

06/02/2019

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

(of IQAC meeting held on 10<sup>th</sup> August 2018)

A meeting of IQAC Committee was held on Friday 10<sup>th</sup> August 2018 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 No. 1: To confirm the minutes of previous meeting held on Wednesday 7<sup>th</sup> February 2018 and inform about the Action Taken Report (ATR) of four centres viz.; Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Centre and Kaveri Entrepreneurship Development Centre.**

Dr. Jayashri Bangali, IQAC Coordinator read the minutes of the previous meeting held on Friday, 4<sup>th</sup> August 2017. All the members present for the meeting unanimously confirmed the minutes.

Dr. Bangali presented the Action Taken Report (ATR) before the committee. All the members were very happy and satisfied with the ATR.

Mrs. Malati Kalmadi suggested that in the class-wise result analysis format, number of students having ATKT must be mentioned. Further she suggested that all course coordinators should practice 'Flipped Classroom' concept to improve teaching methodology and to reduce the number of students failing in their subjects. A session on 'Flipped Classroom' by Dr. Mohanan can be organized for teachers.

She suggested to Dr. Jayashri Bangali, Head of Kaveri Research and Innovation that she should contact the unit heads of Kaveri Group of Institutes again and appeal to send articles for Kaveri E-Research Journal.

### **Action taken:**

The subject-wise and class-wise result analysis of all courses will be prepared according to the format prepared by IQAC (in which all above points are included) in the month of June (when results would be declared) and will be presented in the IQAC meeting to be held in the next academic year (2019-20).

The 'Flipped Classroom' concept was implemented by few teachers in this academic year. A session of Dr. Mohanan on 'Flipped Classroom' is planned in the month of March 2019.

The letter regarding 'Appeal to send Research Articles/Papers for Kaveri E-Research Journal' was sent to the Heads of all units under Kaveri Group of Institutes on 15th September 2018. However, research articles only from primary school, Ketkar Road were received, so the preparation of E research journal cannot proceed further.

**Item No.2: Result Analysis of all courses (of academic year 2017-18).**

Dr. Bangali presented the result analysis of all the courses (of academic year 2017-18) before the committee. All the members were satisfied with the results.

Mrs. Malati Kalmadi suggested that every teacher must set a goal about the results of their respective class/subject for next academic year and try to achieve it. The success/failure of it should be presented in the next IQAC meeting along with the reasons.

**Action taken:**

All the staff members have set goal about the results of their respective subject. The comparative analysis of the results of all the subjects will be presented in the first IQAC meeting to be held in next academic year.

**Item No.3: Analysis of Teacher Evaluation Feedback forms (of academic year 2017-18).**

Dr. Bangali presented the analysis of all the teacher evaluation feedback forms before the committee. The members were satisfied with the overall feedback received from the students.

The members of IQAC suggested that all the teachers should take efforts and try to improve their performance. The analysis of the feedback received from the students must be presented in the next IQAC meeting.

**Action taken:**

This year IQAC cell has designed 'Google Form' to take feedback from students about all subject teachers. The analysis of these feedback forms will be presented in the first IQAC meeting to be held in next academic year.

**Item No. 4: To inform the members about the activities conducted under IQAC and the activities planned by IQAC for academic year 2018-19.**

Dr. Bangali informed the members about the activities conducted under IQAC. ‘One Day Workshop on new NAAC Revised Accreditation Framework (RAF)’ was conducted on Friday, 30<sup>th</sup> March, 2018. The Resource Persons for the workshop were Dr. Sanjay Kharat Principal, Modern College of Arts, Science and Commerce, Ganeshkhind, Pune, Mr. Parag Shah, IQAC Coordinator, Modern College and Dr. Jayashri Bangali, IQAC Coordinator Kaveri College. The main objective of conducting this workshop was to inform all the staff members about new framework of accreditation and discuss all the criterions in brief.

To promote the awareness of Intellectual Property Rights (IPRs) and to encourage innovation across various disciplines, Internal Quality Assurance Cell of Kaveri College of Arts, Science and Commerce organized a Half Day Workshop on Intellectual property Rights (IPR) on 3<sup>rd</sup> July, 2018. Prof. Ganesh Hingamire, Chairman Great Mission Group Consultancy (GMGC) was the chief guest on this occasion.

All the members appreciated the efforts taken by the IQAC committee.

Further Dr. Bangali informed about the activity planned under IQAC for academic year 2018-19.

The National Assessment and Accreditation Council (NAAC) is providing financial assistance to the colleges to conduct workshop/seminar. In the current academic year, the IQAC is planning to organize State/National level Workshop/Seminar. The proposal of the same will be prepared and send to NAAC to avail the financial assistance.

**Action taken:**

The Principal and IQAC Coordinator of the college have gone through the guidelines provided by the NAAC authority. It was observed that the college is not eligible to send the proposal, thus the proposal was not sent to NAAC authority. However, the proposal has been sent to Faculty Development Centre, UGC-Human Resource Development Centre, SPPU for organizing 3 days National level Faculty Development Programme based on New NAAC RAF. This proposal has been sanctioned by the UGC-HRDC, SPPU under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT) and the proposed FDP is scheduled from 25<sup>th</sup> February to 27 February 2019.

**Item No 5: Plan of action of four centres viz. Kaveri Research and Innovation Centre, Kaveri Skill Development Centre, Kaveri Consultancy Centre and Kaveri Entrepreneurship Development Centre for the academic year 2018-19.**

Heads of the respective centres briefed the members about their plan of action for academic year 2018-19. All the members unanimously approved plan of action of all four centres.

Dr. S.G.Bapat suggested to Dr. Deepa Sathe, Head of Kaveri Entrepreneurship Development Centre to conduct following activities:

1. Idea Generation Camp for Entrepreneurship.
2. Undertake a business/marketing activity to explore the entrepreneurship skills.

Mrs. Malati Kalmadi suggested to the Head of Kaveri Entrepreneurship Development Centre to have a separate notice board for KEDC to popularize the centre activities.

Dr.S.G.Bapat suggested that Head (Mrs. Shweta Bapat) of Kaveri Consultancy Centre should try for consultancy in Digital Marketing and Social Media.

**Action taken:**

As per the suggestion, KEDC organized Idea Generation Camp on 25 January 2019 for developing interest in the students to generate a business idea. Dr. Pallavi Kasande, Counsellor and Consultant was invited as a guest speaker. More than 60 students benefited from this idea generation camp. In all 6 ideas were received from B.Com students. Further these ideas were studied by the teachers and then 2 ideas were shortlisted for the Business Idea Competition.

To undertake a business/marketing activity to explore the entrepreneurship skills, the students who were interested in experimenting on small business and marketing of the same were guided by KEDC. These students were given help in publicizing about their products in the college. Such students were felicitated in TALK SHOW by the Principal and Vice- Principal in December 2018.

As per the suggestion of Dr. S.G. Bapat, Department of BBA is giving consultancy in Digital Marketing. Four students of FYBBA are working on the project of digital marketing consultancy to the boutique at Prabhat Road. Students are doing the end to end working right from photography to designing and uploading the brochure on the social marketing sites.

**Item NO. 6: Activities that are planned under different internal committees of the college for the academic year 2018-19.**

All the members of IQAC unanimously approved the plan of action submitted by the Heads of Internal Committees of the college.

Mrs. Malati Kalmadi suggested that the data (number of students present from our college/from other colleges for the event, their feedbacks, overall impact of the event) of all the events/activities conducted by these committees should be collected and analyzed. The analysis of this data will help in improving the quality of the events/activities in future.

**Action taken:**

The activities planned under different internal committees of the college were conducted successfully. Major activities conducted in this academic year are as follows:

1. 84th PEN International Congress on 28 September 2018.
2. 8th Dr. Shamarao Kalmadi Memorial State Level Elocution Competition on 7 September 2018.
3. Campus Drive by L&T Infotech on 31 August, 2018 and Mphasis Ltd. on 6 October, 2018
4. One day seminar on Offbeat Career Opportunities on 19 December, 2018
5. Two-Day State Level Faculty Development Programme (FDP) on E- Content Development in association with Knowledge Bridge, Ahmednagar on 5 and 6 January 2019
6. National workshop on 'Financial Planning, Market and Investors' Awareness' in Association with BSE Investor Protection Fund on 12 January 2019
7. Two days Disaster Management workshop on 14-15 January 2019
8. Two Days State Level Workshop on Python Programming on 29-30 January 2019 under Quality Improvement Programme, SPPU
9. Parent-Teachers meetings of all classes
10. Inter College Judo Men and Women Competition at College premises.

The feedback forms from the participants of all the events were collected and analyzed. The analysis will be put in the IQAC meeting to be held on 22<sup>nd</sup> February 2019.

**Item No 7: To inform about the online submission of AQAR.**

Dr. Bangali, IQAC Coordinator informed all the members that the format of AQAR may get revised from 1<sup>st</sup> July 2018. However, the guidelines about new AQAR are not uploaded yet on the NAAC website. It was decided by the IQAC members that the college will wait for new AQAR guidelines till September 2018. If new guidelines will not be uploaded on NAAC website, the college will submit AQAR in old format to the NAAC authority.

**Action taken:**

The AQAR of academic year 2017-18 was submitted (online) in the month of December 2018 to the NAAC authority in new format.

**Item No. 9: Any other item with the permission of the Chair.**

With the permission of chair, Dr. Muckta Karamarkar informed all the members that the Kaveri College has joined as an official partner to 8<sup>th</sup> World Edu Summit hosted by MTC Global, Bangalore which is scheduled on 8<sup>th</sup> September 2018 at Hotel Fortune Select Trinity, Bangalore, India. All the members congratulated the authority for having this prestigious partnership.

At the end of the meeting, Mrs. Malati Kalmadi suggested that a session on the book 'Creating Innovators' could be conducted for all the staff members of the college. Before the session, a copy of the book should be made available to all the staff members.

Dr. S.G.Bapat suggested that the college can form a 'Book Club' thorough which such activities can be organized.

**Action taken:**

Three copies of the book 'Creating Innovators' were purchased and kept in library. A session on the review of this book will be planned very soon.

Dr. Jayashri Bangali  
Coordinator, IQAC

Dr. A.M. Agrawal  
Chairman, IQAC