



**IQAC Department**

**Action Taken Report (ATR)**

**ATR for the Meeting on Date: 12 May 2022, Time: 11:00 AM**

**Agendas:**

2. Syllabus completion
3. Issues of playground
5. Examination process

Dear IQAC Members,

This Action Taken Report (ATR) provides an update on the actions taken regarding the agendas discussed during the meeting held on Date: 12 May 2022 at 11:00 AM. Please find below the status of Selected agenda:

**2. Syllabus completion:**

- The syllabus for various courses was thoroughly reviewed, and efforts were made to ensure its timely completion.
- Faculty members were provided with necessary resources, guidance, and support to effectively cover the syllabus.
- Regular monitoring and evaluation of syllabus coverage were carried out to identify any gaps or areas that needed special attention.
- Extra classes, remedial sessions, and interactive workshops were organized to facilitate better understanding and completion of the syllabus.
- Syllabus updates, if any, were communicated to faculty members and students promptly, ensuring that they were aligned with the latest academic requirements.





### **3. Issues of playground:**

- The concerns related to the playground were carefully examined, and steps were taken to address them.
- Maintenance and repair works were undertaken to ensure the proper functioning and safety of the playground facilities.
- Necessary equipment and amenities were procured or upgraded to enhance the usability and enjoyment of the playground.
- Guidelines and protocols for the usage of the playground were established to ensure its fair and optimal utilization by students and staff.

### **5. Examination process:**

- The examination process was streamlined to ensure its smooth conduct and fairness.
- Examination schedules were prepared, considering the syllabus completion and availability of resources.
- Examination committees were formed to oversee the planning, execution, and evaluation of examinations.
- Adequate measures were taken to address any technical challenges related to online or offline examination modes.
- Transparent evaluation procedures and result declaration processes were followed to maintain credibility and accuracy.

We are pleased to inform you that significant progress has been made in all the mentioned agendas. The actions taken have contributed to the effective completion of the syllabus, improvement of the playground facilities, and seamless conduction of examinations.

We appreciate the dedication and efforts of all IQAC members in driving these initiatives forward. Your contributions have played a vital role in ensuring the quality and overall development of our institution.

Should you have any further suggestions or recommendations, please feel free to share them with us. We value your continued support and commitment to the progress and excellence of our college.

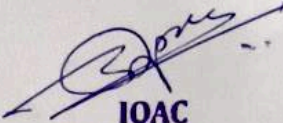
Thank you for your cooperation and valuable contributions.

Best regards,

**Minutes recorded by:**

Dr. Sopan Bhanudas Dahatonde,

[Co-ordinator, IQAC]



**IQAC**

**Co-Ordinator**

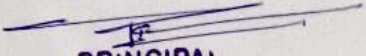
**Marutraoji Ghule Patil Arts, Commerce  
and Science College, Ahmednagar**

**Approved by:**

Dr. Arun Kashinath Pandarkar

[Chairman, IQAC]

[Date]



**PRINCIPAL**

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