"Shri. Dadapatil Rajale Shikshan Sansthas"

DADAPATIL RAJALE ARTS AND SCIENCE COLLEGE

ADINATHNAGAR, TAL. PATHARDI, DIST. AHMEDNAGAR (M.S.)

Ref. No. 2021_2022/Minutes_ATR_IQAC_Meeting **Date:** - 18/06/2022

Action Taken Report

(Academic Year-2021_2022)

Date of Meeting	Subject	Minutes of the meeting	Action Taken Report
29/06/2021	IQAC Work	The Principal Dr. R. J. Temkar and IQAC Coordinator Prof. Raju T. Gholap informed the staff about the planning of IQAC in the academic year 2021-22.	The teachers prepared teaching plans and academic calendar as per the schedule
	To update the Trello Board	It was decided that the chairpersons of each academic committee (2020-21) should upload all necessary documents, photos, and reports in the prescribed format with the proper file name.	The chairpersons of each academic committee (2020-21) uploaded all necessary documents, photos, reports in prescribed format with proper file name.
	To organize the programme under IQAC (Annual Planning)	To organize Wildlife Photography Competition Exhibition.	The Department of Zoology has organized the "Wildlife Photography Competition & Exhibition" for students in collaboration with IQAC, Science Association and Ahmednagar District Nisarg Premi Sanghatana and Biodiversity Research & Conservation Centre from March, 15-20, 2022.
		To organize District Level Chess Competition.	The department of Physical Education and Sport Department organized the **'District Level Chess Competition'** on the occasion of the 392 birth

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			anniversary of Shri. Chhatrapati Shivaji Maharaj and the Birth Day of Loknetya Monika Rajeev Rajale on February, 19, 2022.
		To organize a district-level mini-marathon on the occasion of the birth anniversary of Late Rajeev Rajale.	The department of Physical Education and Sport Department organized the **'Online programmed on Walk for Health'** on the occasion of the birth anniversary of Late Rajeev Rajale on December, 05, 2021.
27/07/2021	To conduct the academic and administrative Audit (AAA)	It was decided that the academic and Administrative Audit (AAA) should be conducted in the academic year 2020-21. Audit reports published within a week so as to incorporate them in AQAR to be submitted.	The Academic and Administrative Audit (AAA) conducted from 04/04/2022 to 08/04/2022. The Audit report was shared with all the staff members.
	AQAR-2021-2022	All the criterion head should submit the data needed for AQAR to the IQAC.	All the criterion heads submitted the data needed for AQAR to the IQAC.
28/07/2021	Documentation for preparation for NAAC & AQAR	It was decided that each criterion heads and members should download SSR of various colleges and study it carefully	Each criterion heads and members downloaded SSR of various colleges for study.
		It was decided to keep ready scanned copies of various documents like notices, reports, meeting agenda and minutes specially Examination Department, Student Development Cell and Women Cell.	Scanned copies of various committee were prepared in prescribed format given by IQAC
29/07/2021	Criterion wise presentation	It was decided that the criterion wise presentation and report submission for fill up the AQAR 2020-2021.	The heads and members of all the criterion presented their criterion and submitted the report to fill up the AQAR-2020-2021.

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	Academic and Administrative Audit (AAA)	It was decided that all the faculty members should prepare all the documentation before the Academic and Administration Audit (AAA).	All documentations were prepared by the faculty members before Academic and Administration Audit (AAA) for the academic year 2020_2021
		It was decided that the departmental report should be written in English with appropriate photographs as per the format given by the IQAC.	Departmental report submitted by the department in the given format given by the IQAC.
		It was decided that the information of non-grant faculty from each department should be sent to the IQAC in the prescribed format provided by the IQAC.	Information on non-grant faculty from each department was sent to the IAQC in the prescribed format provided by the IQAC.
	Preparation from NAAC A & A: Criterion-wise evaluation of the academic work	IQAC should prepare the programme for academic & administrative audits and circulate it to the internal audit team.	IQAC prepared the programme for academic & administrative audit and circulated it to the internal audit team.
		It was decided that each department should prepare the necessary documentation in the prescribed format as per the guidelines of IQAC.	Department-wise documentation is submitted in the prescribed format as per the guidelines of IQAC.
30/07/2021	Trello Board	It was decided that the Trello board should be updated by uploading the minutes, and department-wise documentation as per the prescribed format of the IQAC for the academic year 2021-2022.	The Trello board was updated by uploading the minutes, and department-wise documentation as per the prescribed format of the IQAC for the academic year 2021_2022.
27/09/2021	To conduct the academic and administrative Audit (AAA)	It was decided that the academic and Administrative Audit (AAA) should be conducted for the academic year 2021-22.	The Academic and Administrative Audit (AAA) conducted from 21/11/2022 to 28/11/2022. The Audit report was shared with all the staff members.

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11/10/2021	Steering Committee Meeting	It was decided to prepare documentation for AQAR.	The required documentation was prepared.
22/10/2021	Criterion wise IQAC work	It was decided to go for criterion wise reading to prepare the SSR.	All the criterion heads read their criterion.
11/02/2022	AQAR-2020-2021	IQAC Coordinator should give the information about the documentation and new guidelines for AQAR submission	The IQAC submitted the AQAR for the academic year 2020-2021 on 20/04/2021.
	Trello Board	It was decided to upload all documents and keep the Trello board updated.	The Trello board was updated by uploading the minutes, and department-wise documentation as per the prescribed format of the IQAC for the academic year 2021-2022.
25/02/2022	Green Audit	It was decided to conduct the external green audit.	External green audit was conducted for two academic years 2020-21 & 2021-22.
31/03/2022	Media centre	It was decided to inaugurate the new studio for the Media Centre.	Hon'ble MLA Monikatai Rajale inaugurated the new studio for the Media Centre.
	SSR Preparation	It was decided that the faculty should read out the SSR of different colleges.	Faculty read out the SSR of different colleges.

Prof. Raju T. Gholap
IQAC Coordinator

Co-ordinator, IQAC
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Dr. Rajdhar J. Temkar
Principal

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