

Internal Quality Assurance Cell

Action Taken Report of the meeting dated 28<sup>th</sup> September 2022

Sr. No.	IQAC point	Action Involved	Action to be Taken (People involved in action to be taken)	Status
1	Compliances to Academic Calendar	Conduction of review	HODs presented the same	Completed
2	NAAC Preparedness	Displays, boards, flexes to be showcased	HODs need to provide the info to be printed	Conveyed by IQAC Coordinator
		Best Practices in GIT need to be focussed (Access & Activeness)	AAP, ELRC need to be more accessible and active (Vipul Shirgoankar & Amol Salunkhe)	Conveyed by IQAC Coordinator
		Students' Progress Card (Mentoring Programme)	Will be discussed and finalised (Mentoring Coordinator, Counsellor & HODs need to discuss)	Discussed in IQAC
		Slow & Fast Learners	HODs need to prepare the same	Discussed
3	NBA Preparedness	Personal File to be maintained by each faculty	Need to notify the faculty (by Principal)	Discussed & Decided
		Faculty Profile /C.V. to be made available on website/webpage	IQAC will provide the format, Amol Salunkhe will provide the access to all shortly	Discussed & Decided
		Pre-Qualifiers to be filled and Submit to NBA	After the admission process, will be discussed, filled and submitted by HODs & Principal	Discussed & Decided
4	Academic Audit of Teaching & Non-teaching Faculty	SOP & Guidelines will be provided by IQAC	<ol style="list-style-type: none"> <li>1. Principal need to notify the same to all staff</li> <li>2. For the current semester, HODs need to conduct the audits before the commencement of theory examinations (Nov 2022)</li> <li>3. Dr. B. A. Danawade will provide the format of the same.</li> <li>4. One page comprehensive report of audit will be submitted to IQAC.</li> </ol>	Discussed & Decided



5.	AQAR 2021-22	Process of collection, analysis scan and upload will be started shortly.	<ol style="list-style-type: none"> <li>1. All Criteria coordinators need to complete the same, shortly it will be initiated under IQAC</li> <li>2. IQAC Coordinator will initiate the same</li> </ol>	Discussed & Decided
6.	Students' Issues Raised in IQAC (mentioned in MOM)	To discuss & decide with respective section head/s	Principal need to notify respective section head/s (issues mentioned in MOM)	Discussed & Decided
7.	ERP system	To be implemented to all programmes	<ol style="list-style-type: none"> <li>1. Principal need to notify the same to all staff</li> <li>2. need to conduct the training before the commencement of next semester</li> </ol>	Discussed & Decided
8.	Faculty issues regarding Qualification Enrichment/s & Professional advancement	To be conveyed to Management with recommendations	Principal needs to recommend the same & will be discussed in CDC meeting	Discussed & Decided
9.	Faculty Meet	Faculty Meet should be arranged at least once in a semester	Principal needs to decide and convey to all staff (date of Meet of current semester)	Discussed & Decided
10.	Dress Code/pattern for Faculty	Need to decide and notify	Principal & HODs need to decide and notify to all	Discussed & Decided
11.	Dress Code/pattern for Students	Need to decide and notify	<ol style="list-style-type: none"> <li>1. Need to assign the task to SRC, to finalise dress code patterns</li> <li>2. final decision will be carried out by Principal</li> </ol>	Discussed & Decided
12.	Date/s of IQAC & CDC	Date/s of IQAC & CDC will be mentioned in Academic Calendar	<ol style="list-style-type: none"> <li>1. IQAC Coordinator will discuss the same with Principal &amp; finalise the same</li> <li>2. Will be mentioned in Academic Calendar of respective semester</li> </ol>	Discussed & Decided

  
Dr. N. A. Kolekar

(Coordinator, IQAC)



  
Dr. S. K. Patil

(Chairman, IQAC)