



IQAC Department

Action Taken Report (ATR)

ATR for the Meeting on Date: 13 July 2019, Time: 11:00 AM



Agendas:

- 1. Implementation of new CBCS syllabus for First-year undergraduate as given by SPPU, Pune University, Pune**
- 2. Budget and expenses**
- 3. Issues of staff allotment**

Dear IQAC Members,

This Action Taken Report (ATR) is to provide an update on the actions taken regarding the agendas discussed during the meeting held on Date: 13 July 2019 at 11:00 AM. Please find below the status of selected agenda:

1. Implementation of new CBCS syllabus for First-year undergraduate:

- A committee was formed to review the new CBCS syllabus provided by SPPU, Pune University.
- The committee conducted a detailed analysis of the syllabus, comparing it with the existing curriculum.
- Faculty members were assigned the task of mapping the courses and identifying any gaps or modifications required.
- A timeline was established for the implementation process, including syllabus revision, preparation of teaching materials, and faculty training.
- Workshops and training sessions were organized to familiarize faculty members with the new syllabus and teaching methodologies.
- Department heads were responsible for coordinating with faculty members and ensuring the timely completion of syllabus implementation.



2. Budget and expenses:

- The finance committee reviewed the college budget and analyzed the expenses incurred during the previous year.
- Budget allocation for the current academic year was discussed, taking into consideration various factors such as infrastructure development, faculty requirements, student amenities, and research initiatives.
- The committee identified areas where cost optimization could be achieved without compromising the quality of education and student services.
- A budget proposal was prepared and presented to the college administration for approval.
- Regular monitoring of expenses and periodic reviews were initiated to ensure effective financial management.

3. Issues of staff allotment:

- The issues related to staff allotment were thoroughly discussed, considering the requirements of different departments.
- The HR department conducted a comprehensive analysis of staff positions, workload, and vacancies.
- Efforts were made to optimize the distribution of workload among faculty members to ensure equitable division and effective utilization of resources.
- The committee examined the possibilities of recruiting additional staff members to address the workload concerns and enhance the quality of education.
- Strategies were devised to facilitate effective communication between departments and the administration regarding staff requirements and allocation.

We assure you that these agendas were given due importance, and appropriate actions have been taken to address them. The respective committees and responsible individuals have been actively working to implement the planned actions.

We appreciate the valuable suggestions and inputs provided during the meeting, which have contributed to the progress achieved so far. Your continued support and cooperation are vital for the successful execution of these initiatives.

If you have any further suggestions or recommendations, please feel free to share them with us.
We value your feedback and strive to continuously improve the quality assurance processes.

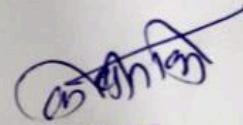
Thank you for your participation and commitment to the betterment of our institution.

Best regards,

Minutes recorded by:

Kishor Bhausahab Take

Co-ordinator (IQAC)



IQAC

Co-Ordinator

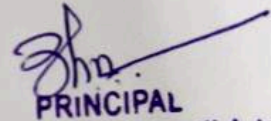
**Marutraoji Ghule Patil Arts, Commerce
and Science College, Ahmednagar**

Approved by:

Dr. Tukaram Manikrao Varat

[Signature of Chairman, IQAC]

[Date]



PRINCIPAL

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