

## Action Taken Report (ATR) of IQAC Meetings Conducted at Ashoka Business School (2019-20)

### Meeting 1: 12<sup>th</sup> July 2019

#### Agenda:

1. Review of the June 2019 meeting.
2. Review of Preparation of NAAC PTV Preparation
3. Synchronisation of NAAC & ISO
4. Initiative of AAA under NAAC Guidelines.

#### Agenda 1: Review of the June 2019 Meeting

#### Decisions and Actions Taken:

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

#### Action Taken:

- Completed all pending actions from the June 2019 meeting.
- Updated the action status of previously discussed items and ensured continuity in ongoing initiatives.

#### Agenda 2: Review of Preparation of NAAC PTV Preparation

#### Decisions and Actions Taken:

- **Preparation Review:** Conducted a thorough review of the preparations for the NAAC Peer Team Visit (PTV), focusing on documentation, infrastructure, and stakeholder readiness.
- **Task Allocation:** Assigned specific responsibilities to faculty and staff to ensure all aspects of the PTV preparation were covered.

#### Action Taken:

- Finalized all necessary documentation and ensured it was organized and easily accessible for the NAAC Peer Team.
- Conducted mock visits and presentations to prepare faculty, staff, and students for the actual PTV.
- Addressed any identified gaps or areas of improvement to ensure readiness for the NAAC visit.

### Agenda 3: Synchronization of NAAC & ISO

#### Decisions and Actions Taken:

- **Integration Plan:** Developed a detailed plan to synchronize the processes and standards of NAAC accreditation with ISO certification.
- **Task Assignment:** Assigned roles and responsibilities to team members to facilitate the integration of NAAC and ISO processes.

#### Action Taken:

- Successfully integrated key processes and documentation to align with both NAAC accreditation and ISO standards.
- Conducted training sessions for staff to ensure understanding and compliance with the integrated system.
- Regularly monitored the implementation to ensure the synchronization was effective and any issues were promptly addressed.

### Agenda 4: Initiative of AAA under NAAC Guidelines

#### Decisions and Actions Taken:

- **AAA Initiative:** Launched the Academic and Administrative Audit (AAA) initiative in line with NAAC guidelines to enhance quality assurance processes.
- **Audit Planning:** Planned the audit process, including the selection of audit criteria, audit teams, and timelines.
- **Awareness and Training:** Conducted awareness sessions and training workshops to prepare faculty and administrative staff for the AAA process.

#### Action Taken:

- Successfully completed the first cycle of the AAA, covering all academic and administrative departments.
- Identified strengths and areas for improvement based on the audit findings.
- Developed and implemented action plans to address the recommendations from the AAA, ensuring continuous improvement in academic and administrative practices.

**Decision: (Any other Point):** Dr. Vikas Gaundare, Dr Sarita Dhawale & Mr Nainesh Mutha will look after all the preparation of the Peer Team Visit.

## Meeting 2: 29th July 2019

### Agenda:

1. Review of the 12<sup>th</sup> July 2019 meeting.
2. Review of Preparation of NAAC PTV PPT Presentation.
3. Introducing new student and the Faculty Enrichment Program
4. Introducing the new academic programs like Bridge Course called as Warm-up session
5. Discussion on Redressal Cell points, Health and Counselling Centre.
6. Discussion on slow and advanced Learner's policy and implementation.
7. Research Activities Promotion.

### Agenda 1: Review of the 12th July 2019 Meeting

#### Decisions and Actions Taken:

- **Review Conducted:** The minutes of the 12th July 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 either completed or in progress.

### Agenda 2: Review of Preparation of NAAC PTV PPT Presentation

#### Decisions and Actions Taken:

- **Presentation Review:** Conducted a thorough review of the PowerPoint presentation prepared for the NAAC Peer Team Visit (PTV), focusing on content, design, and coherence.
- **Revisions and Enhancements:** Suggested revisions and enhancements to ensure the presentation effectively showcased the institution's strengths and achievements.

#### Action Taken:

- Finalized the PowerPoint presentation, incorporating all suggested revisions and enhancements.
- Readiness of: Students Orientation regarding the NAAC, Various Clubs, Cells, and Specialisation Dept. Wise Presentation.
- Conducted a mock presentation session to gather feedback and make final adjustments.
- Ensured all presenters were well-prepared and confident in delivering the presentation.

### Agenda 3: Introducing New Student and Faculty Enrichment Program

#### Decisions and Actions Taken:

- **Program Planning:** Designed and Developed a comprehensive plan for the new student and faculty enrichment programs, including objectives, activities, and timelines. Various curricular, Co-curricular, Extra Curricular, and extension activity planning prepared and discussed for effective implementations.

- **Resource Allocation:** Allocated necessary resources, including budget and personnel, to support the successful implementation of the programs.

**Action Taken:**

- Launched the enrichment programs with an inaugural event, detailing the objectives and benefits to students and faculty.
- Organized a series of workshops, seminars, and activities aimed at enhancing skills and knowledge.
- Collected feedback from participants to continually improve and tailor the programs.

**Agenda 4: Introducing the New Academic Programs like Bridge Course Called as Warm-up Session****Decisions and Actions Taken:**

- **Program Design:** The New Bridge Course was designed and developed to Warm-up Sessions, to help new students transition smoothly into their academic programs.
- **Curriculum Development:** Bridge course Curriculum focusing on foundational knowledge and skills necessary for success in the main academic programs. (Principals of Accounting for Science Graduate students, Business Communication Course for all the new aspired Managers. (students)

**Action Taken:**

- Successfully implemented the Warm-up Session for incoming students, with high participation and positive feedback.
- Monitored student progress and provided additional support where needed.
- Reviewed the effectiveness of the program and made adjustments for future sessions.

**Agenda 5: Discussion on Redressal Cell Points, Health and Counselling Centre****Decisions and Actions Taken:**

- **Redressal Mechanism:** Reviewed the functioning and effectiveness of the Student Redressal Cell.
- **Health and Counselling Services:** Discussed ways to enhance the services provided by the Health and Counselling Centre, ensuring they meet the needs of all students.

**Action Taken:**

- Improved the responsiveness and efficiency of the Student Redressal Cell by implementing a digital grievance submission system.
- Expanded the services offered by the Health and Counselling Centre, including mental health workshops and wellness programs.
- Increased awareness of these services among students through campaigns and informational sessions.

## Agenda 6: Discussion on Slow and Advanced Learners' Policy and Implementation

### Decisions and Actions Taken:

- **Policy Development:** Developed a comprehensive policy to address the needs of both slow and advanced learners.
- **Support Strategies:** Identified specific support strategies, including remedial classes for slow learners and advanced projects for advanced learners.

### Action Taken:

- Implemented the Slow and Advanced Learners' Policy, ensuring tailored support for both groups.
- Organized additional tutoring sessions and mentoring programs for slow learners.
- Provided advanced learning opportunities, such as research projects and special courses, for advanced learners.
- Monitored the effectiveness of these initiatives and made necessary adjustments based on feedback and performance data.

## Agenda 7: Research Activities Promotion

### Decisions and Actions Taken:

- **Research Support:** Discussed strategies to promote research activities among faculty and students.
- **Funding and Resources:** Identified funding opportunities and resources to support research initiatives.

### Action Taken:

- Launched a research promotion campaign, highlighting the importance of research and available support.
- Established a research support cell to assist faculty and students in finding funding opportunities and resources.
- Organized research workshops and seminars to build research skills and knowledge.
- Encouraged faculty and students to publish their research findings in reputable journals and present at conferences.

## Meeting 3: 22th Feb 2020

### Agenda:

1. Review of the 29<sup>th</sup> July 2019 meeting.
2. Revision of IQAC Composition and appointment of New IQAC Coordinator: Dr. Sarita Dhawale.
3. AQAR Preparations (Documents and Required Records)
4. QMS in integration with IQAC merged for effective quality practices.
5. AAA conduction Internal & External- timeline, Frequency, and decisions.
6. AAA can be twice a year (Internal & External) and can be considered as IQA 1 & 2.
7. New IQAC Composition will be worked with the guidance of the previous coordinator Dr Vikas Gaundare.

### Agenda 1: Review of the 29th July 2019 Meeting

#### Decisions and Actions Taken:

- **Review Conducted:** The minutes of the 29th July 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 to ensure all tasks were either completed or in progress.

#### Action Taken:

- Completed all pending actions from the 29th July 2019 meeting.
- Updated the action status of previously discussed items and ensured continuity in ongoing initiatives.

### Agenda 2: Revision of IQAC Composition and Appointment of New IQAC Coordinator

#### Decisions and Actions Taken:

- **Composition Revision:** Reviewed and revised the composition of the IQAC to align with current institutional needs and accreditation requirements.
- **New Coordinator Appointment:** Appointed Dr. Sarita Dhawale as the new IQAC Coordinator.

#### Action Taken:

- Finalized the revised IQAC composition, including the appointment of Dr. Sarita Dhawale as the new Coordinator.
- Communicated the updated composition and leadership changes to all relevant stakeholders.
- Organized an introductory meeting with Dr. Sarita Dhawale to outline her responsibilities and discuss ongoing initiatives.

### Agenda 3: AQAR Preparations (Documents and Required Records)

#### Decisions and Actions Taken:

- **Document Review:** Reviewed and compiled the necessary documents and records for the Annual Quality Assurance Report (AQAR).
- **Record Organization:** Ensured that all records required for AQAR submission were updated and organized systematically.

#### Action Taken:

- Completed the preparation of AQAR documents, including data collection and record organization.
- Ensured that all required records were accurate, up-to-date, and readily accessible for the AQAR submission process.

### Agenda 4: QMS Integration with IQAC

#### Decisions and Actions Taken:

- **Integration Plan:** Developed a plan to integrate the Quality Management System (QMS) with IQAC processes for enhanced quality practices.
- **Implementation Strategy:** Established a strategy for merging QMS and IQAC functions to streamline quality assurance efforts.

#### Action Taken:

- Successfully integrated QMS with IQAC practices, ensuring alignment of quality standards and processes.
- Conducted training sessions for faculty and staff to familiarize them with the integrated system and its benefits.
- Regularly monitored the integration process and made adjustments as needed to ensure effective implementation.

### Agenda 5: AAA Conduction Internal & External - Timeline, Frequency, and Decisions

#### Decisions and Actions Taken:

- **AAA Planning:** Discussed and established the timeline and frequency for conducting the Academic and Administrative Audit (AAA), both internal and external.
- **Frequency Decision:** Decided that AAA will be conducted twice a year, covering both internal and external audits.

#### Action Taken:

- Scheduled the first cycle of AAA for the upcoming semester, with internal and external audits planned for specific dates.
- Communicated the AAA schedule and process to all relevant departments and staff.

**Agenda 6: AAA Can Be Twice a Year (Internal & External) and Considered as IQA 1 & 2****Decisions and Actions Taken:**

- **Frequency and Classification:** Confirmed that AAA will be conducted twice a year, with internal audits labeled as IQA 1 and external audits as IQA 2.

**Action Taken:**

- Implemented the new AAA frequency and classification system.
- Updated documentation and processes to reflect the changes in AAA scheduling and classification.

**Agenda 7: New IQAC Composition Will Be Worked with the Guidance of the Previous Coordinator, Dr. Vikas Gaundare****Decisions and Actions Taken:**

- **Guidance Plan:** Developed a plan for the new IQAC composition to work closely with Dr. Vikas Gaundare for a smooth transition and continuity.

**Action Taken:**

- Established a transition period during which Dr. Vikas Gaundare provided guidance and support to Dr. Sarita Dhawale and the new IQAC team.
- Scheduled regular meetings between the new and previous coordinators to ensure effective knowledge transfer and continuity of ongoing initiatives.



**Meeting 3: 17<sup>th</sup> March 2020****Agenda:**

1. Review of the 22nd Feb 2020.
2. Action Taken Report discussed.
3. Declaration and Welcome of the New IQAC coordinator and new Composition.
4. Discussion on the new IQAC Initiative for Students academic activities
5. Discussion on revised formats of AQAR.
6. To initiate the Virtual/Online Classes for the Students because of the pandemic situation.
7. To discuss the faculty research progression and plan of action for further research improvement.

**Agenda 1: Review of the 22nd February 2020 Meeting****Decisions and Actions Taken:**

- **Review Conducted:** The minutes and decisions from the 22nd February 2020 meeting were reviewed to assess progress on action points and follow-up tasks.

**Agenda 2: Action Taken Report Discussed****Decisions and Actions Taken:**

- Reviewed the Action Taken Report by Dr D.M. Gujarathi to evaluate the implementation of decisions made in previous meetings and ensure accountability.

**Action Taken:**

- Addressed any gaps identified in the Action Taken Report.
- Confirmed that all previous decisions had been implemented effectively and adjusted strategies where necessary.

**Agenda 3: Declaration and Welcome of the New IQAC Coordinator and New Composition****Decisions and Actions Taken:**

- **New Coordinator Introduction:** Officially declared and welcomed the new IQAC Coordinator.

**Composition Update: Agenda 1: Review of the 22nd February 2020 Meeting****Decisions and Actions Taken:**

- **Review Conducted:** The minutes and decisions from the 22nd February 2020 meeting were reviewed to assess progress on action points and follow-up tasks.

### **Action Taken:**

- Completed all pending actions from the 22nd February 2020 meeting.
- Updated the action status of previously discussed items and ensured continuity in ongoing initiatives.

### **Agenda 2: Action Taken Report Discussed**

#### **Decisions and Actions Taken:**

- **Report Review:** Reviewed the Action Taken Report to evaluate the implementation of decisions made in previous meetings and ensure accountability.

### **Action Taken:**

- Addressed any gaps identified in the Action Taken Report.
- Confirmed that all previous decisions had been implemented effectively and adjusted strategies where necessary.

### **Agenda 3: Declaration and Welcome of the New IQAC Coordinator and New Composition**

#### **Decisions and Actions Taken:**

- **New Coordinator Introduction:** Officially Announced the new IQAC composition and Official handover to Dr Sarita Dhawale for further responsibilities. Organized an introductory meeting for the new coordinator to discuss ongoing projects and initiatives.

### **Agenda 4: Discussion on New IQAC Initiative for Students' Academic Activities**

#### **Decisions and Actions Taken:**

- **Initiative Planning:** Discussed new initiatives aimed at enhancing students' academic activities and engagement.

### **Action Taken:**

- Launched new academic initiatives, including workshops, seminars, and online resources to support student learning and engagement.
- Established a task force of Faculties coordinators to oversee the implementation of these initiatives and gather feedback from students.

### **Agenda 5: Discussion on Revised Formats of AQAR**

#### **Decisions and Actions Taken:**

- **Format Revision:** Reviewed and discussed the revised formats for the Annual Quality Assurance Report (AQAR) to ensure alignment with current accreditation requirements.

- Conducted training sessions for faculty and staff on the new formats to ensure accurate and efficient data collection and reporting.

### **Agenda 6: To Initiate Virtual/Online Classes for Students Due to the Pandemic Situation**

#### **Decisions and Actions Taken:**

- **Online Learning Strategy:** Developed a strategy to initiate virtual/online classes in response to the pandemic situation to ensure continuity of education.

#### **Action Taken:**

- Implemented virtual/online classes for all courses, utilizing appropriate technology platforms.
- Provided training and support for faculty and students to facilitate a smooth transition to online learning.
- Monitored the effectiveness of online classes and made adjustments based on feedback.

### **Agenda 7: To Discuss Faculty Research Progression and Plan of Action for Further Research Improvement**

#### **Decisions and Actions Taken:**

- **Research Review:** Discussed the current status of faculty research projects and identified areas for further improvement.
- **Action Plan:** Developed a plan of action to support and enhance faculty research activities.

#### **Action Taken:**

- Introduced new support mechanisms for faculty research, Collaborative research paper can be initiated with two students to increase the research paper contribution and research paper publication. Related workshops and collaborative opportunities can be grabbed hand in hand during the research progression.
- Established a review committee to monitor research progress and provide guidance for improvement.
- Organized regular research progress meetings to encourage ongoing development and dissemination of research findings.

### **Meeting 3: 25<sup>th</sup> March 2020- VIRTUAL MEETING.**

#### **Agenda:**

#### **Discussion on the New IQAC Activities to be Conducted Through Online Mode Due to the Pandemic**

#### **Decisions and Actions Taken:**

- **Comprehensive Planning:** In light of the ongoing, unprecedented pandemic situation, the committee held an in-depth discussion on transitioning IQAC activities to a fully online mode.

This discussion was vibrant and filled with innovative ideas to ensure seamless continuity and enhanced engagement.

**Action Taken:**

- **Implementation of Virtual Platforms:** We quickly adopted the most advanced and user-friendly virtual platforms to conduct all IQAC activities. These platforms were carefully chosen to provide an intuitive, interactive, and engaging experience for all participants.
- **Development of Detailed Schedules:** A meticulously detailed schedule was created for all upcoming IQAC activities, ensuring they were organized and conducted with the same level of excellence as in-person events. This included webinars, workshops, and interactive sessions designed to be incredibly informative and highly engaging.
- **Training Sessions for Faculty and Students:** To ensure everyone was comfortable with the new mode of operation, we held multiple, highly informative training sessions. These sessions were enthusiastically received and provided thorough guidance on using the new online tools effectively.
- **Enhanced Communication Channels:** To maintain a constant flow of information and support, we established robust, multi-channel communication methods. These included frequent, detailed email updates, lively discussion forums, and dedicated support hotlines to assist with any technical issues.
- **Feedback Mechanisms:** To continuously improve our online activities, we implemented regular, comprehensive feedback mechanisms. This allowed us to quickly and efficiently address any concerns and make the necessary adjustments to enhance the overall experience.

**Action Outcome:**

- The transition to online mode for IQAC activities has been exceptionally smooth and extraordinarily successful. Participants have expressed immense satisfaction with the new format, appreciating the flexibility and accessibility it offers. The enthusiasm and active participation in these virtual activities have been overwhelming and truly inspiring.

This Action Taken Report reflects our unwavering commitment to maintaining high standards of quality and engagement in all IQAC activities, even in the face of unprecedented challenges. Our proactive approach and the enthusiastic response from all stakeholders have set a new benchmark for excellence in online academic and administrative practices.



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