



“Dissemination of Education for Knowledge, Science and Culture”  
-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**Dattajirao Kadam Arts, Science & Commerce  
College, Ichalkaranji**



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

Academic year 2018-2019

Meeting No.1

Meeting Date: 14<sup>th</sup> August, 2018

Meeting number	Minutes Number	Compliance
01	1.To read and approve the minutes of previous meeting.	The minutes of the previous meeting were read and approved by all members.
	2.Discussion about online admission process in next academic year.	Possibility of online admissions for the next academic year was discussed and same was checked with vendor.
	3.Discussion about NAAC new cycle criteria.	A one-day technical session on the new NAAC process was organized, with a guest expert providing a detailed lecture on the revised accreditation process.
	4.Discussion about scholarship, minority, EBC.	Standing committee (Special Cell) members are asked to looked after the scholarship for Arts, Science and Commerce streams. The committee will rose awareness about scholarships among students. Information sessions were conducted in all streams to guide students regarding scholarship opportunities.
	5.Discussion about biometric attendance of junior college science.	A new biometric device has been successfully installed for students of the Junior Science wing to enhance



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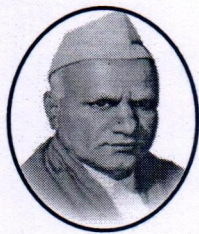
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Academic year 2018-2019



		attendance monitoring and tracking.
	6. Discussion about uniform of attendants / peon.	New uniforms have been purchased and distributed to the attendance and peon staff as per the decision.
	7. Discussion about additional division proposal for B. Sc III and B.A./B.Com./ B.Sc. I in next academic year.	Applications for the introduction of new divisions in B.Sc. III, B.A. I, B.Com. I and B.Sc. I for the next academic year have been submitted to the university for approval.
	8. Discussion about bridge course extension.	The bridge course for first-year students of B.A., B.Com. and B.Sc. has been extended by all departments. Two-week timetable was created and the course is conducted as per the schedule.
	9. Discussion about International Collaboration.	Efforts have been made to establish new international collaborations. Initial discussions with institutions abroad have been initiated to explore academic and research partnerships with Dr. Dubal at Adelaide University.
	10. Discussion about COC.	Departments have initiated new Career Oriented Courses (COCs) and a 30-clock hour timetable has been implemented for the same. Courses are currently underway with active student participation.
	11. Discussion about conference / workshop / Seminar.	It minimum of three proposals for seminars, conferences and workshops have been submitted to various funding agencies for the current academic year.
	12. Installation of CCTV cameras in all departments.	CCTV cameras have been installed in the required departments to enhance security and monitoring on campus.



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	<p>13. With the permission of chairperson any other subject.</p>	<ol style="list-style-type: none"><li>1. Suggestion Box in Ladies Room: A suggestion box has been installed in the ladies' room to gather feedback and suggestions from female students.</li><li>2. Manpower Proposal for IQAC Room: A proposal for additional manpower requirements in the IQAC room has been submitted to the management for approval.</li><li>3. Committees for M.A. and M.Sc. Admissions: Committees for the admission processes of M.A. and M.Sc. courses have been formed and the admission procedures have been streamlined.</li></ol>
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**ACTION TAKEN REPORT**

**Academic year 2018-2019**

Meeting No. 2

Meeting Date: 26<sup>th</sup> November, 2018

Meeting number	Minutes Number	Compliance
02	The minutes of previous meeting are read and approved.	The minutes of the previous meeting were read and unanimously approved by the members.
	It is decided to renovate whole Chemistry laboratory.	The Chemistry laboratory renovation has been initiated. The permission of the renovation was received from the parent institution and work is completed.
	It is decided to renovate old high-school building and made available special rooms to all Arts and Commerce departments.	Renovation of the old high-school building has begun. Cubicle for the Arts departments are being set up to provide better infrastructure and cubicles are allocated to the concerned departments.
	It is decided to arrange Faculty development programme (FDP) on Game-based learning & evaluation through ICT (Kahoot!) by BCA department.	The Faculty Development Programme (FDP) on "Game-based Learning & Evaluation through ICT (Kahoot!)" was organized by the BCA department 12/01/2019.
	It is decided to purchase new furniture for administrative building.	The process for purchasing new furniture viz. Chairs, tables, etc. for the administrative building is completed with the permission of the mother institute.
	It is decided to organize annual prize distribution ceremony in January month of 2019.	The annual prize distribution ceremony was successfully organized on in January 2019. Students were awarded for their academic and extracurricular



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**Academic year 2018-2019**

		achievements and the event was well received by the student body and faculty.
	It is decided to appoint new IQAC co-ordinator from February, 2019, due to retirement of Prof. (Dr.) C. R. Patil in January, 2019.	A new IQAC coordinator, Dr. Vinayak Ganbavle, was appointed in February 2019 following the retirement of Prof. (Dr.) C. R. Patil in January 2019. The new coordinator has assumed all responsibilities.

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**ACTION TAKEN REPORT**

Academic year 2018-2019



Meeting No. 3

Meeting Date: 11<sup>th</sup> February 2019

Meeting number	Minutes Number	Compliance
03	1. The minutes of previous meeting are read and approved.	The minutes of the previous meeting were read and unanimously approved by the committee members.
	2. It is decided to develop online feedback system of institution on college website.	An online feedback system has been developed and integrated into the college website. Feedback forms for students, faculty, and stakeholders have been made available. Testing was done to ensure smooth functionality, and the system is now live for use.
	3. It is decided to start online admission system for first year classes of B.A., B.Com., B.Sc. from next academic year.	The online admission system for B.A., B.Com., and B.Sc. first-year classes has been developed. It will be operational from the upcoming academic year. Trial runs were conducted, and technical support staff have been trained to assist students during the admission process.
	4. It is decided to make specific dress-code for senior college student from next academic year.	A specific dress code has been designed for senior college students, which will be implemented from the next academic year. Guidelines on the dress code have been shared with students and will be reinforced at the beginning of the year through orientations and notices.
	5. It is decided to make documentation and filing of all departments and college	Documentation and filing for all departments and college records have been streamlined in



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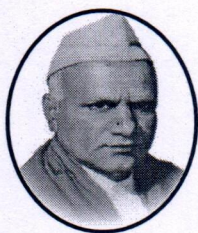


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**Academic year 2018-2019**

	for Academic and Administrative Audit (AAA) as per new guidelines by sanstha for academic year 2018-2019.	preparation for the Academic and Administrative Audit (AAA) as per the new guidelines provided by the sanstha. A committee has been set up to ensure all required documents are ready for the audit for the academic year 2018-2019.
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

Academic year 2018-2019

Meeting Number 4

Meeting Date: 06 April 2019

Meeting number	Minutes Number	Compliance
04	1. The minutes of previous meeting are read and approved.	The minutes of the previous meeting were read and approved by all members present.
	2. It is decided to ask all possible departments to come up with the plan to start new courses in the respective field.	All departments were requested to submit their proposals for introducing new courses in their respective fields. Several departments have submitted their plans, and the IQAC has begun reviewing these for further approval and implementation.
	3. Other recommendations of the AAA were discussed and departments with poor performance were asked to improve activities.	Departments with lower performance, as identified in the AAA report, were asked to improve their activities. Follow-up meetings were held with these departments to discuss necessary actions, and timelines for improvement have been established.
	4. Discussed feedback analyzed by the feedback committee and the respective stakeholder is asked to improve the performance.	Feedback reports analyzed by the feedback committee were shared with the respective stakeholders. Action plans for improvement were requested, and progress is being monitored regularly to ensure effective implementation.
	5. It is decided that each department should prepare ppt about the plan for the academic year 2019-20 and presentations will be conducted at the starting of new year.	Each department has been instructed to prepare a detailed presentation (PPT) on their academic plans for the year 2019-20. These presentations will be scheduled at the start of the new academic year. Departments have started working on their





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**Academic year 2018-2019**

		presentations, and the IQAC will review them during the designated session.
	6. It is decided that each department will write blogs and those blogs will be linked to college website.	All departments have been asked to start writing blogs related to their activities, achievements, and innovations. A dedicated section on the college website has been created to link these blogs. Several departments have initiated the process, and others are in the final stages of submission.
	7. In order to improve attendance mentoring scheme should be revised.	The mentoring scheme has been revised in order to improve student attendance. The new scheme emphasizes more frequent mentor-mentee interactions and has set clear guidelines for tracking and motivating student attendance. The revised guidelines have been communicated to all mentors.

**Dr. Vinayak Ganbavle**

**Coordinator**

Internal Quality Assurance Cell,  
D.K.A.S.C.College, Ichalkaranji

**Dr. Milind Hujare**

**Principal,  
D.K.A.S.C. College,  
Ichalkaranji.**