Ref No: GMVIT/155/2021-22   Date: 30/03/2022

OFFICE ORDER

To,
Prof. Sanjay Gawali
Assistant Professor
Computer Engg.Department,
G.M.Vedak Institute Of Technology,
Tala-Raigad.

     Sub- Appointment as IQAC In-Charge.
Dear Sir,
     You have been appointed as a **IQAC IN-CHARGE** of our Institute for Academic Year 2021-22. You are hereby instructed to plan and execute **NAAC** activities of our institute for the year 2021-22.
     So you are fully responsible & authorized to run these activities for this Academic Year 2021-22.

30.3.22

Dr.D.N.Jaiswal
Principal
G.M.Vedak Institute of Technology
Tala, Raigad

C.C To:-
    1. Establishment Dept/Registrar
    2. Personal File
    3. Mr.Sanjay Gawali

G. M. VEDAK INSTITUTE OF TECHNOLOGY

(COLLEGE OF ENGINEERING)

Institute Code:EN3447
Approved by AICTE, Recognised by Govt. of Maharashtra &
Affiliated to University of Mumbai

Ref. No. GMVIT/2021-22/ 148-A   Date: 29/06/2021

Office Order:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Following members are constituted:

Sr. No.	Designation in Committee	Name
1	Chairman: Head of the Institute	Dr. D. N. Jaiswal
2	Few Senior Administrative Officers	Prof. S. E. Gawali
3	Three to Eight Teachers	Prof. A. R. Ghadage
		Prof. Y. R. Galinde
		Prof. K. R. Metha
4	One or Two Members from Management	Hon. U. N. Vedak
5	One/Two nominees from local Society, Students and Alumni	Mr. Purshotam Mule
		Mr. Jayesh S. Gurav
		Mr. Amar R. Deo
6	One/Two nominees from Employers/ Industrialists/ Stakeholders	Shri Shrinivas Bendkhale
7	One of the teachers as the coordinator of the IQAC Member Secretary of the IQAC	Mr. O. S. Patil

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and research programs;
- Equitable access to and affordability of academic programs for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of evaluation procedures;

Shri. Gopinath Mahadeo Vedak Pratishthan's

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- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.
- Functions
- Some of the functions expected of the IQAC are:
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programs /activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and
- institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of documentation and internal communication.

Shri. Gopinath Mahadeo Vedak Pratishthan's

G. M. VEDAK INSTITUTE OF TECHNOLOGY

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Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Dr. D. N. Jaiswal

Principal

Copy to:

1. Hon. Secretary for information & necessary action
2. Dean Academics
3. Registrar for information & record
4. All HOD's
5. All Wardens, Boys & Girls Hostels
6. All Members of Committees.

Ref. No. GMVIT/2020-21/ 48 - U   Date: 30/06/2020

Office Order:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Ref. No. GMVIT/2019-20/684-H

Date: 26/06/2019

Office Order:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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		Mr. Rohit A. Mohite
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Dr. D. N. Jaiswal

Principal

Copy to:

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2. Dean Academics
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6. All Members of Committees.

Shri. Gopinath Mahadeo Vedak Pratishthan's

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Approved by AICTE, Recognised by Govt. of Maharashtra &
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Academic Year: 2018-2019

Ref. No. GMVIT/2018-19/ U- 9   Date: 09/07/2018

Office Order:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Following members are constituted:

Sr. No.	Designation in Committee	Name
1	Chairman: Head of the Institute	Principal Dr. N. Y. Patil
2	Few Senior Administrative Officers	Prof. V. H. Kshirsagar
		Prof. V. M. Shelke
3	Three to Eight Teachers	Prof. P. R. Kunekar
		Prof. P. M. Dhongade
		Prof. K. S. Londhe
		Prof. Ajeet Kumar
		Prof. Sheetal Pangarkar
		Prof. I. N. Magdum
		Prof. N. N. Salvithal
4	One or Two Members from Management	Hon. Shri. N. G. Vedak
		Hon. Shri. U. N. Vedak
5	One/Two nominees from local Society, Students and Alumni	Mr. Purshotam Mule
		Mr. Pranav Mekade
		Adv. Dhamankar
		Mr. Pranay Jadhav
		Ms. Priyanka Chavan
		Mr. Vikaram Chaudhary
6	One/Two nominees from Employers/ Industrialists/ Stakeholders	Shri Shrinivas Bendkhale
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GMVIT, Internal Quality Assurance Cell, 2018-2019

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Academic Year: 2018-2019

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that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Dr. N. Y. Patil
Principal
G M Vedak Institute of Technology
Tala Dist.Raigad

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3. Registrar
4. All HOD's
5. All Wardens , Boys & Girls Hostels
6. All Members of Committees

Date: 22/07/2021

Minutes of IQAC Meeting Held on 22/07/2021

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC Coordinator reviewed previous minutes of meeting held on 25/02/2021	
02	Progress of the NAAC work		NAAC coordinator presented the progress of the NAAC work
03	Checking of all NAAAC Metrics	It was discussed in the meeting that there is need to check each and every NAAC metric one by one.	NAAC coordinator was given instructions to check each and every metric along with respective criteria head.
04	Printing and scanning facility	For NAAC purpose a separate printing and scanning facility is required.	IQAC coordinator was given the instruction to procure a separate all in one printer for NAAC purpose. And install it in the IQAC cabin.
05	Awareness about vision, mission of institute, CO/PO among students		All HODs are suggested to instruct respective faculties to brief students about out institutes vision and mission.

Sr. No.	Name	Designation in the committee
01	Dr. D. N. Jaiswal	Chairman
02	Prof. S. E. Gawali	Member
03	Prof. A. R. Ghadage	Member
04	Prof. Y. R. Galinde	Member
05	Prof. K. R. Metha	Member
06	Hon. U. N. Vedak	Member
07	Mr. Purshotam Mule	Member
08	Mr. Jayesh S. Gurav	Member
09	Mr. Amar R. Deo	Member
10	Shri Shrinivas Bendkhale	Member
11	Mr. S. M. Kamat	NAAC Coordinator
12	Mr. O. S. Patil	IQAC Coordinator

Date: 25/02/2021

Minutes of IQAC Meeting Held on 25/02/2021

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC Coordinator reviewed previous minutes of meeting held on 22/07/2020	
02	Progress of the NAAC work		NAAC coordinator presented the progress of the NAAC work
03	Feedback	Presentation of student feedback	Feedback committee collected the feedback related to student, parent, industry, alumni and presented the feedback analysis in front of all.
04	Internet and WiFi facilities	Due to increased use of online tools and online teaching learning methodologies, all the committee members suggested to improve the Internet and WiFi facilities in the college campus.	Accordingly, Principal Sir suggested Network Administrator to review existing systems and provide new requirements.

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04	Prof. Y. R. Galinde	Member
05	Prof. K. R. Metha	Member
06	Hon. U. N. Vedak	Member
07	Mr. Purshotam Mule	Member
08	Mr. Amar R. Deo	Member
09	Mr. Prasad Phadtare	Member
10	Shri Shrinivas Bendkhale	Member
11	Mr. S. M. Kamat	NAAC Coordinator
12	Mr. O. S. Patil	IQAC Coordinator

Date: 22/07/2020

Minutes of IQAC Meeting Held on 22/07/2020

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC Coordinator reviewed previous minutes of meeting held on 11/02/2020	
02	List of activities	There is need to maintain the list of Activities – Earlier carried, present activities, planned activities.	All the HODs were suggested to provide the list of activities.
03	Result analysis	Controller of examination was given instructions to prepare the result analysis of all sems. And he was also advised to provide the result analysis of all years to the respective HODs.	
04	Planning of the research activity	All the faculties should be motivated towards research culture.	All the students and faculties were motivated to publish research papers and they were also encouraged to participate in various STP and FDPs.
05	Research policy	Mr. Muley, the management representative proposed to prepare and submit the financial requirements of the institute from NAAC perspective to the management.	NAAC coordinator was suggested to consult with all criteria coordinators and to provide the budget required for NAAC to IQAC.
06	Formation of various committees	As per guidelines of ACITE and Mumbai University, committees need to be formed.	Academic coordinator was instructed to prepare all the statutory and non-statutory committees.

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03	Prof. A. R. Ghadage	Member	
04	Prof. Y. R. Galinde	Member	
05	Prof. K. R. Metha	Member	
06	Hon. U. N. Vedak	Member	
07	Mr. Purshotam Mule	Member	
08	Mr. Amar R. Deo	Member	
09	Mr. Prasad Phadtare	Member	
10	Shri Shrinivas Bendkhale	Member	
11	Mr. S. M. Kamat	NAAC Coordinator	
12	Mr. O. S. Patil	IQAC Coordinator	

Date: 11/02/2020

Minutes of IQAC Meeting Held on 11/02/2020

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC coordinator reviewed previous minutes of meeting held on 17/09/2019	
02	Progress of the NAAC work		NAAC coordinator presented the progress of the NAAC work
03	Document formats and templates for conducting events		Dean Academics presented the formats and templates to document and conduct the events as per NAAC guidelines.
04	Department files to be maintained	NAAC coordinator along with dean academics provided the list of files to be maintained at departmental level.	This list was circulated to all the faculties.
05	Budget for NAAC	Mr. Muley, the management representative proposed to prepare and submit the financial requirements of the institute from NAAC perspective to the management.	NAAC coordinator was suggested to consult with all criteria coordinators and to provide the budget required for NAAC to IQAC.

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10	Shri Shrinivas Bendkhale	Member	
11	Mr. S. M. Kamat	NAAC Coordinator	
12	Mr. O. S. Patil	IQAC Coordinator	

Date: 17/07/2019

Minutes of IQAC Meeting Held on 17/09/2019

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC coordinator reviewed previous minutes of meeting held on 06/02/2019	
02	Faculty Appraisal System	Management has given the approval for implementation of the faculty appraisal system.	Dean academics and all HODs were appointed the task of preparing self-appraisal form and implementing faculty appraisal system.
03	Code of conduct for the students	A separate code of conduct for the students should be prepared.	Dean Academics was given the responsibility to prepare the code of conduct for the students.
04	Appointment of new criteria and metric coordinators instead of old faculties who left institute	Some of the faculties left the institute for their further career and therefore new criteria and metric coordinators should be appointed.	NAAC coordinator was given task to identify the new criteria and metric coordinators and provide the suggestions to Principal Sir.
05	Need for the guidelines for organizing events.	NAAC coordinator suggested that there is a need of formulating instruction, specifications and guidelines for organizing / participating programs.	The proposal was accepted by committee and dean academics was asked to formulate the same in consultation with Principal.

Sr. No.	Name	Designation in the committee
01	Dr. D. N. Jaiswal	Chairman
02	Prof. S. E. Gawali	Member
03	Prof. A. R. Ghadage	Member
04	Prof. Y. R. Galinde	Member
05	Prof. K. R. Metha	Member
06	Hon. U. N. Vedak	Member
07	Mr. Purshotam Mule	Member
08	Mr. Prasad Phadtare	Member
09	Mr. Rohit A. Mohite	Member
10	Shri Shrinivas Bendkhale	Member
11	Mr. S. M. Kamat	NAAC Coordinator
12	Mr. O. S. Patil	IQAC Coordinator

Date: 06/02/2019

Minutes of IQAC Meeting Held on 06/02/2019

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC coordinator reviewed previous minutes of meeting held on 06/09/2018	
02	Soft skill development of students	Soft skill is an important part of life and therefore students need its training.	It was decided to arrange the soft skill training workshop specially for final year students.
03	Students involvement in social activities	As a part of society, it's our duty to work for betterment of society.	NSS and cultural committees were instructed to conduct a program where students will deal with society and they will become aware of their social responsibilities.
04	Conduction of seminars, workshops, bridge courses, expert lectures	It was discussed that for overall improvement of students' quality seminars, workshops, bridge courses, expert lectures should be prepared.	

Sr. No.	Name	Designation in the committee	
01	Dr. N. Y. Patil	Chairman	
02	Prof. V. H. Kshirsagar	Member	
03	Shri V. M. Shelke	Member	
04	Prof. P. R. Kunekar	Member	
05	Prof. P. M. Dhongade	Member	
06	Prof. K. S. Londhe	Member	
07	Prof. Ajeet Kumar	Member	
08	Prof. Sheetal Pangarkar	Member	
09	Prof. I. N. Magdum	Member	
10	Prof. N. N. Salvithal	Member	
11	Hon. Shri. N. G. Vedak	Member	
12	Hon. U. N. Vedak	Member	
13	Mr. Purshotam Mule	Member	
14	Mr. Pranav Mekade	Member	
15	Adv. Dhamankar	Member	
16	Mr. Pranay Jadhav	Member	
17	Ms. Priyanka Chavan	Member	
18	Mr. Vikram Chaudhary	Member	
19	Shri Shrinivas Bendkhale	Member	
20	Mrs. K. R. Metha	Member	
21	Mr. S. M. Kamat	NAAC Coordinator	
22	Mr. O. S. Patil	IQAC Coordinator	

Date: 06/09/2018

Minutes of IQAC Meeting Held on 06/09/2018

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC coordinator reviewed previous minutes of meeting held on 02/08/2018	
02	Orientation program for the newly admitted students	Freshly admitted students should be familiar with all the facilities available at institute level and hence it was decided to conduct the orientation program for newly admitted students.	All the respective HODs were given the responsibilities.
03	Code of conduct for the students	A separate code of conduct for the students should be prepared.	Dean Academics was given the responsibility to prepare the code of conduct for the students.
04	Seminar on guidelines for NAAC preparations	A seminar should be arranged on the guidelines for NAAC preparations	NAAC coordinator was given the responsibility to arrange the seminar on NAAC preparation guidelines.
05	Conduction of seminars, workshops, bridge courses, expert lectures	It was discussed that for overall improvement of students' quality seminars, workshops, bridge courses, expert lectures should be prepared.	

GMVIT, 2018-19, IQAC Meeting

Sr. No.	Name	Designation in the committee	
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07	Prof. Ajeet Kumar	Member	
08	Prof. Sheetal Pangarkar	Member	
09	Prof. I. N. Magdum	Member	
10	Prof. N. N. Salvithal	Member	
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12	Hon. U. N. Vedak	Member	
13	Mr. Purshotam Mule	Member	
14	Mr. Pranav Mekade	Member	
15	Adv. Dhamankar	Member	
16	Mr. Pranay Jadhav	Member	
17	Ms. Priyanka Chavan	Member	
18	Mr. Vikram Chaudhary	Member	
19	Shri Shrinivas Bendkhale	Member	
20	Mrs. K. R. Metha	Member	
21	Mr. S. M. Kamat	NAAC Coordinator	
22	Mr. O. S. Patil	IQAC Coordinator	

Date: 02/08/2018

Minutes of IQAC Meeting Held on 02/08/2018

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Review of previous IQAC meeting held on	Chairman of the IQAC committee welcomed all the members of the committee and introduced all the college updates to all. IQAC coordinator reviewed previous minutes of meeting held on 17/07/2018.	As per the previous meeting suggestions, Prof. S. M. Kamat was appointed as NAAC coordinator. With Prof. S. M. Kamat suggestions and as per guidelines from IQAC, NAAC criteria coordinators were also appointed.
02	Start the preparation for NAAC	All NAAC team should start preparations for NAAC	NAAC coordinator and all criteria coordinators were suggested to study the NAAC manual and SSR of other reputed colleges.

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05	Prof. P. M. Dhongade	Member	
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08	Prof. Sheetal Pangarkar	Member	
09	Prof. I. N. Magdum	Member	
10	Prof. N. N. Salvithal	Member	
11	Hon. Shri. N. G. Vedak	Member	
12	Hon. U. N. Vedak	Member	
13	Mr. Purshotam Mule	Member	
14	Mr. Pranav Mekade	Member	
15	Adv. Dhamankar	Member	
16	Mr. Pranay Jadhav	Member	
17	Ms. Priyanka Chavan	Member	
18	Mr. Vikram Chaudhary	Member	
19	Shri Shrinivas Bendkhale	Member	
20	Mrs. K. R. Metha	Member	
21	Mr. S. M. Kamat	NAAC Coordinator	
22	Mr. O. S. Patil	IQAC Coordinator	

Date: 17/07/2018

Minutes of IQAC Meeting Held on 17/07/2018

Sr. No.	Agenda point	Details of discussion and conclusion	Action taken if any
01	Welcome to newly appointed IQAC coordinator	Welcome to the IQAC coordinator	All the members welcomed newly appointed IQAC coordinator -------
02	Introduction to IQAC	Principal sir introduced IQAC in brief and also explained its roles and responsibilities.	
03	Appointment of NAAC coordinator and criteria coordinators	It was decided that NAAC is prime important issue and task of finalizing NAAC committee and NAAC coordinator should be done on immediate basis.	Principal and IQAC were given the task of appointing the NAAC coordinator and criteria coordinators

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17	Ms. Priyanka Chavan	Member	
18	Mr. Vikram Chaudhary	Member	
19	Shri Shrinivas Bendkhale	Member	
20	Mrs. K. R. Metha	Member	
21	Mr. O. S. Patil	IQAC Coordinator	