

## **Action Taken Report (ATR)**

(of IQAC meeting held on 11<sup>th</sup> February 2017)

10/07/2017

A meeting of IQAC Committee was held on Saturday 11<sup>th</sup> February 2017 at 10.30 a.m. in the conference room of the college. As per the suggestions of the IQAC members, following actions were taken:

### **Item 1. To confirm the minutes of previous meeting held on Friday, 12<sup>th</sup> August 2016.**

Dr. Jayashri Bangali, IQAC Coordinator read the minutes of the previous meeting held on Friday, 12<sup>th</sup> August 2016 and all the members present for the meeting unanimously confirmed the minutes.

Dr. Bangali presented the criterion-wise action taken report before the committee and invited suggestions. Following suggestions were made by the members:

#### **Criterion I : Curricular Aspects**

Mrs. Malati Kalmadi insisted upon the separate notice boards for the notices related to Seminars/Workshops/Conferences. She suggested that a pin board can be fixed in the stilts of the senior college for this purpose.

Responsibility: Ms. Suchismita Mohanty

**Action taken:** Pin Board at the stilt was fixed on Monday, 3rd July, 2017.

Analysis of the Feedback forms submitted by the students regarding the evaluation of Teacher/infrastructure/non-teaching staff to be placed before the IQAC committee in its next meeting, it was decided.

Responsibility: **Dr. Jayashri Bangali**

**Action taken:** The analysis of Feedback forms submitted by the students regarding the evaluation of Teacher/infrastructure/non-teaching staff is prepared and will be placed before the IQAC committee meeting to be held on 4<sup>th</sup> August 2017.

## **Criterion – II: Teaching, Learning and Evaluation**

Mrs. Malati Kalmadi suggested that the college can arrange a survey to study the impact of the various activities conducted by the college throughout the academic year. The survey can be conducted with the help of Dynaprabodhini. For getting the survey done, the college can take assistance and guidance from Ms. Kamini Saxena, Management Facilitator, Kannada Sangha. She also advised to arrange presentation by Ms. Kamini Saxena regarding the survey in the staff academy meeting.

Responsibility: **Mrs. Pallavi Joshi**

**Action taken:** Ms. Pallavi Joshi approached Mrs. Kamini Saxena, Management Facilitator, Kannada Sangha who gave the name of Sucharita Gadre from Dyanaprobodhini for arranging a session with her in the staff academy. The session will be conducted in the month of August 2017.

## **Criterion – III: Research, Consultancy and Extension**

Dr. S.B.Kharosekar suggested that a resolution has to be passed for the inclusion of the Gifted Child Centre activities under the Kaveri Research and Innovation Centre. It was decided that Dr. S.B. Kharosekar, Principal and the Coordinator, Gifted Child Centre will jointly work for preparing the resolution and get it approved in the Kannada Sangha Trustees Meeting.

Mrs. Malati Kalmadi informed the members about the psychology project carried out by the Kaveri Gifted Child Centre. She further suggested that the B.A. students offering psychology at special level can be involved in this research activity.

Regarding the mentoring system and remedial teaching introduced by the college, Mrs. Kalmadi suggested that these two activities can be undertaken in the form of action research projects under the KRIC.

Responsibility: **Dr. S.B.Kharosekar and Coordinator of Gifted Centre**

**Dr. Muckta Karmarkar (for psychology project)**

**Dr. Jayashri Bangali (Action Research Project)**

**Action taken:**

As per the suggestion made by Mrs. Malati Kalmadi and as decided in the meeting, a resolution is passed by the management Kannada Sangha allowing the College to conduct all the activities of the Kaveri Gifted Child Centre under its extension programme in the Trustees Meeting held on 30<sup>th</sup> June 2017.

The Psychology teacher are instructed to carry out the research project related to the activities conducted under the Kaveri Gifted child Centre in the current academic year 2017-18.

The research project regarding the mentoring system and remedial teaching introduced by the college will be started in the current academic year 2017-18 under KRIC.

**Criterion – IV: Infrastructure and Learning Resources**

To equip the college with advanced technology and to increase the use of ICT, it was decided that a virtual classroom can be constructed in the college.

A proposal for constructing a virtual classroom can be prepared and sent to CSR agencies for getting financial assistance in the next academic year 2017-18.

Responsibility: **Ms. Suchismita Mohanty**

For establishing Virtual Class Room, the room has been identified. The room is on the 6th floor, which is currently used as Sports Room. A demonstration of virtual classroom was arranged in the PG computer laboratory by Delta Standards Pvt.Ltd. Mr. Sunil Joshi, MD of Delta Standards Pvt.Ltd. briefed all the management members about their products and explained the advantages and importance of virtual classroom. Hon.Mr. Kushal Hegde, President Kannada Sangha, Mrs. Malati Kalmadi Secretary, Kannada Sangha, Mr. B.B. Rao, Treasurer Kannada Sangha, Ms. Kamini Saxena, Facilitator, Kannada Sangha, Mrs. Sumati Srinivasan, Mrs.

Pallavi Naik, Dr. S.B.Kharosekar attended the demonstration. Dr. Jayashri Bangali, Mrs. Chitra Alavani, Mrs. Pallavi Joshi organized this demonstration with the help of Ms. Aarti Kadam. The establishment of virtual classroom and the purchases to be made required for the virtual classroom is in process.

### **Criterion – V: Student Support and Progression**

The IQAC coordinator informed the members that the course coordinators have decided to improve the passing percentage of their respective courses and the subject teachers were instructed by the coordinators to improve their subject results compared to the previous year examination results.

On this, Mrs. Malati Kalmadi suggested that the performance of a teacher can be analyzed on the basis of the academic results of the teacher concerned. She further suggested that Teacher Performance Appraisal can be carried out on parallel lines with the units under the Kaveri Group of Institutes. For this, she has advised to approach to Ms. Kamini Saxena, Facilitator, Kannada Sangha.

This can be implemented by the college from the next academic year 2017-18.

Responsibility: **Dr. Jayashri Bangali**

**Action taken:** Dr. Jayashri Bangali contacted Ms. Kamini Saxena Facilitator, Kannada Sangha and discussed about the Teacher Performance Appraisal form designed for the school. After comparing Teacher Performance Appraisal form designed by the school with the Teacher Evaluation form designed by the Kaveri College, it was found that the evaluation parameters used for teacher appraisal were almost same, so it was decided to follow the form designed by Kaveri College for teacher performance appraisal.

Mrs. Malati Kalmadi appealed to the members that the ‘Kaveri Kalangan’ platform provided by the Kannada Sangha should be used by the students of the college regularly. The activities can be conducted under the student’s club, the ‘Kolours of Kaveri’ with the help of cultural committee.

This committee will schedule the activities and include it in the 'Academic Calendar' prepared by the college. This can be implemented by the college from the next academic year 2017-18.

About the Yuva Spandan event, Mrs. Kalmadi suggested to conduct it in the last week of December every year. She further added that the college authority should stick up to this period for holding this event.

Responsibility: **Dr. Muckta Karmarkar (Head, Cultural Committee)**

**Action taken:** This will be implemented by the college from the next academic year 2017-18.

#### **Criterion – VI: Governance, Leadership and Management**

Mrs. Malati Kalmadi suggested that outcomes of all the FDPs conducted by the college during the academic year should be studied and its impact analysis should be done and presented before the IQAC committee.

Responsibility: **Ms. Pallavi Joshi**

#### **Action taken:**

The outcomes of the FIP/FDP programmes and its impact analysis will be carried out from the current academic year 2017-18.

#### **Criterion – VII: Innovations and Best Practices**

Mrs. Malati Kalmadi suggested that 'Swachh Bharat' activity should be a regular activity conducted on every 2-3 weeks. This can be carried out with the help of NSS volunteers of the college. T-shirts can be issued to the NSS volunteers who are involved in this activity by the college; it was suggested by the members.

One compound wall of the campus can be taken up by the senior college for decoration; it was decided in the meeting.

Responsibility: **Mr. Anand Buddhikot, P.O. NSS**

**Mrs. Chitra Alavani, S.W.O.**

**Action taken:** The action will be taken in the current academic year 2017-18. It can be started after the rainy season.

b) Plan of action decided by Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Cell and Kaveri Entrepreneurship Development Centre.

Heads of the respective centres briefed the members about their action taken report submitted to the IQAC. Mrs. Malati Kalmadi gave the suggestions to all the heads regarding further plan of action. The center-wise suggestions are attached separately.

**Kaveri Research and Innovation Centre (Centre Head- Dr. Jayashri Bangali)**

Action research project based on the mentoring system and remedial teaching introduced in the college can be undertaken by KRIC.

**Action taken:** The research project regarding the mentoring system and remedial teaching introduced by the college will be started from the current academic year 2017-18 under the KRIC.

**Kaveri Skill Development Centre (Centre Head- Ms. Suchismita Mohanty)**

Mrs. Malati Kalmadi suggested that the centre head must approach to Mrs. Kamini Saxena, Management Facilitator and Mr. Akolkar, Manager, Kannada Sangha for carrying out skill development programmes.

**Action taken:** Preliminary talk with Mr. Prasad Akolkar regarding programmes to be carried out under KSDC has taken place.

**Kaveri Entrepreneurship Development Centre (Centre Head-Ms. Deepa Sathe)**

Mrs. Malati Kalmadi advised to contact Mr. Mandar Karandikar from NGO, HAITHAK and Mr. Mahajan, INNOVATION, CIE for carrying out the further activities of KEDC.

It was decided to prepare a list of Resource persons required for conducting various activities under these four centres by consulting with Mrs. Malati Kalmadi in the month of March 2017.

Responsibility given to: **All Centre Heads**

**Action taken:** The work of preparing the list of Resource Persons for conducting various activities under the four centres viz. KSDC, KRIC, KCC and KEDC is yet to be done and will be completed soon.

**Item 2: To approve the draft of IQAC newsletter (first volume second issue of 2017) and to decide its date of publication.**

All the members of IQAC unanimously approved the draft of IQAC Newsletter. The date of publication of IQAC Newsletter will be 24<sup>th</sup> February, 2017, it was decided in the meeting.

**Action taken:** The second issue of IQAC Newsletter (for the year 2016-17) was published on 24<sup>th</sup> February, 2017.

Dr. Jayashri Bangali  
Coordinator, IQAC

Dr. S.B. Kharosekar  
Chairman, IQAC