



Adivasi Seva Samittee Nashik
Arts, Commerce & Science College, Manur
Tal - Kalwan, Dist.: - Nashik. - 423501



Affiliated to Pune University ID. No. PU/NS/ACS/168 (2013)

Ph. : 02592-222223

E-mail : assascmanur@gmail.com

IQAC Department

Action Taken Report

Meeting Date: 28/06/2017

| SR. No. | Activity | Action taken report |
|---------|---------------------|---|
| 1. | Admission Process | <ul style="list-style-type: none">Firmed admission committee.Update College Website.Print forms for the admission process. |
| 2. | Academic Committees | <ul style="list-style-type: none">Firmed Academic committees for A.Y. 2017-18 |
| 3. | Exam | <ul style="list-style-type: none">Prepare Annual Results for the Exams held in April/May 2017Make a Proposal for a Special Guideline scheme for slow learners. |
| 4. | Library | <ul style="list-style-type: none">Make a Purchase Order for New Books |
| 5. | NSS | <ul style="list-style-type: none">Make a Proposal for the NSS unit at SPPU and sit ent to SPPU. |
| 6. | Student Development | Proposals submitted to SPPU <ul style="list-style-type: none">Earn and Learn schemePersonality development schemeSpecial Guideline SchemeNirbhay Kanya Abhiyan |

Coordinator

Internal Quality Assurance Cell
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Tal. Kalwan (Nashik)



PRINCIPAL

Arts, Science & Comm. College
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Action Taken Report Meeting Date: 18/09/2017

| SR. No. | Activity | Action taken report |
|---------|-------------------|--|
| 1. | Admission Process | First-year B.A. and B.Sc. The admission Process is completed. First-year B. Com and other classes' admission process is ongoing. |
| 2. | Departmental work | Prepared and scheduled for extension activities and other work. |
| 3. | Purchase | Sent purchase order to the central office, Sports Equipment's, Laboratory Requirements |
| 4. | Exam | Place an Order to the Central examination department <ul style="list-style-type: none">• Term end exam• Stationary Fill up University examination form Oct.-Nov.2017 <ul style="list-style-type: none">• Sent University Exam shares• University exam stationary |

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Action Taken Report Meeting Date: 07/12/2017

| SR. No. | Activity | Action taken report |
|---------|--------------------|--|
| 1. | Website | Update College Website. |
| 2. | NSS | The college adopts the nearby village Pale (kh.) under the NSS Department. |
| 3. | Exam | Conducting Internal Examination under the guideline of SPPU and Central Examination Dpt. Conducting Annual Exams Oct/Nov 2017 under the guideline of SPPU. |
| 4. | Committee Meetings | College held Academic committees meeting the Academic year 2017-18 <ul style="list-style-type: none">• Anti-ragging• Student Development• NSS Dept.• Women Grievance Redressal• Parents Meeting |
| 5. | Seminar/ Workshop | Declare TA/ DA for Attended Seminars, Workshop and Conferences for Teachers. |

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Action Taken Report Meeting Date: 22/03/2018

| SR. No. | Activity | Action taken report |
|---------|-----------------|---|
| 1. | Syllabus | To collect Syllabus Completion Report and Teaching Report from all Faculties |
| 2. | API | Fill up API form from all Teaching Faculty |
| 3. | Academic Report | Prepared Department Wise Academic Reports. |
| 4 | Dead Stock | Establish Department Wise Committees for Dead Stock checkup. |
| 5. | SDO Workshop | Workshop on Nirbhay Kanya Abhiyan and Personality Development has successfully Completed. |


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IQAC Department

Action Taken Report Meeting Date: 09/07/2018

| SR. No. | Activity | Action taken report |
|---------|---------------------|--|
| 1 | Academic Report | Collect Department wise Academic Report for Previous Year |
| 2 | Dead Stock | Collect Department wise Dead Stock checkup Report. |
| 3 | Exam | Prepared Annual Result April-May 2016-17 |
| 4 | Academic Committees | Firmed Academic committees for A.Y.-2018-19 |
| 5 | Admission Process | Firmed admission committee, Update College Website Print a forms for Admission Process |

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IQAC Department

Action Taken Report Meeting Date: 29/10/2018

| SR. No. | Activity | Action taken report |
|---------|------------------------|--|
| 1 | Student Development | Student Development Dept. Submit the Proposal at SPPU Student Carrier guidance Cell. |
| 2 | Students Attendants | Notice for Students attend the regular lectures. |
| 3 | Students Safety | Notice for all students about compulsion of Uniforms and Id Card |
| 4 | Purchase | Purchase Order send to Central Office for Laboratory Requirements. |
| 5. | Literature Association | Inauguration of Literature Association. (19-09-2018) |

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IQAC Department

Action Taken Report Meeting Date: 07/01/2019

| SR. No. | Activity | Action taken report |
|---------|-----------------------|---|
| 1 | NAAC | Principal Meeting with Staff About NAAC Process. |
| 2 | Internet Wi-Fi System | Internet Wi-Fi System Discussion with CDC Meeting & Management |
| 3 | Seminar & Conference | Sent an Online Proposal for Seminar and Conference to SPPU under the Quality Improvement Program but NAAC Accreditation is not Completed. |
| 4 | Exam | Notice for Student about fill-up Online Exam Forms. Order for Exam Related Stationary. |
| 5 | Maintenance | Checkup the Gas Pipeline connection of Chemistry Lab. |

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IQAC Department

Action Taken Report

Meeting Date: 04/04/2019

| SR. No. | Activity | Action taken report |
|---------|---------------------|--|
| 1 | Library | Discussion about making a Library Reading Room at CDC Meeting. |
| 2 | NSS | NSS special winter Camp successfully completed. |
| 3 | Academic Report | Prepared Department Wise Academic Reports. |
| 4 | API | Fill up API form from all Teaching Faculty. |
| 5 | NSS and SDO Audit | Audit process of NSS and SDO done by SPPU. |
| 6 | Anti-Ragging Report | Submit the online anti-ragging report to SPPU. |

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Action Taken Report Meeting Date: 17/06/2019

| SR. No. | Activity | Action taken report |
|---------|---------------------|--|
| 1 | Library | Purchase order for new books sent to Central Office. |
| 2 | Educational Tour | Prepare plan for the educational tour. |
| 3 | Academic Committees | Firmed Academic Committees. |
| 4 | News Papers | Subscribed English Newspaper by Library. |

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Action Taken Report Meeting Date: 25/09/2019

| SR. No. | Activity | Action taken report |
|---------|---------------------|--|
| 1 | NSS | Take feedback on Department wise work. |
| 2 | Exam | Discussed on exam pattern under CBCS 2019 Pattern |
| 3 | Library | Repaired and Refiled of Colour printer by Library. |
| 4 | Staff Academy | Discussed on Staff academy in a meeting with Principal |
| 5 | Anti-Ragging Report | Anti-Ragging Report submitted to SPPU. |

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Action Taken Report Meeting Date: 06/01/2020

| SR. No. | Activity | Action taken report |
|---------|---------------------------------|---|
| 1 | Garden | Develop a Garden at College Premises. |
| 2 | Mentor-Mentee | Discussed on Mentor-Mentee Appointment in principal meet. |
| 3 | Women Grievance Redressal Cell. | Meeting by Women Grievance Redressal Cell. |
| 4 | Staff Academy | Discussed on Staff academy in a meeting with Principal |

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Action Taken Report

Meeting Date: 27/08/2020

| SR. No. | Activity | Action taken report |
|---------|----------------------------|--|
| 1 | Online Lectures Time-table | Prepare timetable for Online Lectures. |
| 2 | Student Safety | Sent a Purchase order for Temperature gun, oximeter, Sanitizer, spray pump. |
| 3 | COVID-19 Activities | Different activities done by NSS and SDO Department in COVID-19 Situation. (Mask Distribution/ Feed Donation etc.) |
| 4 | E-Content | Shared E-Content to Students, Provided by Mother Institute. |

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Principal

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Action Taken Report Meeting Date: 18/01/2021

| SR. No. | Activity | Action taken report |
|---------|---------------------|---|
| 1 | Online Lectures | Take feedback on Online lectures. |
| 2 | Blood Donation Camp | The college has organized a Blood Donation Camp. |
| 3 | E-Content | Instruct to Faculty members about creating E-Content and the Use of E-Content made by Other Colleges and E-content available on YouTube and Google. |
| 4 | Exam | Instruct about online examination through the WhatsApp Groups. |
| 5 | Webinar | The college has organized an online webinar (15-10-2020) |

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Action Taken Report Meeting Date: 07/04/2021

| SR. No. | Activity | Action taken report |
|---------|-------------|--|
| 1 | Exam | Discussion about online University Exam Instruct Students about Filling out Online Exam Forms |
| 2 | NAAC | Discussion about NAAC Process in Principal Meet. |
| 3 | Marks Entry | Filling Internal Exam Marks On University Exam Portal |
| 4 | E-Magazine | Finalization the name for E-Magazine in CDC Meeting. (Adim Jan) |

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| SR. No. | Activity | Action taken report |
|---------|--------------------|--|
| 1 | Admission Process | Firmed Admission Committee Print forms for Admission Process. |
| 2 | E-Brochure | Prepared E-Brochure and upload on College Website. |
| 3 | Certificate Course | Discuss about the implementation of Certificate courses in CDC Meetings and Prepare Syllabus and Sent to BOS of the Mother Institute (MGV's) for Sanction. |
| 4 | Exam | Exam Committee Meeting. Student's Issues about Online University Exams |
| 5 | NSS and SDO | Prepare Proposals for various Activities Under NSS and SDO Department. |
| 6 | Research Policy | Implement research Policy as per Mother Institute. |

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Action Taken Report Meeting Date: 22/01/2022

| SR. No. | Activity | Action taken report |
|---------|----------------------------|--|
| 1 | Literature Association | Inauguration of literature association. (14-10-2021) |
| 2 | Webinar | Organized online webinar by Hindi Department. (22-10-2021) |
| 3 | Social Science Association | Inauguration of Social Science Association. (06-12-2021) |
| 4 | NAAC | Expert Lecture on NAAC Process. (6-12-2021) |
| 5 | Certificate Course | Start certificate Course. Certificate Course in Communication Skills in English. Certificate Course in Digital Financial Literacy. Certificate Course in Gardening. |

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Action Taken Report Meeting Date: 19/04/2022

| SR. No. | Activity | Action taken report |
|---------|----------------|--|
| 1 | Webinar Series | Organized Webinar Series by IQAC and Various Departments. (03-02-2022 to 17-02-2022) |
| 2 | NSS | NSS special Winter Camp Successfully Completed. |
| 3 | Staff Academy | Lecture organized by staff Academy on NEP (05-02-2022) |
| 4 | NAAC | Expert Lecture on NAAC Process and Provisional NAAC. (18-04-2022) |

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