

# **Action Taken Report (ATR)**

(of IQAC meeting held on 12<sup>th</sup> August 2016)

03/02/2017

A meeting of IQAC Committee was held on Friday 12<sup>th</sup> August and Tuesday 23<sup>rd</sup> August 2016 at 11.00 a.m. in the conference room of the college. As per the suggestions of the IQAC members, following actions were taken:

**Item 1: To discuss with the members about the criterion-wise plan of action for the academic year 2016-17.**

Criterion-wise suggestions were given by the IQAC members:

## **Criterion I : Curricular Aspects**

### **Suggestions:**

i) Initiative should be taken to improve the quality. Number of Add-On Courses should be increased and designed with learning outcomes. The record of each course should be maintained which may contains number of students enrolled and feedback of the students.

### **Action taken:**

Certificate Course in Basic English was conducted by Kaveri Skill Development Centre (KSDC) from 3<sup>rd</sup> January to 5<sup>th</sup> January 2017. There were 12 students enrolled for this course. Ms. Vaishali Chillal, English Teacher working in Dr. Shamarao Kalmadi Junior College was invited as a facilitator for the course.

Two more short term courses are planned for the Academic Year 2017-18, namely, Advance Excel and Basic Computer Networking and Administration. For conducting these courses, KSDC is planning to have a tie-up with SEED Infotech, Pune.

Feedback related to the evaluation of Teacher, infrastructural facilities, assistance from non-teaching office staff/Laboratory staff/ Class IV staff is taken from the students every year.

ii) A separate notice board can be used to put the notices related to seminars/workshops/conferences which will help to increase the attendance of the students.

### **Action taken:**

Notices related to seminars/workshops/conferences were put up on the notice boards at prominent places on different floors. As expected the attendance of the students found increased for all the activities conducted by the college during the current academic year 2016-17.

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

### **Suggestions:**

i) Special coaching for entrance examinations can be provided and notices related to it can be displayed on the prominent notice boards.

**Action taken:** One day seminar on Preparation of MPSC and UPSC examination was organized on 24<sup>th</sup> January 2017. The key note speaker for the seminar was Mr. Tukaram Jadhav the Founder and Director of Unique Academy, Pune. A huge response was received for this seminar as many as 100 students attended this seminar. Proper publicity of this event was made by putting the notices related to this seminar at various places in the college campus.

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

#### **Suggestions:**

i) For science club activity, collaborate with our primary school to have the joint project based on action research.

**Action taken:** As suggested, Dr. Jayashri Bangali, Head of Criterion III approached the principal of primary school and a joint project between the school and the college has been started during the first term of this academic year. The project is based on the study of impact of 'Innovatia' on the students of standard III of Primary School and is being carried out under the Kaveri Research and Innovation Center involving the senior college students.

Science club was started for the students of B.Sc.(Computer Science) and various activities were conducted in the current academic year 2016-17 under this club.

ii) Consultancy can be provided to Kaveri International School, Lohgaon campus regarding networking of laboratories.

**Action taken:** Ms. Chirta Alavani and Ms. Pallavi Joshi provided the consultancy to set up the Computer Network at the Kaveri International School (KIS), Lohegaon. These two teachers visited KIS campus on 25<sup>th</sup> August 2016 and checked whether the installed computer network structure is set up as per the standard norms or not. They assisted the school management and technical support team of Kannada Sangha by giving solutions for the purchases to be made for installing the computer network set up for the school.

iii) Gifted Centre activities can be included under the extension programme of the Kaveri College of Arts, Science and Commerce.

**Action taken:** The college authority is ready to include the Gifted Centre activities under the extension programme of the college.

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

#### **Suggestion:**

The number of LCD projectors of the college can be increased by giving the requisition to the management and purchase at least two projectors every year.

**Action taken:** Purchased one LCD projector through the grant received from the University under the Quality Improvement Programme of the University in the current academic year 2016-17.

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

### **Suggestions:**

i) Each course coordinator will have a target of maintaining results of their respective classes every year and will try to achieve it during the said academic year.

**Action taken:** For the improvement in the academic results, the college has introduced mentoring system from the current academic year 2016-17. One teacher is expected to look after the academic progress of a group of 10-15 students (as per the class strength) under this new mentoring initiative. The teachers were told to see that their subject results are better than the previous year results.

ii) Alumina interaction should be strengthened. The alumina registration fees can be included in the admission fees of third year students.

**Action taken:** The meeting of alumni association members was conducted on 21<sup>st</sup> July 2016. The second alumina meet is scheduled on 11<sup>th</sup> February 2017 at 11.30 a.m. The alumina registration fees will be included in the admission fees of third year students from the next academic year 2017-18.

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

### **Suggestions:**

The documentation of the each activity should be maintained. Feedback after each activity should be taken and its feedback analysis are put before the IQAC committee members. Teacher Self appraisal forms should be filled by all the teachers and analysis report be prepared by the Principal.

**Action taken:** Every year, the committee heads submit their respective committee files along with the feedback and its analysis to the IQAC at the end of the academic year (generally in the month of April).

Every year, teachers fill-up their Self appraisal forms and submit it in the month of April.

ii) FDP's can be organized.

**Action taken:** Two FDPs were conducted in the current academic year 2016-17.

The first FDP on Mentorship was conducted by Dr. S.B. Kharosekar in the month of July 2016. In his address, Dr. Kharosekar explained the role of the staff members as mentors and how they can help the students in their overall development. He also discussed about the qualities that the mentor should have.

The second FDP was conducted by Dr. K.P. Mohanan on 'Inquiry Based learning' in the month of September 2016. Dr. Mohanan explained the concept of Inquiry Oriented Education. He insisted upon making habit of self inquiry by the teacher about the things that they learn. Inquiry is the investigation of questions whose answers are to be found out.

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

### **Suggestions:**

Through Ecorangers, green campus drive can be started. Through ‘Swachh Bharat’, roads and area near college campus can be cleaned. This work can be carried out by the NSS volunteers.

### **Action taken:**

The college has organized a special Cleanliness Drive in which NSS volunteers cleaned the college premises and the surroundings of Matoshri Old Age Home on 13<sup>th</sup> August 2016.

As per the suggestions of NAAC peer team, the college is planning to purchase a solar panel system under QIP of SPPU. The proposal of solar panel system is sent to SPPU and the sanction is awaited.

**Item 2: To discuss with the members about the action plan decided by the newly introduced four centers, namely: Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Centre and Kaveri Entrepreneurship Development Centre.**

**Action taken:** The activities conducted under four centres are as follows:

### **Kaveri Entrepreneurship Development Centre (KEDC)**

In the first term, KEDC was inaugurated on 18<sup>th</sup> October, 2016 at the hands of Shri. Kushal Hegde, President – Kannada Sangha. He inspired the students by sharing his journey from a common man to a successful industrialist. In his speech, he mentioned about the qualities of a successful entrepreneur.

The registration to KEDC Centre was open to all the students of all the disciplines prior one week of the inauguration. Several questions were asked in the form to know the aspirants of this Centre. In all 25 students have registered with this Centre.

A session on ‘MINDSET’ was arranged on Saturday, 24<sup>th</sup> December 2016. Mr. Harshvardhan Ranade was invited as a Guest Speaker for the session. He is one of the founders of Biznovators Entrepreneurship Development Foundation, a not for Profit Entrepreneurship Development Company created to develop and promote general, non-engineering, socio-commercial, agro-based & specific entrepreneurship. This session aimed at helping the aspiring entrepreneurs to understand ‘MINDSET’ required in the field of Entrepreneurship.

A session on ‘How to make a Successful Business Plan – working capital management’ was arranged on Saturday, 7<sup>th</sup> January, 2017. CA. Nishikant Deshpande, a successful Chartered Accountant was invited as a resource speaker. He mentioned about working capital management, needs and challenges. He recited the case studies and helped the students to understand concepts of Costing and Working capital during his lecture.

A session on 'Schemes on Entrepreneurship' was arranged on Tuesday, 2nd February 2017. Mr. Suresh Umap, Regional officer – Maharashtra Centre for Entrepreneurship Development, Pune was invited as a resource person.

A Session on 'Employability and Entrepreneurship' was arranged on 2nd February 2017. Dr. Puranik, Vice-principal, BMCC was invited as a guest speaker. During his session, he mentioned about 3- important requisites in every student so as to become good employee as well as entrepreneur. Knowledge, Skill and Attitude makes the learner more focused and successful.

### **Kaveri Skill Development Centre (KSDC)**

The Kaveri Skill Development Centre (KSDC) started its activities in the second term of the Academic Year 2016-17. On 2nd December, 2016, the Centre organised a presentation by ICICI Academy for Skills for guiding our students on skill set required for increasing their employability quotient and for making them aware about the short-term courses like 'Office Administration', 'Selling Skills' etc. that the Academy provide free of cost under the CSR activity of ICICI Foundation.

For three days starting from 3rd January, 2017 a Certificate Course in Basic English was conducted by the Centre. There were 12 students who got benefitted by the course. Ms. Vaishali Chillal, Lecturer in English, Dr. Kalmadi Shamarao Junior College was the facilitator for the course.

Two more short term courses are planned to be conducted in the Academic Year 2017-18, namely, Advance Excel and Basic Computer Networking and Administration. For conducting the courses, the Centre is planning to have a tie-up with SEED Infotech.

Report on the Suggestions made during meeting held on 23rd August, 2016:

1. Mr. Mohannan of IISER was invited as a resource person to conduct sessions for the teaching staff members of the college under the Faculty Development Programme.
2. Due to technical issues with Savitribai Phule Pune University (SPPU), no proposal for additional courses/ add-on courses was accepted by the University. So, the proposal for Certificate Course in Travel and Tourism could not be initiated.
3. For associating the Centre with INTACH, initial talk with Ms. Supriya Goturkar has happened. The Centre is planning to start the Heritage Club in the academic year 2017-18.
4. The deliberation on suggestion of having a target of number of programmes and number of beneficiaries is in progress. The Centre will be successful on this, hopefully, by the coming academic year depending upon the responses from the students.

## **Kaveri Research and Innovation Centre (KRIC)**

The inauguration function of Kaveri Research and Innovation Centre was held on Saturday, 1<sup>st</sup> October, 2016 at 11.00 am. at the hands of Chief Guest Dr. Sanjeev Galande, Dean, Research & Development, IISER, Pune. Dr. Galande, in his motivational speech explained the need of research and development in industry and also in educational institutions. He emphasized on the importance of continuous research work, innovation and discovering ourselves for the benefit of the society. He briefed about the ‘**Teamwork, Hard work and out of Box thinking**’ and how they are essential for innovation by giving examples. He also explained the importance of **Product Development** by giving live examples of Apple and Samsung. India should be the Hub of new products in future. Today’s world is very competitive and in this competitive world, **continuous inventions, reinventions and new designs** only can give competitive advantage to the companies. In this process, human resource is important and it can be created in the educational institutions. Ultimately it is the people who drive the product and not the technology. He focused on the need to inculcate **Research culture** in the organization to motivate research activities.

The exhibition of the research projects under Kaveri Research and Innovation centre was organized on 7<sup>th</sup> January 2017. The exhibition was inaugurated at the hands of Mrs. Malati Kalmadi Secretary Kannada Sangha. Mr. B.B. Rao graced the occasion and congratulated all the participants. Four teams from B.Com, four teams from BBA and four teams from BBA(IB) participated in the exhibition and done research on various topics such as Waste Management, Water Pollution, Dr. Ambedkar’s principles and theories regarding to the agriculture, Candy Crush game’ and studied its addiction, Awareness about healthy food habits amongst youngsters. The research project entitled ‘Study of illuminance using LUX meter of Kaveri College campus’ was carried out by Department of Electronics. Dr. Jayashri Bangali with the help of B.Sc.(Computer Science) students did the research on light intensities at various locations of Kaveri College and Kannada Sangha office. The light intensities were measured with the help of LUX meter and were compared with the standard values given by International Commission on Illumination (CIE). The report containing suggestions regarding illuminance based on this study is submitted to the Head of KRIC.

### **Research Projects:**

The Major Research Project sent by Dr. Jayashri Bangali has got the sanction of **Rs. 19, 18, 400/-** by ISRO-UoP Space Technology Cell, SPPU. The title of the project is ‘Studies on Glare Reduction Techniques for Indoor illumination Systems’. The duration of the project is 2016-2018.

The Minor Research Project sent by Mr. Anand Buddhikot has got the sanction **Rs. 1,20,000/-** by BCUD, Savitribai Phule Pune University, Pune. The title of the project is ‘Design of Projector Assisted Intelligent Human Machine Interface (HMI)’. The duration of the project is 2016-2018.

### **Research Paper Publications**

The staff members from all the faculties presented and published research papers in International/National Journals/conferences as given in the following table:

Sr. No.	Published/Presented in	No. of Research Papers
1	International Journal	5
2	International Conference	5
3	National Level	8
4	State Level	3

### **Kaveri Consultancy Cell**

Details of consultancy services provided in academic year 2016-17 are as follows:

- Mrs. Suchismita Mohanty was invited as judge for Elocution Competition held at St. Mira’s College, Pune in association with Forum of Free Enterprise Mumbai
- Dr. Mrs. Jayashri Bangali has done the study of lighting system of senior college building and energy consumption of presently installed fluorescent lamps is calculated along with its total cost per year. If these lamps were replaced by energy efficient LED lamps then total saving of energy and cost is calculated. Further payback period is also calculated. Excel sheet is prepared to perform the calculations which include various formulas. The energy consumption due to presently installed fluorescent lamps and due to proposed LED lamps were calculated by using this Excel sheet. Suggestions regarding the purchase of LED lamps along with the estimated cost were submitted to Kaveri Consultancy Cell.
- Mrs. Shweta Bapat is invited by Institute of Company Secretary of India, New Delhi to be a member of the Expert Group formulated for designing the ‘ICSI National Awards for Excellence in CSR’. The awards will be given to Listed companies, Non-listed companies and Public sector units at all India Level on 24th Dec 2016.  
Mrs. Shweta Bapat is started working as a mentor at CRB Tech Solutions Pvt. Ltd. CRB tech solutions is a career consultancy organizations for which she is providing consultancy in the area of Human Resource Management.
- Mrs. Shilpa Khadilkar is invited to conduct Corporate Training in association with KI System and Software at Cognizant Technology Solutions, Hijewadi.  
Mrs. Shilpa Khadilkar is appointed as BOS member TYBSc Computer Science 2017 to 2022 at St Mira's College. It is an autonomous college. The board has prepared syllabus

in the month of November for TYBSc Computer Science which will be implemented from academic year 2017-18.

- Ms. Chirta Alavani and Ms. Pallavi Joshi Provide consultancy to set up network at Kaveri International School, Lohegaon. The network structure and the cabling work done at KIS were studied by visiting the school campus on 25th August 2016. Also the requirements were gathered from Kannada Sangha Technical team and members of management. As per the requirement a solutions regarding purchase of various equipments were suggested and given to the technical support team of Kannada Sangha. On the basis on one-one discussion, a final equipment list along with the configurations was submitted to the Technical Team for further purchase and installation.

**Item 3: To inform the members about the activities that is planned under different internal committees of the college for the academic year 2016-17.**

All the activities as per the 'Academic Calendar' for the year 2016-17 were conducted by the college.

**Item 4: To inform the members regarding the publication of first volume of IQAC newsletter.**

**Action taken:** The first issue of IQAC Newsletter (for the year 2015-16) was published on Monday, 1<sup>st</sup> August, 2016.

Dr. Jayashri Bangali  
Coordinator, IQAC

Dr. S.B. Kharosekar  
Chairman, IQAC