD-Chemical on process intensification and HOD-Civil on HIT software (structural designing.) Other departments have conducted such programs.
6. Value-added courses imparting transferable and life skills: Management representative suggested conducting courses related to management of financial matters. He also suggested taking safety precautions while undertaking electrical operations, chemical operations and civil construction work. IQAC also discussed undertaking green projects to safeguard the environment.
7. Field Projects / Internships: Librarian to prepare digital magazine about internship and display it on the GIT website. As GIT has created email ID for an individual student studying in GIT, a practice of sending notices, circulars, etc. through emails should be followed.
8. Participation in Workshop: It is decided that each teacher should attend minimum one workshop in an academic year, as it is observed that only certain teachers attend many workshops and some not at all.
9. Student participation in extension activities: IQAC advised to increase GIT students' participation in activities that take place in other institutions in or outside Ratnagiri district.
10. Collaborative activities for research , faculty exchange & student exchange: IQAC suggested that some of the teachers from E&TC/Computer may go to other colleges for guidance. Similar Initiatives need to be taken by their department,

especially chemical engineering department to develop ties with Institute of chemical Technology and Gharda Scientific Research foundation. Initiatives with Tata training center to be strengthened.

11. MoUs signed with industry-institutions: It is decided that each department in GIT should sign a minimum of 10 MoUs with other institutions or industries, out of which 5 should be live. MOU should be related to teaching -learning process integration with the out of syllabus topics and industry related laboratory. The concept of industry sponsored courses relate to syllabus in accordance with modern technology approved by BOS and will be administered jointly by in house faculty and faculty drawn from industry , preferably administered through industry sponsored laboratory. All departments to strive for such establishment of industry sponsored laboratory and design of syllabus with the approval of BOS.
12. Development programs for support staff: Each department to start some activity for support staff to increase their value from students' point of view. Also, HODs to identify 1 support staff to be sent for training in a reputed institute.
13. Teaching Method: Looking at the difficulty in understanding subject matter by GIT students, principal suggested using the old method of displaying models in each classroom. It was agreed that every department should make provision for it.
14. Training & Placement Activities: TPO to give proposal about training & placement activities to be undertaken by him.
15. Laboratory Manual: All laboratories should now prepare updated Laboratory Manuals. Laboratory manuals should include equipment manual, experimental set up manuals apart from Laboratory manuals required by syllabus.
15. Suggestions/Remarks by Dr. V. R. Ambike (Sr. Manager, GCL): (a) Institute to get feedback from students about outside lectures /workshops/seminars and review of feedback from improvement point of view. (b) Take the necessary steps to increase communication skills between students-teachers. (c) To develop administrative capacity in students. (d) To capture updated technology as far as possible
16. ICT: Principle informed that all 19 classrooms of GIT are being converted to multimedia classrooms involving installation of computer, projector LCD screen and Wi-Fi enabled speakers.
17. Faculty/Students Publication: Principal informed that faculty and student publication have been collated and will be published in "GIT: Engineering Research Magazine".
18. Gender equity programs: IQAC took review of gender equity programs under taken by women development cell and requested administration to prepare detail statistic about no of girls students enrollment, number of girls students drop out and statistics related to enrollment with respect to choice of engineering discipline.
19. Initiatives for locational advantages and disadvantages: IQAC noted that due to construction of four lengths Mumbai-Goa highway, connectivity to capital of the state will be better and it will improve the admission status. IQAC also discussed GIT participation in construction and quality control of high-way construction activity. The civil engineering of department informed that majority if concrete testing of the high-way has been carried out in GIT laboratory. He also informed that testing related to input raw material was carried out in GIT laboratory. IQAC suggested following new initiatives

- A) Preparing short film about life in GIT for GIT promotional activity
- B) Improvement in transport facility to early arrivals and late goes (students and faculty) to the nearest bus stand.
- C) Provision of over-night staying facility for students in the hostel and faculty in the guest house.

20. Intellectual property rights: IQAC suggested that staff and students of GIT should take initiatives to file patents for their projects in GIT.

The meeting was concluded with Vote of Thanks.

Co-ordinator

IQAC Chairman

**Internal Quality Assurance Cell  
Academic Year 2018-19**

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**Minutes of Meeting**

Minutes of Meeting of Internal Quality Assurance Committee held at 10.30 AM on 10<sup>th</sup> December, 2018.

IQAC chairman Dr. P. S. Joshi welcomed the members of Internal Quality Assurance Committee present for the meeting and the following business was transacted as per the points on agenda circulated to all the members on 01.10.2018:

1. IQAC confirmed the minutes and took review of action taken report of the last meeting.
2. Minutes of the meeting of various committees were placed before IQAC. The same were discussed in detail.
3. IQAC discussed consultancy work done by the departments. Following target is given to department for this academic year.  
Computer & EXTC – Rs 1 lakh each  
Civil, Chemical & Mechanical – Rs 2 lakh each
4. Common Resource centre (CRC): Prof. Khalkar (In-charge of CRC) informed about the facilities made available at CRC. IQAC suggested –
  - (a) That the CRC facility should be made available only during non-academic hours.
  - (b) To keep proper documentary record of projects undertaken in CRC.
  - (c) To display information about CRC on Main Notice Board and also outside CRC.
5. Engineering Internship: IQAC took review of visits by students to various industries under “Industrial Internship” program made mandatory by AICTE. IQAC suggested-
  - (a) That data regarding Industrial Internship must be made available on GIT website and Face Book for reference.
  - (b) That SOP to be prepared and the same to be uploaded on GIT Website for information of stakeholders.
6. Organization of short term courses: IQAC advised that different short term courses may be designed in departments to generate extra income. TPO has been given responsibility to prepare leaflet for the same from marketing point of view.
7. Employability/skill development courses: IQAC suggested for conducting skill development courses in departments. IQAC advised all HODs to submit details of courses, schemes, etc. for making students employable.
8. Establishment of Grass-root Innovation Centre (Incubation Centre): GIT has established Common resource centre. However to promote innovation, it was discussed to establish grass root innovation centre (incubation centre) in GIT with approximately 3000 sq. feet area to be made available. Staff members shall visit Ahmadabad for Techpedia to meet Prof. Anil Gupta, who will help GIT for approval under the program as Research Centre.

9. Extra Lecture: On feedback about usefulness of extra lectures at 09.00 am by Principal, the IQAC directed to continue the said lecture in next semester also.
10. Alumni meet: It is decided to conduct Alumni meet in January 2019. Prof. Latkar will take the responsibility.
11. GATE Coaching: IQAC appreciated Coaching Classes for GATE arranged by Mechanical engineering and suggested other departments to take efforts to conduct such classes.

The meeting ended with vote of thanks to the Chair.

Prof. S. R. Khedekar  
Coordinator

Dr. Pramod S. Joshi  
Chairman

**Internal Quality Assurance Cell  
Academic Year 2018-19**

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**Minutes of Meeting**

Minutes of Meeting of Internal Quality Assurance Committee held at 10.30 AM on 30<sup>th</sup> July, 2018.

IQAC chairman Dr. P. S. Joshi welcomed the members of Internal Quality Assurance Committee present for the meeting and the following business was transacted as per the points on agenda circulated to all the members on 20.07.2018:

1. IQAC discussed and took review of action taken report of 2017-18.
2. IQAC reviewed research publications of faculty and it decided to prepare a book of all published papers for internal circulation.
3. IQAC discussed consultancy work done by the departments. All HODs are requested to give their plan for this academic year.
4. It is decided to establish common resource centre in the college. The issue of starting common resource centre was discussed. Principal informed the progress as under:
  - a) Previous classroom of IT Dept. is allocated as Common Resource Centre.
  - b) Internet connection and electricity power point connection is complete.
  - c) The departments have moved computers with simulation software.
  - d) The water connection and sink arrangement for chemical Engineering experiment is pending.
  - e) The Principal along with Prof. Khalkar will lead and motivate the students for utilizing the common resource centre for interdisciplinary nature of projects. If required, one earn and learn student can be allocated for manning the centre.
5. Academic Calendar: IQAC approved the 2018-19 Academic calendar for the odd semester. Prof. Khedekar informed about the important dates. The decision of holding "Shodh- Annual Technical Festival" along with indoor games in the first half was discussed and the dates were confirmed.
6. Syllabus completion and other related curricular matters: IQAC suggested that journal/term work /tutorial and assignments should be given to the students in time and students should not be overloaded at the end of the semester. It is also informed that the habit of making submissions in hurry

at the last moment is to be discouraged. The Principal agreed to the valuable suggestion and informed about the special efforts taken by the college about completion of syllabus. Principal informed that the additional lecture at 9 am is being held in every department. He informed that attendance for additional lecture will be monitored.

7. Preparedness of technical festival (SHODH): Principal informed that Civil Engineering department will be organizing yearly tech-fest "Shodh 2018-19" in academic year 2018-19. Dr. S. K. Patil will be Chairman and Prof. G. D. Parulekar will be Chief Co-ordinator for the said function. For this purpose, SRC will be formed within a week. It is suggested that invitation letters for Shodh should be prepared immediately and has to reach all colleges at the earliest.
8. Internship: The engineering Internship committee is constituted for the Academic Year 2018-19. Prof. Nalwala R. G. will lead the committee. The Committee shall work under overall supervision and guidance of the team leader of Academics.
9. In order to carry out institute functioning effectively in decentralised manner various committees were proposed and formulated by the administration consists of Principal & heads of the department. The names of the committee were discussed in IQAC meeting. After some modifications & alterations, the committees were finalized. List of the committees, responsibilities etc. is given below.

<b>Committee</b>	<b>Responsibility</b>
NBA	Dr. Danawade B. A. & Prof. Lahane M. N.
IQAC(Coordinator)	Prof. Khedekar S. R. & Prof. (Mrs) Khalkar J. V.
Skill development	Prof. Swami V. M.
Branding	Prof. Oak P. V.
Attendance	Prof. Khandke M. A.
Common resource centre	Prof. Khalkar V. R.
MOOC & Library	Mr. Gawadekar A. K.
Cultural	Prof. Tathare S. S.
Student development	Dr. Roy P. K.
Faculty development	Prof. Khalkar V. R.
Academics	Dr. Gharat S. H.

Infrastructure	Dr. Patil S. K.
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The meeting ended with vote of thanks to the Chair.

Prof. S. R. Khedekar  
Coordinator

Dr. Pramod S. Joshi  
Chairman