

Shree Shivaji Arts, Commerce & Science College, Rajura.

IQAC 2018-19

Action Taken Report

Meeting no. 1

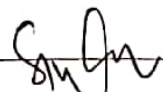
Date: 02/07/2018

Sr. No.	Agenda	Resolution	Action taken
1.	To review and discuss about analysis of feedback forms.	It was decided to initiate online feedback for science and commerce faculty students.	Online feedback was taken from science and commerce faculty students.
		Feedback for institutional facilities and teaching process forms to be modified.	Feedback form was modified with few relevant changes.
2.	To discuss on suggestions made by students	Principle agreed to majority of suggestions and fulfill demands made by students	Three extra water purifiers, Two big size notice boards, Two separate display boards for general knowledge, three sanitary napkin vending & destroyer machines were installed and upgradation of employment news done.
3.	To plan teaching process and teaching methodology accordingly	It was decided that the teachers will have to strengthen ICT enabled teaching.	More than 300 ICT enabled lectures were taken by faculties.
		It was decided to create another ICT enabled classroom to avoid overlapping of classes.	One more class room was converted into ICT enabled room.

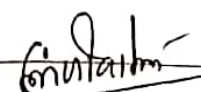
Meeting no. 2

Date: 09/08/2018

Sr. No.	Agenda	Resolution	Action taken
1.	To increase participation in seminars and conferences	It was decided that teachers will have to participate in maximum events of professional activities.	Faculties from various disciplines participated in 77 events of professional activities.
2.	To start college level certificate courses.	It was recommended to all the departments to start certificate course in their subject.	Two certificate courses were started during this session. One certificate course in dress making and fashion designing and another in Vedic mathematics.
3.	Improvement of Soft Skills for staff and students	It was decided to organize a soft skill training for revision and up gradation of teachers' knowledge and skills about the use of ICT. It was also decided	Soft skill training was organized for students, teaching and non-teaching staff.


Coordinator

Internal Quality Assurance Cell (IQAC)
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Principal

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		to conduct a separate soft skill training for students as well as non-teaching staff	
4.	Skill up gradation of Lab technicians	It was decided by IQAC to conduct a training for laboratory technicians on how to handle equipment and instruments with safety and precision	A demonstration and mock training was organized for all laboratory technicians.
5.	To observe zero power hour once a week.	It was decided that zero power hour will be observed every Monday.	On every Monday during 8:00 to 9:00 am zero power hour was observed in college campus and all electrical equipments were switched off.
6.	To observe no vehicle day once a month.	It was decided that every first working day of the month will be no vehicle day.	On every first working day of the month no vehicle day was observed and employees and students were restricted to any motor vehicle in the campus.

Meeting no. 3

Date: 30/08/2018


Sr. No.	Agenda	Resolution	Action taken
1.	To motivate faculties for organizing university/ state/ national level seminars/ conferences.	It was decided that two activities will be organized. a. University level science exhibition. b. National level seminar in political science.	National seminar on Indian democracy and media was organized on 5 th January 2019.

Meeting no. 4

Date: 20/12/2018

Sr. No.	Agenda	Resolution	Action taken
1.	To finalize AQAR 2017-18 before submission to NAAC	AQAR for 2017-18 was placed in the meeting for discussion and finalization. While discussion some lacunae were marked out and it was decided to correct AQAR before submission.	AQAR was modified and requisite changes suggested during the meeting were done. AQAR was finalized for the submission.

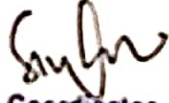

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Meeting no. 5

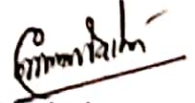
Date: 07/01/2019

Sr. No.	Agenda	Resolution	Action taken
1.	To plan for activities as per new frame work of NAAC and to restructure the committees for the execution of the work.	It was decided to make new committees by merging the old one for smooth execution of NAAC related work.	Some old committees were merged, few were dissolved and seventeen new committees/ units/cells were created.



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