



M. V. P. Samaj, Nashik  
**Karmveer Kakasaheb Wagh Arts, Science and Commerce College,**  
**Pimpalgaon Baswant, Tal. Niphad, Dist. Nashik.**

**Internal Quality Assurance Cell (IQAC)**  
**ACTION TAKEN REPORT – 2019-2020**

Sr. No.	Meeting Number	Decisions	Action Taken
1	I	<b>Revised Composition of IQAC:</b> Due to the transfer of Prin. Dr. Mrs. S. S. Ghumare, Dr. Y. R. Baste, Dr. S. K. Binnor and Mr. S. E. Kardak, new members Mr. S. K. More, Mrs. L. J. Susan and Mr. D. K. Satbhai are added to the IQAC. Mr. B. N. Kadlag has been given the responsibility of IQAC coordinator.	Allotment of work to IQAC members is done and Revised Composition of IQAC is displayed on the website of the college.
2		<b>Preparation of Academic Calendar:</b> Dr. R. D. Darekar asked IQAC members to prepare Academic Calendar for the year 2019-20 and circulate it to the Departments.	The Academic Calendar for Academic year 2019-2020 is prepared and circulated to the departments, and it is displayed on the college website.
3		<b>Formation of Time Table:</b> A committee has been formed to prepare a master Time-table for all faculties and to communicate it through Notice board.	A master time table for the Academic year 2019-2020 is prepared and displayed on the notice board by committee. According to the master time table all faculties prepared their time-tables.
4		<b>Implementation of Revised Syllabus:</b> Savitribai Phule Pune University has introduced revised Choice Based Credit System for first year UG and PG courses. It was decided in the meeting that all faculties should go through the syllabus and implement it accordingly.	A staff meeting is arranged, Prin. Dr. R. D. Darekar guided to all the faculty members regarding the implementation of the revised choice based credit system syllabus for first year UG and PG.
5		<b>Exam Result Analysis of 2018-19:</b> The University has declared the result of all examinations hence it is decided that the result summary for all departments is to be prepared and submit it to the IQAC for the Analysis.	The IQAC has collected the results of academic year 2018-2019 from all the departments. Analysis is done and feedback is given to the Prin. Dr. R. D. Darekar.
6		<b>Planning of Student Induction Programme:</b> The Admission Process of the College is completed. So IQAC is going to arrange the Student Induction Programme for the First Year Undergraduate Courses. Tentative dates for the same are finalized with consultation of all members.	Student Induction Programme for Arts and commerce faculty is organised from 29 <sup>th</sup> July 2019 to 7 <sup>th</sup> August 2019. For the Science and Computer Science Faculty it is organised from 1 <sup>st</sup> August 2019 to 8 <sup>th</sup> August 2019.
7	II	<b>Brief Review of NAAC Peer Team Visit Report:</b> Dr. N. U. Patil has placed the NAAC Peer Team visit Report in front of the IQAC. Various aspects of reports are discussed in the meeting.	IQAC members thoroughly go through the NAAC Peer Team visit Report and discussed various aspects of the report. A strategic plan is prepared for implementation of the

		IQAC members gave their suggestions regarding the recommendations given by NAAC Peer Team.	recommendations of NAAC Peer Team.
8		<b>Preparation of AQAR 2018-2019:</b> The IQAC has to submit the AQAR report for 2018-19 from the month of May. Mr. B. N. Kadlag asked the criterion co-ordinator to collect the information of their respective criterion from the departments.	The IQAC has initiated the collection of data for the academic year 2018-2019 from the Departments.
9		<b>Planning of Activities to be conducted in the college:</b> Prin. Dr. R. D. Darekar asked the IQAC members to shortlist the activities to be conducted in the Academic Year 2019-2020 and provide the schedule to the chairman of the respective committee.	The activities to be conducted in the academic year 2019-2020 are finalised and schedule is prepared in consultation with the chairman of respective committee.
10		<b>Formation of Various Committees:</b> Prin. Dr. R. D. Darekar asked the IQAC members to form the various committees for the smooth conduct of academic and extension activities throughout the academic year.	Various committees are formed for the Academic Year 2019-2020, and responsibilities are given to the respective committee members.
11		<b>Submission of Proposals for various schemes:</b> Prin. Dr. R. D. Darekar asked IQAC member to shortlist the proposals for seminar/conferences, Soft Skill Development Programme etc. and guide respective committee chairman to prepare and submit the proposal.	Proposals for various schemes of Savitribai Phule Pune University are prepared. The Proposals are submitted to the University.
12		<b>Allotment of Mentors:</b> Mr. B. N. Kadlag asked Mr. D. K. Satbhai regarding allotment of mentors to the mentees and displays it on the notice board.	Allotment of mentors to the mentees is done and the notice pertaining to assigning mentors to mentees is displayed on notice board.
13	III	<b>Planning for Student Satisfaction Survey:</b> It was decided unanimously that to conduct Student Satisfaction Survey through Online mode and responsibility for the same was given to Mr. D. K. Satbhai. Tentative schedule for SSS was decided as on January 2020.	IQAC has prepared the questionnaire using Google Form for conducting Student Satisfaction Survey. The survey has been initiated through the online mode.
14		<b>Organize activities under Best Practices:</b> Mr. B. N. Kadlag asked Mrs. L. J. Susan that to instruct the Committee incharge to organize various programmes under Best Practices of the college.	Various activities like lectures from eminent personalities, Training sessions, Seminars, Workshop and Poster Presentations are organised under the Best Practice of the college.
15		<b>Preparation of AQAR 2018-2019:</b> Prin. Dr. R. D. Darekar asked IQAC members to prepare the AQAR for 2018-19 so that we can put the report in front of the management of parent Institute for approval.	IQAC has collected all the information of Academic year 2018-2019. AQAR of 2018-2019 is prepared according to the information.
16		<b>Career Advancement Scheme for Teachers:</b> Prin. Dr. R. D. Darekar asked Mr. B. N. Kadlag to collect the information of the teachers who are due for promotion under the CAS and send their details to the university.	The information of Teachers who are due for the CAS in Academic Year 2019-2020 is collected. The information is then submitted to the Savitribai Phule Pune University.

17		<b>Assess the Impact of Student Induction Programme:</b> Dr. N. U. Patil asked Mr. D. K. Satbhai to assess the impact of Student Induction Programme on the Students and collect their feedback.	The response of the student about Student Induction Programme is collected for the improvement in the programme for the next academic year.
18		<b>Organize a Teacher Training Programme:</b> Mr. A. P. Mehendale suggested that the college has to organize a Teacher Training Programme under the Staff Academy.	The Programme is conducted in first half of the April.
18	IV	<b>Final Preparation of AQAR for 2018-2019:</b> Dr. R. D. Darekar instructed the IQAC to finalize the AQAR and start the online submission as soon as window is open.	The AQAR for 2018-2019 is finalized and given to the Management of the parent institute for their approval. The online submission is initiated from 1 <sup>st</sup> may 2020.
21		<b>Conducting an online Teacher training programme:</b> Dr. N. U. Patil requested to Mr. B. N. Kadlag and Mr. A. P. Mehendale to organize an Online Teacher Training programme on Use of ICT Tools in Teaching and Learning.	An Online Teacher Training Programme to counter the situation created due to the COVID-19 is organized from 11 <sup>th</sup> May 2020 to 15 <sup>th</sup> May 2020. The theme for of the programme is "Use of ICT Tools in Teaching and Learning"
22		<b>Feedback from the Students and Stakeholders:</b> Mr. B. N. Kadlag asked Mr. R. V. Nikam to collect the feedback from students and the Stakeholder for the academic year 2019-2020.	Mr. R. V. Nikam had given the guidelines to the departments regarding collection of Feedback. The feedback is collected by the Departments. IQAC prepared the analysis report of collected feedback and submitted to the Prin. Dr. R. D. Darekar.
23		<b>To Promote online teaching and development of online study material:</b> Prin. Dr. R. D. Darekar asked IQAC members to take the initiatives for the promotion of online teaching and guide the faculty member to prepare the online study material for the students.	IQAC members have given the training to the Faculty members regarding preparation of online study materials like Video Lectures, PDF notes, Power Point Presentations to counter the situation created due to the COVID-19.
24		<b>Submission of Departmental Reports:</b> Prin. Dr. R. D. Darekar asked IQAC members to collect the departmental reports and the information required for the AQAR 2019-20.	All the departments submitted their reports of Academic year 2019-2020 to the IQAC.
25		<b>Internal Academic and Administrative Audit:</b> All IQAC members unanimously decided to conduct Internal Academic and Administrative Audit for the academic year 2019-2020 tentatively in the month of July/August 2020.	IQAC has prepared the pro-forma to conduct the Academic and Administrative Audit. The pro-forma is circulated to the departments and asked to prepare files accordingly.



Mr. B. N. Kadlag  
Coordinator





Dr. R. D. Darekar  
Principal

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