

Srimati Narsamma Hirayya Shaikshanik Trust Amravati's  
**Arts, Commerce and Science College, Kiran Nagar, Amravati**  
**Internal Quality Assurance Cell (2017-18)**

**Action Taken Report (2017-18)**

**(Against the Decisions taken in the Meetings of the IQAC)**

Minutes of the Meeting: 10-07-2017	Action Taken
<p>To prepare Reference Points to be circulated among the different committee members for designing proper mechanism of their work  <b>Decision:</b> It has been decided unanimously to form two working groups among the cell-members for preparation of the reference points. The following groups were formed:            Group A: Dr. U.S. Khandekar, Dr. A.U. Bajpeyee and Dr. V.D. Sharma            Group B: Prof. N.M. Jathe, Dr. S.K. Tippat and Dr. A.P.Vaidya</p>	<p>Reference points were prepared and given to the respective Committees in the meeting of IQAC with the Teaching Staff on November 11, 2017</p>
<p>To extend the existing coverage of CCTV cameras on campus for more security and safety  <b>Decision:</b> It was decided to cover the classrooms and passages with security cameras</p>	<p>Six more CCTV Cameras were installed on October 13, 2017</p>
<p><b>Decision:</b> It was decided unanimously to install PBX intercom system in all the departments and in the administrative block.</p>	<p>Fifteen Telephone receiver-sets were installed in all the Departments and administrative blocks of the College in the month of October 2017.</p>
<p>To make efforts towards motivating teachers for qualitative research.  <b>Decision:</b> It was decided to organize a one day workshop on related issues through Research Committee</p>	<p>One Day Workshop on Research Methodology for Faculty Members was organized on 10-Apr-18</p>
<p>To organize program for improving proficiency of Faculty members and students in ICT  <b>Decision:</b> It was decided to organize workshops/talks/lectures on ICT training for faculty members. The responsibility of organizing the programs was given to the Department of Computer Science</p>	<p>1. A one day workshop on ICT training for faculty members was conducted on 26-09-2017 by Department of Computer Science.            2. A one day UGC sponsored workshop on Digital India and E-Banking Knowledge for the students and the Teachers was organized on 16-09-2017 by Department of Computer Science.</p>
<p>To make efforts for establishing MoUs and linkages with NGOs and other Institutions  <b>Decision:</b> It was decided to encourage the Departments and Committees to sign MoUs and linkages for cooperation and to have better access to expertise, knowledge and resources.</p>	<p>1. An MoU was signed by Department of Physics with Vishwabharati Public School, Amravati on 15-07-2017            2. An MoU was signed by Department of Physics with an NGO LASER on 15-07-2017            3. A linkage was established by Department of Physics with MSEDCL</p>

<p>To undertake special efforts for motivating students towards preparation of Competitive examinations</p> <p><b>Decision:</b> It was decided to organize a workshop on the theme of preparation of Competitive examinations through Student Support and Counseling Cell</p>	<p>A one day workshop on the theme of preparation of Competitive examinations was conducted by Student Support and Counseling Cell on 22-09-2017</p>
<p>Starting of new certificate courses in Botany and Industrial Chemistry</p> <p><b>Decision:</b> Dr. Pawade and Dr. Khandekar assured the members that they have been working on the modules of the certificate courses to be started soon.</p>	<p>Two certificate courses were conducted by Department of Botany and Industrial Chemistry as under:</p> <ol style="list-style-type: none"><li>1) Certificate Course in Identification of Common Adulterants in common household edible items</li><li>2) Certificate Course in Tourism Management with special emphasis on eco-tourism</li></ol>

Minutes of the Meeting: 11-11-2017	Action Taken
<p>Discussion on the Reference points to be given to different committees.                      The coordinator made the opening remarks on the idea behind the reference points. He pointed out that there is a need to have better coordination among the different internal committees. He also pointed out that the reference points would help the committees to fulfill their objectives in a systematic way. He also appealed to the staff members to design the Working and Monitoring mechanisms of their committees towards effective and efficient functioning of the college.                      The IQAC contact-persons for different committees described the reference points to their respective committees. The committee members discussed the reference points in detail. They asked a period of 2 weeks to design the committee's working and monitoring mechanism.                      It has been decided unanimously to grant a period of 02 weeks for the preparation of the mechanism.</p>	<p>The Committees prepared the working and monitoring mechanism as per the reference points given to them.</p>
<p>Discussion on carrying out Rain Water Harvesting on the campus</p> <p>Decision: The chairman initiated the discussion by pointing out the need to increase the area to be brought under rain-water harvesting on the campus. The responsibility to carry out a survey of the buildings and to implement the system was given to Dr. S.K. Tippat, Head department of Environmental Science.</p>	<p>Rain water harvesting was carried out near the three building-blocks on the campus.</p>
<p>To make efforts towards enriching the process of teaching-learning and evaluation</p> <p>Decision: Dr. D. M. Ratnaparakhi suggested that number of invited-talks and lectures by the guest-faculties should be increased in order to give the students more opportunities for interacting with the experts. His proposal was seconded by Dr. Wankhade</p>	<p>Following Guest Lectures were organized on the Departmental level:                      EVS by Dr. S. V. Rothe on 25-09-2017,                      BOT by Dr. S. V. Rothe 25-09-2017,                      MAR by Dr. Alka Gaikwad on 4-10-2017,                      BOT by Dr. Mrs. R. C. Maggirwar 10-02-2018,                      BOT by Dr. P. A. Gawande on 12-02-2018                      Physics by Dr. B. H. Pawar on 28-02-2018,                      BOT by Miss. Shweta Kulkarni, Astrologist on 28-02-2017                      BOT by Dr. N. H. Shahare on 02-09-2017</p>

Minutes of the Meeting: 03-01-2018	Action Taken
<p>To discuss the ways to make the processes in the office more efficient and transparent The chairman of the IQAC put forward the feedback from the students and parents about the services of the office. He made the members aware about the problems faced by the students during their interaction with the non-teaching staff members, especially the staff of the office. Mr. Prashant Walse, suggested that some of the services like filling and submission of the scholarship forms be given separate days class-wise to avoid the last-minute rush. The suggestion was accepted unanimously. Prof. N. M. Jathe also suggested expanding the use of MIS modules in order to streamline the student-related services. The chairman promised to take up the issue with the management body of the institute.</p>	<p>The student-friendly systems were implemented by the administrative staff.</p>
<p>To discuss the steps to be taken to ensure the stress-free, conducive and efficient work-culture in the office and on the campus <b>Decision:</b> The chairman pointed out the importance of a stress-free work-culture in the college. Responding to the chairman, Mr. Laxmikant Shandilya acknowledged the benefit of the Stress management workshop which was organised by Faculty Development committee for the staff. He proposed that such workshop should be held every year. His proposal was seconded by Mr. Harish Kulkarni.</p>	<p>One day workshop on Stress Management for Members of Teaching and Non-Teaching Staff was organized on 23-01-2018</p>
<p>A review of practice of “PK” (one sided blank paper)</p>	<p>Practice of using one sided used blank papers (PK) has been continued with the support of non-teaching staff. Department of Computer Science acts as a nodal agency to collect and distribute PK to all the Departments and the Administrative office. This practice has enabled the college to save on the cost of paper stationary.</p>

Minutes of the Meeting: 20-02-2018	Action Taken
<p>To discuss the working and monitoring mechanism prepared by different committees</p> <p>The committee heads presented the different aspects of their working and monitoring mechanism. The Curricular-Committee members appealed to the staff members for timely submission of the related formats through email. The Co-Curricular committee members presented the revised format of Tutor-Ward System. It was accepted unanimously after the discussion. The Examination committee members invited the views and suggestions on the Course outcomes (COs), Program outcomes (POs) to be prepared. The staff members asked for a week's time to study the same. It was decided that the committee would steer the discussion on the issue during their meetings/interactions with the staff members. The Faculty development committee informed the meeting about the programs organized for the faculties. As a part of its efforts to encourage faculty members to acquire a healthy lifestyle the committee had organized a special guest lecture on Naturopathy and its benefits. The Committee also informed about its proposal to organize one day workshop on new PBAS guidelines. The members of the other committees and Cells also presented their respective mechanisms. It was decided to take a review of the mechanism of all the committees in the next academic session.</p>	<p>The Course outcomes (COs), Program outcomes (POs) and the Program Specific Outcomes (PSOs) have been prepared by the Examination Committee through active participation of the various departments.</p>
<p>To motivate the faculty members towards qualitative research</p> <p>Dr. Khandekar suggested that a one day workshop on Research methodology and related issues may be conducted for the faculty members and the PG students. Dr. Sharma seconded the proposal. It was decided to organise the workshop through Research Committee.</p>	<p>A one day workshop on Research Methodology was organized on 10/04/2018</p>
<p>Reorganization of Departmental Files</p> <p>IQAC member Prof. N.M. Jathe proposed a new system of departmental files. He put</p>	<p>All the Heads of the Departments initiated the process of record keeping in the new system. The reorganization of the record of previous</p>

<p>forward a system for departmental record keeping. The record to be kept in 07 files: 1) Student Profile 2) Departmental Profile 3) Faculty Profile 4) Activity Folder 5) Assessment Folder 6) Research &amp; Extension Activities 7) Departmental Planning After discussion the internal contents for each file were decided. Dr. A.P.Vaidya seconded the proposal. It was unanimously accepted.</p>	<p>academic sessions is in process.</p>
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Minutes of the Meeting: 20-04-2018	Action Taken
<p>Review of the different developmental programs and the activities undertaken by IQAC.</p>	<p>Based on the reports of the Committees and the Departments a review of different developmental programs and activities was taken. Some of the significant programs and events are as follows,</p> <ol style="list-style-type: none"> <li>1. One Day Workshop on Research Methodology for Faculty Members was organized on 10-Apr-18</li> <li>2. A one day workshop on ICT training for faculty members was conducted on 26-09-2017 by Department of Computer Science.</li> <li>3. A one day UGC sponsored workshop on Digital India and E-Banking Knowledge for the students and the Teachers was organized on 16-09-2017 by Department of Computer Science.</li> <li>4. A one day workshop on the theme of preparation of Competitive examinations was conducted by Student Support and Counseling Cell on 22-09-2017</li> </ol>
<p>Review of collaboration and linkages established by the departments</p>	<p>Following MoUs and linkages were signed by Department of Physics with Vishwabharati Public School, Amravati, NGO LASER, MSEDCL</p>
<p>Discussion on Feedback Reports submitted by the Curricular Committee            Prof. D. N. Satange the contact person for Curricular Committee presented the feed-back reports for the session 2017-18 taken from Students and Parents. The analysis of these two reports reveals that there is scope for improvement on some parameters.  <b>Decision:</b> On the recommendations in the report, the Chairman suggested that letters of suggestions be issued to the teachers having lower average score on one or more parameters. Based on the feedback of Parents, it is decided to take up the issues of infrastructure development to the Management.</p>	<p>Letters of suggestions were issued to the concerned teachers.</p>
<p>Reorganizing the format of the institutional website            The chairman initiated the discussion by pointing out the importance of the functioning Website. Prof. Jathe suggested that the home-page and the interface menu of the website be changed in order to make it more user-friendly.</p>	<p>The interface of the institutional website was reorganized for user-friendly access. The updated format also includes number of new tabs for covering broad area of information.</p>

<p>Dr. Sharma suggested that a separate link should be provided for uploading the info and data on research and MoUs and linkages of the college. The responsibility towards the restructuring of the website was given to Prof. Jathe.</p>	
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