

Action Taken Report (ATR) of IQAC Meetings Conducted at Ashoka Business School (2018-19)

Meeting 1: 6th March 2018

Agenda 1: Review of Previous Academic Year's Activities

Decisions and Actions Taken:

- **Review Conducted:** A comprehensive review of the previous academic year's activities was conducted, focusing on academic achievements, student feedback, faculty performance, and extracurricular activities.
- **Feedback Analysis:** Identified key areas of improvement based on feedback from students and faculty.
- **Action Taken:** Implemented corrective measures in the identified areas, including enhancements in teaching methods, updated course materials, and increased support for extracurricular activities.

Agenda 2: Planning for the Academic Year 2018-19

Decisions and Actions Taken:

- **Strategic Planning:** Developed a strategic plan for the academic year 2018-19, outlining goals and objectives for academic excellence, research, and student development.
- **Action Plan:** Created detailed action plans for each department to ensure alignment with the overall strategic goals.
- **Resource Allocation:** Allocated necessary resources, including budget, faculty, and infrastructure, to support the planned activities.

Action Taken:

- Successfully rolled out the strategic plan and action plans across all departments.
- Ensured all necessary resources were allocated and utilized effectively to achieve the set objectives.

Agenda 3: Revision in IQAC Composition

Decisions and Actions Taken:

- **Review of Composition:** Reviewed the current composition of the IQAC to ensure it meets the needs of the institution and includes representatives from all key stakeholders.
- **New Members:** Dr Shweta Bhosale Madam was nominated as a new member to join the IQAC as she is a senior faculty.

Action Taken:

- Revised the IQAC composition to include new members who bring diverse perspectives and expertise.
- Conducted an orientation session for all the members to familiarize them with IQAC objectives and responsibilities by IQAC Coordinator.

Agenda 4: NAAC Work Progression Regarding the SSR

Decisions and Actions Taken:

- **Progress Review:** Reviewed the current progress of the Self-Study Report (SSR) preparation for NAAC accreditation.
- **Task Allocation:** Assigned specific tasks and responsibilities to team members to expedite the SSR preparation process.
- **Timeline Establishment:** Established a timeline with clear deadlines for completing each section of the SSR.

Action Taken:

- Accelerated the SSR preparation process by ensuring all team members were clear on their responsibilities and deadlines.
- Conducted regular follow-up meetings to monitor progress and address any challenges encountered during the preparation.

Agenda 5: Introduction of New Courses and Workshops

Decisions and Actions Taken:

- **Course Identification:** Identified new courses and workshops to be introduced based on market demand and student interest.
- **Curriculum Development:** Collaborated with faculty to develop the curriculum and structure for the new courses and workshops.
- **Approval Process:** Completed the necessary approval process for introducing the new courses and workshops.

Action Taken:

- Successfully introduced new courses (MS Excel) for better Data Analytics.
- Organized workshops on contemporary business issues and soft skills, receiving positive feedback from participants.

Meeting 2: 27th September 2018

Agenda:

1. Review of the 6th March meeting.
2. Mid-year review of academic progress.
3. Synchronisation of NAAC & ISO
4. Enhancing research activities among faculty.
5. SSR Preparation by all Criteria heads.
6. Organise the NAAC guidance Sessions by Experts.
7. Student feedback on new courses.
8. Welcome of new Member -Mr Panchakshari

Agenda 1: Review of the 6th March Meeting

Decisions and Actions Taken:

- **Review Conducted:** The minutes of the 6th March meeting were reviewed, and progress on the action points was discussed.
- **Follow-up Actions:** Ensured that all pending actions from the previous meeting were addressed and completed.

Agenda 2: Mid-Year Review of Academic Progress

Decisions and Actions Taken:

- **Progress Review:** Conducted a mid-year review of academic performance, focusing on student results, faculty performance, and course completion.
- **Identified Areas for Improvement:** Highlighted areas needing additional support or intervention.

Action Taken:

- Implemented targeted support measures for areas requiring improvement, such as additional tutoring sessions and faculty development workshops.
- Monitored the progress of interventions to ensure academic goals were being met.

Agenda 3: Synchronisation of NAAC & ISO

Decisions and Actions Taken:

- **Integration Plan:** Developed a plan to synchronize NAAC accreditation processes with ISO standards to streamline quality assurance practices.
- **Task Assignment:** Assigned specific roles and responsibilities to team members for effective integration.

Action Taken:

- Successfully integrated key processes and documentation to align with both NAAC and ISO requirements so that timely monitoring of each criterion and successive planning for continual improvement.
- Conducted training sessions for staff to ensure understanding and compliance with the integrated system.

Agenda 4: Enhancing Research Activities Among Faculty

Decisions and Actions Taken:

- **Research Promotion:** Discussed strategies to promote research activities among faculty, including incentives and support structures.
- **Research Support:** Identified resources and opportunities for faculty to engage in research, such as grants and collaborations.

Action Taken:

- Launched a faculty research incentive program, offering financial and logistical support for research projects.
- Facilitated several research collaboration initiatives with external institutions and industry partners.

Agenda 5: SSR Preparation by All Criteria Heads

Decisions and Actions Taken:

- **Task Allocation:** Each criteria head was tasked with preparing their respective sections of the Self-Study Report (SSR).
- **Timeline Establishment:** Set deadlines for the completion and submission of each section.

Action Taken:

- Ensured that all criteria heads completed their sections of the SSR within the stipulated timelines.
- Conducted regular reviews and feedback sessions to maintain the quality and coherence of the SSR.

Agenda 6: Organize NAAC Guidance Sessions by Experts

Decisions and Actions Taken:

- **Session Planning:** Planned a series of guidance sessions with NAAC experts to help faculty and staff understand accreditation requirements and best practices.
- **Expert Identification:** Identified and invited NAAC experts to conduct the sessions.

Action Taken:

- Successfully organized multiple guidance sessions led by NAAC experts, enhancing the understanding and preparedness of the faculty and staff.
- Collected feedback from participants to improve future sessions.

Agenda 7: Student Feedback on New Courses

Decisions and Actions Taken:

- **Feedback Collection:** Collected feedback from students regarding the new courses introduced in the academic year.
- **Feedback Analysis:** Analyzed the feedback to identify strengths and areas for improvement.

Action Taken:

- Made necessary adjustments to the new courses based on student feedback, including curriculum updates and improved teaching methods.
- Communicated the changes to students and faculty to ensure transparency and continued improvement.

Agenda 8: Welcome of New Member - Mr. Panchakshari

Decisions and Actions Taken:

- **Introduction:** Formally introduced Mr. Panchakshari to the IQAC team.
- **Role Assignment:** Assigned specific responsibilities to Mr. Panchakshari within the IQAC.

Action Taken:

- Successfully integrated Mr. Panchakshari into the IQAC team, providing him with the necessary orientation and support.
 - Assigned Mr. Panchakshari to lead the student feedback analysis initiative, leveraging his expertise.
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Meeting 3: 4th Jan 2019

Agenda:

1. Review of the 27th Sept meeting.
2. Review of faculty performance.
3. Review of NAAC progress-IIQA submission process discussed and IIQA fee approval.
4. Dr. V.B Gaikwad Sir NAAC Guidance Session Conducted on Dec 2018- explained by IQAC Coordinator
5. Planning for the upcoming semester.
6. Infrastructure and facility upgrades.

Agenda 1: Review of the 27th September Meeting

Decisions and Actions Taken:

- **Review Conducted:** The minutes of the 27th September meeting were reviewed, and progress on the action points was discussed.
- **Follow-up Actions:** Ensured that all pending actions from the previous meeting were addressed and completed.

Agenda 2: Review of Faculty Performance

Decisions and Actions Taken:

- **Performance Review:** Conducted a comprehensive review of faculty performance based on student feedback, peer evaluations, and academic contributions.
- **Identified Areas for Improvement:** Highlighted areas where faculty members could benefit from additional support or professional development.

Action Taken:

- Implemented targeted professional development workshops for faculty members to address identified areas of improvement.
- Established a mentoring program where senior faculty members support and guide junior faculty may be in research, Domain area or Case study pedagogy.

Agenda 3: Review of NAAC Progress - IIQA Submission Process Discussed and IIQA Fee Approval

Decisions and Actions Taken:

- **IIQA Submission Process:** Discussed the current status and requirements for the submission of the Institutional Information for Quality Assessment (IIQA).
- **Fee Approval:** Approved the necessary fees for the IIQA submission.

Action Taken: Ensured all required documentation and data for the IIQA submission were prepared Payment process discussed for the IIQA fee, ensuring no delays in the submission process.

Agenda 4: Dr. V.B Gaikwad Sir NAAC Guidance Session Conducted in December 2018 - Explained by IQAC Coordinator

Decisions and Actions Taken:

- **Session Overview:** The IQAC Coordinator provided an overview of the NAAC guidance session conducted by Dr. V.B. Gaikwad in the FDP of - December 2018.
- **Key Takeaways:** Discussed the key takeaways and actionable insights from the session. Shared the session's insights with all faculty and staff to ensure a collective understanding and application of the guidance provided.

Agenda 5: Planning for the Upcoming Semester

Decisions and Actions Taken:

- **Semester Planning:** Developed a detailed plan for the upcoming semester, including academic schedules, examination timelines, and extracurricular activities.
- **Resource Allocation:** Ensured the allocation of necessary resources to support the planned activities for the upcoming semester.

Action Taken:

- Finalized and communicated the academic schedule and examination timelines to all stakeholders.
- Organized a series of extracurricular activities and events to enhance student engagement and learning.

Agenda 6: Infrastructure and Facility Upgrades

Decisions and Actions Taken:

- **Upgrade Identification:** Identified key areas within the campus that required infrastructure and facility upgrades.
- **Budget Allocation:** Approved the budget for the proposed upgrades and set timelines for their completion.

Action Taken:

- Initiated the process of upgrading classroom technology, library resources, and common areas to improve the learning environment.
 - Completed several upgrades, including the installation of new projectors in classrooms and the addition of new books and digital resources to the library.
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Meeting 4: March 2019

Agenda:

1. Review of 4th Jan 2019
2. Preparation for annual exams.
3. Organizing the annual college fest.
4. Discussing placement activities.

Agenda 1: Preparation for Annual Exams

Decisions and Actions Taken:

- **Exam Schedule:** Finalized the exam schedule for all courses, ensuring no conflicts and adequate preparation time for students.
- **Invigilation Duties:** Assigned invigilation duties to faculty members and ensured all invigilators were briefed on exam protocols.
- **Exam Materials:** Prepared and distributed necessary exam materials, including question papers, answer sheets, and other stationery.

Action Taken:

- Successfully communicated the exam schedule to all students and faculty members.
- Conducted training sessions for invigilators to ensure smooth and fair conduct of exams.
- Ensured all exam materials were prepared and distributed to the respective exam centers on time.

Agenda 2: Organizing the Annual College Fest

Decisions and Actions Taken:

- **Fest Planning:** Formed an organizing committee comprising students and faculty to plan and oversee the event.
- **Event Line-up:** Finalized the line-up of events, including cultural performances, sports activities, and academic competitions.
- **Budget Approval:** Secured approval for the budget and allocated funds for various activities, logistics, and prizes.

Action Taken:

- Successfully organized a meeting with the organizing committee to delegate tasks and responsibilities.
- Communicated the event schedule to all students, encouraging maximum participation.
- Ensured all logistical arrangements, including venue setup, sound systems, and security, were in place for the smooth conduct of the fest.

Agenda 3: Discussing Placement Activities

Decisions and Actions Taken:

- **Placement Preparation:** Discussed strategies to enhance students' placement prospects, including resume-building workshops, mock interviews, and industry-specific training.
- **Company Outreach:** Initiated outreach to potential recruiters and scheduled campus recruitment drives.
- **Student Support:** Set up a placement support cell to assist students with placement-related queries and preparations.

Action Taken:

- Conducted multiple workshops and training sessions to prepare students for placements.
- Successfully reached out to various companies and scheduled campus recruitment drives.
- Provided personalized support to students through the placement support cell, including resume reviews and interview preparation.

Meeting 5: June 2019

Agenda:

1. Review of the previous meeting dated 4th March 2019.
2. Review of the academic year 2018-19.
3. Planning for the next academic year.
4. Discussing feedback from stakeholders.

Agenda 1: Review of the Previous Meeting Dated 4th March 2019

Decisions and Actions Taken:

- **Review Conducted:** The minutes of the 4th March 2019 meeting were reviewed to assess the progress on action points and follow-up tasks.
- **Follow-up Actions:** Addressed any pending items from the previous meeting, ensuring all tasks were completed or in progress.

Agenda 2: Review of the Academic Year 2018-19

Decisions and Actions Taken:

- **Performance Assessment:** Conducted a comprehensive review of the academic year 2018-19, focusing on student performance, faculty contributions, and overall institutional achievements.
- **Identified Successes and Areas for Improvement:** Highlighted key successes and areas needing improvement based on data and feedback.

Action Taken: Documented the key achievements of the academic year, including notable student and faculty accomplishments.

- Identified areas requiring additional support and developed targeted interventions to address them in the next academic year.

Agenda 3: Planning for the Next Academic Year 2019-20.

Decisions and Actions Taken:

- **Strategic Planning:** Developed a strategic plan for the next academic year, outlining key goals and objectives for academic and administrative growth.
- **Resource Allocation:** Allocated resources, including budget and personnel, to support the strategic initiatives planned for the upcoming academic year.
- **Timeline Establishment:** Set timelines for the implementation of key initiatives and projects.

Action Taken:

- Finalized and communicated the strategic plan for the next academic year 2019-20.
- Ensured the necessary resources were allocated and timelines were established for the execution of planned activities.

Agenda 4: Discussing Feedback from Stakeholders

Decisions and Actions Taken:

- **Feedback Collection:** Reviewed feedback from various stakeholders, including students, faculty, parents, and industry partners.
- **Feedback Analysis:** Analyzed the feedback to identify common themes and actionable insights.
- **Response Planning:** Developed action plans to address the feedback and improve stakeholder satisfaction.

Action Taken:

- Implemented changes based on stakeholder feedback, such as curriculum updates, enhanced student support services, and improved communication channels.
- Communicated the actions taken in response to the feedback to the respective stakeholders, ensuring transparency and engagement.

This Action Taken Report summarizes the actions taken by the IQAC at Ashoka Business School during the academic year 2018-19, reflecting the institution's commitment to continuous improvement, quality enhancement and stakeholder engagement, and strategic planning for future success.



IQAC Coordinator
COORDINATOR
Internal Quality Assurance Cell
Ashoka Business School, Nashik



Director In-Charge
DIRECTOR
Ashoka Business School
Nashik