

Kannada Sangha Pune's  
**Kaveri College of Arts, Science and Commerce, Pune**

27/07/2019

**Action Taken Report (ATR)**  
(of IQAC meeting held on 22<sup>nd</sup> February 2019)

A meeting of IQAC Committee was held on Friday 22<sup>nd</sup> February 2019 at 11.00 a.m. in the conference room of the college. As per the suggestions of the IQAC members, following actions were taken:

The following suggestions were made by the IQAC members:

1. Mrs. Malati Kalmadi suggested that Digital Marketing for Kaveri Kalakshetra, Kaveri Gifted Education Centre and Kaveri Institution of Education can be done by Kaveri Consultancy Cell.

**Action taken:**

As per the suggestions of the IQAC members, Digital Marketing for Kaveri Institution of Education was completed and the discussion about Digital Marketing for Kaveri Kalakshetra, Kaveri Gifted Education Centre has been initiated.

2. It was suggested that a Leadership Programme can be conducted by Kaveri Skill Development Centre in next academic year.

**Action taken:**

Two-Day Leadership Training Camp for students was conducted by Kaveri Skill Development Cell in association with M.R. Pai Foundation, Mumbai and Forum of Free Enterprise, Mumbai on 19 and 20 July 2019. Mr. Rajiv Luv and Mr. Ajit Kamath were the resource persons provided by the Forum for conducting the camp. In all 73 students registered for the camp, out of which 16 students were from colleges like Symbiosis College of Arts and Science, Garware College of Commerce and Brihan Maharashtra College of Commerce.

3. IQAC members suggested that a separate bulletin board for all cells must be placed on the prominent place in the college campus.

**Action taken:**

The notices of all the cells have been put on the notice board which is prominently placed in the college campus.

4. It was suggested by the members that all the teachers will have to have a performance goal every year in written format. The analysis will be presented in IQAC meeting. The teachers having good performance can be felicitated in Annual Prize Distribution function. Remedial classes can be conducted by alumina or teachers to improve the results as per need.

**Action taken:**

As per the suggestions of IQAC members, the format of subject-wise result analysis was updated in which performance goal of the teacher and last year passing percentage was included. The result analysis submitted by all the teachers will be presented in the IQAC meeting to be held on 12<sup>th</sup> August 2019. To improve the results remedial classes were conducted by teachers every year.

5. To improve the bonding between students and the college, it was suggested by the members that during orientation of first year students their expectations from the college can be understood for better implementation of the activities.

**Action taken:**

To improve the bonding between students and the college, it was suggested by the IQAC members that orientation programme would be more informative and rigours. This year the college has conducted Induction Programme as per UGC guidelines. Independent Induction Programme for each course was conducted for four days. On first day, each Course Coordinator addressed their students and informed about Kannada Sangha foundation and about Kaveri Group of Institutes. Course Coordinator also gave all information of the course, mentorship programme and various teaching methodologies including 'Flipped Classroom' to the first year students. All students have filled Mentee Information form and Student Profile form. On second day heads of all important committees such as Student Development Committee, NSS, Cultural, Placement Cell, Sports and Kaveri Cells (KRIC, KEDC, KSDC, KCC) gave presentations and informed about the role and functioning of their committee. On third day, current students studying in second/third year and alumina interacted with first year students. Sessions of Eminent people from Industry/Academia were conducted by each department. On fourth day, visits to various department/sections were organised. First year students visited all the

departments including Sports room, Cultural room, various laboratories and library. Also Library Orientation was conducted to inform the functioning of Library to all first year students. Common Orientation Programme was conducted on 20<sup>th</sup> July 2019 in which President, Kannada Sangha, Principal and Vice-Principal addressed the students and parents.

6. The college authority must prepare code of Ethics, upload it on college website and display it in college campus.

**Action taken:**

The preparation of Code of Ethics is in process and very soon it will be uploaded on college website.

7. A session on 'Flipped Classroom' be organized for all the staff members. The 'Flipped Classroom' can be used as one of the teaching methodology.

**Action taken:**

A session on 'Flipped Classroom' was conducted on 30<sup>th</sup> April 2019 by Dr. Muckta Karmarkar, Vice-Principal of the college. She explained the concept of 'Flipped Classroom' and its importance with the help of various examples.

8. It was suggested by the IQAC members that the college can have a Book Circle/Study Circle for staff development.

**Action taken:**

Book Club was formed and first session was conducted on 28<sup>th</sup> March 2019. This session was conducted by Dr. Muckta Karmarkar, Dr. Anand Buddhikot and Dr. Shweta Bapat on the book 'Creating Innovators' written by Tony Wagner. Second session was conducted by Ms. Sayee Kulkarni on 'Life lessons by Harry Potter' on 23<sup>rd</sup> July 2019.

9. Special programme/sessions such as marriage counselling/ managing relationships/ parenting can be conducted for the alumina of the college in Alumni Meet.

**Action taken:**

As per the suggestion of IQAC members, special programme on 'Stress Management' was conducted for the alumina of the college in Alumni Meet organized on 8<sup>th</sup> June 2019.