

**Loknete Vyankatrao Hiray Arts, Science & Commerce College, Panchavati, Nashik
(MS)**

Internal Quality Assurance Cell

Action Taken Report

Date of Meeting: 14th August 2018 (1st Annual Meeting)

Sr. No.	Decision	Action Initiated
1	Dr. M. A. Bhardwaj discussed about the criterion wise distribution of 3 rd cycle of NAAC. The follow up was taken and it was decided that periodic reviews would be taken regarding the same.	Periodic reviews were taken time to time by the Principal and IQAC regarding the progress in the work of preparation for NAAC accreditation for cycle 3 of the college.
2	Dr. M. A. Bhardwaj talked about preparation of AQAR 2017-18. As per NAAC guidelines, institutions can submit the AQAR 2017-18 in an old format till December 2018. She told that it's in the stage of preparation and would be submitted on or before the deadline in the old format.	The AQAR for the academic year 2017-18 was prepared and submitted successfully to NAAC within the stipulated time.
3	The decision was held regarding proposals to be submitted for organizing International, National, State level seminars, conferences and workshops. It was unanimously decided that departments individually and jointly will organize these events. The departments would be informed for sending proposals to other funding agencies such as CSIR, ICSSR etc.	The departments were informed to submit the proposals to various funding agencies to get grants for organizing seminar/workshop/conference. The proposals were submitted. As a result, one International, National and State level conference each was organized successfully.
4	Prin. Dr. B. S. Jagdale discussed about proposals to be submitted to RUSA and preparing of proposals of UGC Block Grant.	Accordingly, proposal for grants to RUSA was prepared and submitted.
5	In order to strengthen career and placement opportunities to the students, the career and placement cell will take more initiative to organize placement camps and job fairs.	A Job Fair was organized successfully on 22 nd June 2018. In all, 804 students appeared for the same and 431 were selected for the first round in interview.
6	The follow up was taken regarding the research activities of the Research Centres - Psychology, Chemistry, Electronic Science, Zoology and Commerce. The process of continuation and affiliation of the research centre will be done on time as per the norms of SPPU.	The process of continuation and affiliation of all the five research centres was completed successfully and the centres have received the same up to the academic year 2022-23.
7	The result (2017-18) analysis submitted by the exam section was discussed in meeting.	Instructions were given to improve the results wherever it was needed.

8	Regarding the sanctioned courses of B.Voc. by UGC, the action plan was discussed among the members. Shri. Sitaraman (Industrial Expert) shared his thoughts about the same.	The Coordinator of the B.Voc and Community College scheme programmes was instructed to start the newly sanctioned programmes and they were initiated successfully.

Dr. M. A. Bhardwaj

Coordinator, IQAC

Dr. C.G. Dighavkar

Principal

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Date of Meeting: 26th Oct. 2018 (2nd Annual Meeting)

Sr. No.	Decision	Action Initiated
1	Prof. Dr. M. A. Bhardwaj gave the follow up regarding the submission of AQAR for the year 2017-18. As per the NAAC guidelines, it has to be submitted before December 2018. The AQAR (2017-18) is almost ready and will be submitted before stipulated time period.	The AQAR for the academic year 2017-18 was prepared and submitted successfully to NAAC within the stipulated time.
2	The work distribution (NAAC Cycle 3) is already done and it was unanimously decided in the meeting that in the 2 nd term (November/December 2018), there will be follow up session of key aspects organized by IQAC to remove doubts if any related with the same. Similarly the exact status of preparation will be clear.	The follow up and review sessions regarding the preparation for NAAC Cycle 3 accreditation process were conducted and the doubts concerned were removed unanimously. The work appeared to be satisfactory.
3	It was unanimously decided that the more number of MoUs/ collaborations will be done for the college. The departments will also put efforts to have more number of MoUs and collaborations.	Signed 39 MoUs for running programmes under B.Voc and Community College. The departments were also informed to increase the number of MoUs and Collaborations.
4	This year, the college is organizing interdisciplinary International conference which will be organized in the month of January 2019 (23 rd and 24 th January 2018). The dates of the National conference and the State level conference will be finalized soon. The committees are formed accordingly.	The dates of the National and State level conferences was finalized and all the conferences were organized successfully as per the planning of the same.
5	Dr. Vinit Rakibe (the Coordinator B.Voc. course) talked about newly started B.Voc. courses and told that all the required formalities are fulfilled. The college got sanction of two B.Voc. courses - Food Processing Technology and Film Arts and an advanced diploma course in Two Wheeler Technology (under Community College scheme of UGC).	The laboratories for the newly sanctioned programmes/diploma were set up for practical work. New equipments/instruments were purchased for the same.
6	It was unanimously decided in the meeting by all the members that the alumni meet will be organized in the next term in every department then it will be organized at the college level.	Initiatives were taken regarding the Alumni Association.
7	Each department will identify two best practices	Two best practices at the department

	which are followed in the department. It will submit it to the IQAC in the prescribed format. The IQAC will publish the booklet of the same, out of which two best practices will be selected by the college for the final SSR.	level are conducted by every department. They are also recorded in the prescribed format along with the outcomes.
8	The follow up was taken from ARC regarding the starts of number of faculties to various funding agencies. Twelve faculties have applied for ASPIRE research grants to SPPU, Pune.	The ARC and faculties concerned were informed to fulfill the conditions turned into queries if any.
9	Dr. M. A. Bhardwaj took a follow up regarding the recommendations given by the previous team and the extent to which the recommendations are fulfilled. Principal Dr. C. G. Dighavkar expressed his views regarding the same.	For the compliance of the previous PTR, some new initiatives were taken: A proposal was submitted to UGC to start the PG programme in M. Voc. It is sanctioned and the same shall be started from AY 2019-20. Proposals were submitted for Grants from Aspire(University), SERB, DST and RUSA.

Dr. M. A. Bhardwaj
Coordinator, IQAC

Dr. C.G. Dighavkar
Principal

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Date of Meeting: 30th Jan. 2019 (3rd Annual Meeting)

Sr. No.	Decision	Action Initiated
1	A review of the activities conducted during the second quarter of academic year 2018-19 was taken. It was found satisfactory. Hon. Dr. Apoorva Hiray suggested enhanced use of ICT in teaching learning. It was unanimously agreed upon. The Principal gave an assurance to pay more attention to it.	The faculties were directed to enhance the use of ICT in the teaching learning process. The HoDs concerned are given the responsibility to monitor it & to keep the record.
2	The members of IQAC discussed the strategic actions to be taken for the effective implementation of the activities scheduled as per the Academic Calendar. It was unanimously decided to give the responsibility to the Principal and the IQAC Coordinator to look after the effective implementation of the same by using the regular strategies complemented by the revised strategies as per the need of the situation.	The activities were conducted as per the schedule in academic calendar. For the effective organization, the following measures were taken: 1. The HoDs were directed to conduct all scheduled activities in time. 2. They were guided to use quality benchmarks to conduct the same.
3	It was decided that the committees of different key indicators/metrics of NAAC for assessment shall continue the work of data collection from the sources concerned.	The committees of different key indicators/metrics of NAAC for assessment continued the work of data collection from the sources concerned. It was being reported to the IQAC time to time.
4	The Chairman of the IQAC suggested to appoint the new Coordinator of IQAC as the present Coordinator has resigned. It was unanimously decided to appoint a new IQAC Coordinator.	Dr. Kishore R. Nikam was appointed as the new Coordinator of IQAC. He took charge of the work from Prof. Dr. M. A. Bhardwaj.

Dr. Kishore R. Nikam
Coordinator, IQAC

Dr. C.G. Dighavkar
Principal

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Date of Meeting: 22nd April 2019 (4th Annual Meeting)

Sr. No.	Decision	Action Initiated
1	It was decided that the IQAC will carry out the Academic and Administrative Audit for 2018-19 after the completion of academic year 2018-19. It shall be analysed by IQAC, discussed in the IQAC meeting and be submitted to the Management after that. The suggestions shall be conveyed to the departments concerned through IQAC.	The Academic and Administrative Audit for 2018-19 were carried out by IQAC. It was analysed, discussed in the IQAC meeting and was presented for discussion to the Management. The suggestions for improvement were conveyed to the departments concerned through IQAC.
2	It was decided that the feedback forms, upon curriculum and overall functioning of college, collected from different stakeholders concerned shall be analysed by the departments. The departments shall submit the report of analysis of feedback on curriculum to the BOS of their respective subject in the context of the restructuring of syllabus in the academic year 2018-19.	The feedback forms, upon curriculum and overall functioning of college, was collected from the stakeholders concerned and was analysed by the departments concerned. The departments have submitted the report of analysis of feedback on curriculum to the BOS of their respective subject in the context of the restructuring of syllabus in the academic year 2018-19. Measures were taken for improvement after the analysis of feedback on the overall functioning of college.
3	The departments, different cells, office will be directed to provide inputs to the IQAC in order to prepare AQAR for academic year 2018-19. They shall be also directed to update the information on college website in order to cope up with requirements of new online submission of AQAR to NAAC.	The departments, different cells, office were directed to provide inputs to the IQAC in order to prepare AQAR for academic year 2018-19. They were also directed to update the information on college website in order to cope up with requirements of new online submission of AQAR to NAAC. The directions regarding the same received from time to time are being followed by them and timely work is being done.
4	a) It was decided to appoint criteria conveners for monitoring the preparation work for college's forthcoming assessment and accreditation for cycle 3 by NAAC. b) The committees of different key indicators/metrics will be directed to continue to collect the information from the sources concerned.	a) Criteria conveners were appointed for monitoring the preparation work for college's forthcoming assessment and accreditation for cycle 3 by NAAC. b) The committees of different key indicators/metrics were directed to continue to collect the information from the sources concerned.

5	In order to continuously enhance the quality of teaching-learning facilities, it was decided to direct the departments and faculties to submit proposals for grants from the funding agencies like UGC, RUSA, DST, etc. The nodal officers of B. Voc and Community college schemes shall be directed to submit proposals for new B. Voc, M. Voc and Community College courses/programmes.	Proposals were submitted for RUSA grants & ASPIRE Mentorship Research grant. The Nodal Officers of the schemes concerned were directed to prepare and submit proposals for 01 B. Voc, 02 M. Voc and 03 Diploma Programmes under Community College scheme of UGC.
6	All the departments will be informed to submit the academic calendar 2019-20 along with the tentative budget for the activities planned till 30th April, 2019.	All the departments were informed to submit the academic calendar 2019-20 along with the tentative budget for the activities planned till 30th April, 2019. It was submitted in time.

Dr. Kishore R. Nikam

Coordinator, IQAC

Dr. C.G. Dighavkar

Principal