



Amar Sewa Mandal's

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President Dr. (Smt) Suhasini Wanjari **Secretary** Adv. Abhijit G. Wanjari **Treasurer** Dr. Smeeta A Wanjari **Principal** Dr Salim Chavan

Internal Quality Assurance Cell

ACTION TAKEN REPORT 2023-24

MEETING DATE	AGENDA NO.	ACTION TAKEN
05/03/2024	1	A discussion was done about the Academic audit which was needed to be carried out in the current session.
05/03/2024	2	All HoD's were told to inform the students of all semester to participate in online certification courses which are carried out by NPTEL, MOOC's, SWAYAM etc for free of cost. Also a review on complete courses carried out for students in session 203-34 was discussed in the meeting.
05/03/2024	3	All present members were informed about the exam pattern that will be implemented by DBATU. They were also informed to help students with the new exam pattern and solve any queries if so related to the students about the exams.
05/03/2024	4	Discussion on maintenance of Equipment's that are available in the individual Departments was carried out in this meeting.
05/03/2024	5	In presence of all criteria in-charges and Principal, detailed discussion on NAAC AQAR 2022-23 was carried out and for any short comings the criteria in-charges was guided by the Principal sir. The deadline for submitting all the data was finalised as 2 nd April 2024
05/03/2024	6	All NAAC Criteria Incharges were asked to prepare NAAC SSR Templates starting from 2019-20 to 2023-24 and discuss with the Principal for guidance.

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MEETING DATE	AGENDA NO.	ACTION TAKEN
23/11/2023	1	Discussion on the syllabus design was undertaken in Presence of Respected Principal sir, IQAC coordinator and All Departmental HoD's. The feedback on curriculum design from the students and stake holders was discussed in this meeting. Respected Principal sir has instructed the Departments to submit the Feedback derived from the students to the DBATU university as soon as possible for development in the curriculum as per the stake holders so that new concepts and technologies can be learned in university syllabus itself.

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MEETING DATE	AGENDA NO.	ACTION TAKEN
03/08/2023	1	All HoD's were asked to follow the Academic Calendar for conducting Sessional and PUT examinations. Also the Academic in-charge was asked to prepare a proper format about subject marks distribution that can be mentioned on sessional/PUT question paper.
03/08/2023	2	Discussion was done on the result analysis of previous exam. All HoD's were informed to ask their faculty members to help students by giving proper inputs so that it will be easy for students to score good in University exams.
03/08/2023	3	Under the guidance of Academic Coordinator a discussion on feedback analysis was done for previous semester. All Departmental feedback analysis was submitted before due date. The staff was also told to carry out Course End Survey, Subject Survey, Course Exit Survey properly so that later the data can be used for improvement.
03/08/2023	4	All the HOD's were informed that in current academic session an International Conference in offline mode is to be organised where Electrical Engineering Department and R&D cell will take valuable efforts for it successful conduction.
03/08/2023	5	All HoD's were asked to carry out quality measures for improving the quality of result. The head of institute instructed all HoD's to go for micro teaching so that all staff remains focused on his/her subject.
03/08/2023	6	All Departmental heads were asked to have functional MOU's with the Industries where our college students can get placed and do internships.
03/08/2023	7	All Departmental heads were asked make students Internships mandatory in each year/semester.


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MEETING DATE	AGENDA NO.	ACTION TAKEN
08/06/2023	1	Collective discussion on Academic session was done for 2023-24. From 10 th July 2023 Academics of 7 th sem RTMNU was proposed to start, similarly from 1 st August 2023 DBATU 3 rd and 5 th Semester was suggested to be started.
08/06/2023	2	It was discussed that the Academic Calendar will be planned and activities that are to be carried out were also discussed for proper implementation of Academic Calendar
08/06/2023	3	All Cell In-charges were informed to plan various activities that can be scheduled in the said session 2023-24
08/06/2023	4	Each departmental head was informed to arrange minimum 3-4 seminars/lectures on Intellectual Property Rights for the benefits of students.
08/06/2023	5	All the Head of Departments were asked to inform the faculties of their respective departments to publish minimum 2 papers in UGC notified journals which are listed on UGC Care website. They were also informed to motivate the students to do the same.
08/06/2023	6	The Head of Departments were asked to conduct value added course for their departmental students on advance topics that are related to their branches. It was also discussed that prior permission and course for value added course should be sanctioned by respected Principal sir well in advance.
08/06/2023	7	All Criteria In-charges were asked to brief about the progress of on-going NAAC Criteria's that they are holding.

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