


**Action Taken Report on IQAC Meetings
Session 2018-2019**

Action Taken Report on the minutes of Meeting held on Dated 25/06/2018

To strengthen the resolutions of IQAC meetings following action have been taken


Decision	Action taken
Portfolio distribution for various committees.	For the smooth conduct of academic and co-curricular activities various committees were prepared and announced to all the staff members. Informed to act according to the work assigned. Time table committee was asked to act immediately for time table preparation.
Review about Preparation of SSR & DVV data sheets.	As the time period of NAAC validity has expired it was mandatory to prepare IQA, SSR and DVV for the process of accreditation and Assessment. This issue was discussed among all members. Decided to prepare and submit IQA at the earliest.
Admission for session 2018-19	RTM Nagpur University, Nagpur has given the agenda for taking admissions. Therefore, Admission committee was informed to take admissions as per university rule.
Appointment of CHB lecturers.	Keeping in the view of no. of students admitted for various faculties, lecturers on clock hour basis will be appointed.
AQAR preparation and Submission for the session 17-18.	The reports from various committees has been obtained but only the result of University examination are yet to come, therefore it is decided to prepare AQAR at the earliest so that it can be submitted on time.
To operate the action plan made for session 18-19	During last meeting action plan for session 18-19 was prepared accordingly the IQAC has decided to work on it.


Principal
M. B. Patel College of Arts,
Commerce & Science, Sakoli

Action Taken Report on the minutes of Meeting held on Dated 29/10/2018

To strengthen the resolutions of IQAC meetings following action have been taken


Decision	Action taken
Result analysis of session 2017-18 University examinations.	Results of all university examinations are declared, now its time to review the results obtained. On the basis of results, lesser passing percentage giving subject teachers will be warned to improve the performance.
Review about Preparation of IIQA, SSR & DVV data sheets.	As the time period of NAAC validity has expired, it was mandatory to prepare IIQA, SSR and DVV for the process of accreditation and Assessment. This issue was discussed among all members. IQAC co-ordinator informed that, AQAR for session 17-18 will be submitted to NAAC online in first week on November. The preparation for NAAC is almost done, IIQA can be submitted shortly.
Review of work done so far by various committees.	During last meeting academic and other work was distributed to all the staff members. As per distribution of work, review of work was sought. Pending work to be completed before ending of session.


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Action Taken Report on the minutes of Meeting held on Dated 08/01/2019

To strengthen the resolutions of IQAC meetings following action have been taken


Decision	Action taken
Review about Preparation of IIQA, SSR & DVV sheets.	The review was taken from various criteria holders about the preparation of IIQA, SSR and DVV data. Co-ordinator informed to the members that, IIQA is being prepared and will be sent in first week of February. Preparation of SSR and DVV sheets data obtaining is in last phase of finishing.
Review of work done so far by various committees.	During last meeting first review was taken from all the staff members. Most of the committees worked hard to complete their work. Pending work to be completed till ending of session. Annual reports will be submitted before 30 th of April.


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Action Taken Report on the minutes of Meeting held on Dated 29/04/2019

To strengthen the resolutions of IQAC meetings following action have been taken

Decision	Action taken
Review about NAAC work.	In the review about NAAC work, it is informed to all the members by IQAC co-ordinator that, the process of NAAC is in fast pace. IIQA has been submitted on 22 nd February, 2019 and same has been approved on 19 th March 2019. Subsequently, Self Study Report has also been submitted online to NAAC on 25/04/2013.
Admission Committee for session 2019-20	Keeping in the view the process of admission in ensuing session, admission committee has been formed comprising faculty members from each faculty. Principal Dr. H. R. Trivedi said that, The committee members will look after the process of admission for session 2019-20 as per university rule and schedule.
Action Plan for session 2019-20.	Action plan was prepared by taking the cognizance of suggestions given by all the members of IQAC committee.
Report submission of various committees.	According to portfolio distribution, report from various committee incharges were asked to submit. Accordingly all the in-charges will submitted their annual reports on next day i.e. 30/04/2019.
NAAC peer team visit possible dates.	As the SSR has already been submitted, in few days approval may come, therefore the possible dates for NAAC peer team visit has to be decided. Dr. A. L. Chute has suggested that, keeping in the view of summer university examinations and admission process in next session, possible dates should be in month of july. Therefore, possible visit dates were decided as 25 and 26 july 2019, 13 & 14 August, 2019, 29 & 30 August 2019, These dates will be suggested for NAAC pear team visit.


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