

Dr S.C. Gulhane Prerna College of Commerce, Science and Arts



Run by Prerna Sewa Mandal

Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

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ACTION TAKEN REPORT OF IQAC MEETING 1 DATED 3rd JUNE 2024

SN	Points discussed	Action Taken	Responsible Person	Target Date/ Remarks
1.	Approval for the academic calendar prepared for the academic year 2024-25, and approval of the college timetable	<p>The draft Academic Calendar for 2024-25, prepared by the IQAC in consultation with all departments, was presented for discussion.</p> <p>Inputs and suggestions received from faculty members and committee conveners were incorporated into the final version.</p> <p>The finalized Academic Calendar, covering curricular, co-curricular, and extracurricular activities, was approved in the IQAC/College Council meeting held on 3rd June 2024.</p> <p>The Time-Table Committee submitted the College Timetable, prepared as per workload distribution and departmental requirements.</p> <p>After due discussion and verification, the College Timetable was approved and implemented from the commencement of the academic session 2024-25.</p> <p>Both the approved Academic Calendar and Timetable were circulated among all departments and uploaded on the college website.</p>	All the Heads of Department	Immediate
2	Approval of the list of faculties in charge of various clubs, cells, and committees of the present academic year	<p>The IQAC/principal reviewed the proposed list of faculty coordinators for various institutional clubs, cells, and committees.</p> <p>After necessary modifications and Principal's approvals, the final list of faculty in-charges was approved at the meeting held on 3rd June 2024.</p> <p>The approved list was circulated among</p>	IQAC coordinator	Immediate

		<p>all departments and displayed on the website for information and implementation.</p> <p>The newly appointed in-charges have been advised to plan and execute annual activities under their respective committees as per the Academic and Activity Calendar.</p>		
3.	A new certificate course has been introduced.	<p>A proposal to introduce 3 certificate courses was submitted by the concerned department.</p> <p>The course structure, objectives, duration, and syllabus were designed in alignment with industry requirements and institutional goals.</p> <p>The proposal was reviewed and approved by the IQAC in the meeting.</p> <p>Necessary permissions will be obtained from the university for course initiation.</p> <p>Publicity was made through circulars and notices to inform students about the course.</p> <p>Enrolment of students has commenced, and classes are being conducted as per the approved schedule.</p>	Dr Liladhar Rewatkar, Head	Will start after getting approval from the university
4.	Approval for bridge course, remedial classes, and peer teaching	<p>The proposal for organizing Bridge Courses, Remedial Classes, and Peer Teaching was presented and discussed in the IQAC.</p> <p>Approval was granted to conduct Bridge Courses at the beginning of the semester to help newly admitted students adapt to the syllabus and learning environment.</p> <p>Remedial Classes were scheduled for slow learners and students needing additional academic support, based on performance in internal assessments and previous examinations.</p> <p>Peer Teaching was introduced to encourage advanced learners to assist their peers under faculty supervision, fostering collaborative learning.</p> <p>Departments have prepared timetables and assigned faculty mentors for effective implementation.</p>	HoD of Commerce & Management Department and IQAC coordinator	<p>The Bridge course was conducted from 6-17 October 2024.</p> <p>The remedial classes were conducted from 11-16 October and 28 October – 1 Nov 2024.</p> <p>The peer teaching was conducted from 10 – 15 November 2024</p>
5.	Implementation	The IQAC discussed the	All HoDs	Immediate

	of NEP 2020 for all the second year	<p>implementation process and guidelines for extending NEP 2020 to second-year students.</p> <p>Curriculum restructuring and credit framework were adopted as per the affiliating university's revised syllabus and academic regulations.</p> <p>Departments were instructed to align their course outcomes, teaching plans, and assessments with the NEP 2020 structure.</p> <p>Continuous Internal Evaluation (CIE), skill enhancement components, and multidisciplinary courses were incorporated as per the policy.</p> <p>Students were informed about the new structure, course choices, and credit system through orientation sessions.</p> <p>The implementation is being monitored by IQAC and respective departments for effective execution.</p>		
6.	Approval of the workload and the appointment of new staff	<p>All departments submitted their workload based on the number of courses, student strength, and timetable distribution.</p> <p>The workload was scrutinized by the IQAC to ensure equitable distribution among faculty members as per norms.</p> <p>Vacancies arising due to resignation or increased workload were identified.</p> <p>The proposal for the appointment of new staff was discussed and approved.</p> <p>Recruitment procedures were carried out as per university guidelines.</p> <p>Newly appointed staff have joined their respective departments, and the updated workload has been implemented accordingly.</p>	All HoDs	Immediate

ACTION TAKEN REPORT OF IQAC MEETING 2 DATED 12th SEPTEMBER 2024

SN	Points discussed	Action Taken	Responsible Person	Target Date/ Remarks
1.	Finalization of the Academic & Activity Calendar for the year 2024-25	<p>A draft Academic & Activity Calendar for 2024-25 was prepared by the Academic Calendar Committee /IQAC in consultation with all departments. Inputs and suggestions were received from HoDs, faculty members, and committee coordinators.</p> <p>The finalized Academic & Activity Calendar has been approved by the Principal.</p> <p>The approved calendar has been circulated to all departments and uploaded to the college website for implementation.</p>	All faculty members	Conducted various activities throughout the session.
2	Result analysis of the summer 2024 examinations	<p>Department-wise performance, pass percentage, and subject-wise outcomes were compared with previous years to identify trends and areas needing improvement.</p> <p>The consolidated report was reviewed in the IQAC meeting.</p>	All faculty members	--
3.	Discussion on NAAC Reforms in Accreditation: Binary and MBGL	<p>The latest NAAC guidelines, manuals, and notifications were reviewed to understand the revised assessment and accreditation process.</p> <p>Faculty members and NAAC criterion coordinators were briefed about the changes and their implications for future accreditation cycles.</p> <p>The IQAC decided to organize an orientation/workshop for all departments to align institutional documentation and data collection as per the new framework.</p> <p>A task committee was constituted to study the MBGL indicators and suggest necessary steps for institutional compliance and data readiness.</p>	All the HoDs and faculty members	Within 15 days
4.	Purchasing books for the library	All departments were requested to submit their book requirements and recommendations based on syllabus revisions, new courses introduced,		Till the end of September

		<p>and student needs.</p> <p>The Library Advisory Committee consolidated the lists and finalized the titles to be procured, ensuring balance across subjects.</p> <p>Quotations were invited from authorized vendors/suppliers as per institutional purchase procedures.</p> <p>After due approval from the Principal/Competent Authority, the selected books were purchased and entered into the library accession register.</p> <p>The new books have been catalogued and made available for student and faculty use.</p>		
5.	Purchasing laptops and an Xerox machine for the computer lab	<p>The requirement for laptops and a Xerox machine was discussed and approved in the IQAC/Purchase Committee meeting.</p> <p>Technical specifications were prepared in consultation with the Computer Science Department and the lab in charge.</p> <p>Quotations were invited from reputed vendors following institutional and government purchase norms.</p> <p>Comparative statements were prepared, and the most suitable vendor was selected based on quality and cost-effectiveness.</p> <p>The purchase was approved by the Principal/Competent Authority, and the equipment has been successfully procured and installed in the Computer Lab.</p> <p>The newly purchased laptops and Xerox machine are now operational and being used for practical sessions and administrative purposes.</p>	Head, Department of Computer Science	Till the end of September

ACTION TAKEN REPORT OF IQAC MEETING 2 DATED 15th DECEMBER 2024

SN	Points discussed	Action Taken	Responsible Person	Target Date/ Remarks
1.	Starting various certificate courses as per NEP 2020 norms	<p>The IQAC discussed the importance of introducing certificate courses as part of the NEP 2020 framework.</p> <p>Departments were encouraged to propose short-term, skill-oriented, and value-added certificate courses relevant to their disciplines and local needs.</p> <p>Proposals for new certificate courses were received from different departments, reviewed, and approved by the competent authority.</p> <p>The structure, duration, credits, and assessment methods were designed as per NEP 2020 norms and university guidelines.</p> <p>Faculty members were assigned as course coordinators, and schedules were incorporated into the Academic Calendar 2024-25.</p> <p>Publicity and student orientation were conducted to encourage participation in these courses.</p> <p>The implementation of the certificate courses has commenced, and feedback is being collected from students for continuous improvement.</p>	Dr Liladhar Rewatkar and Dr Bharti Deshmukh	3 certificate courses started under the Department of Computer Science And 1 certificate course in yoga and meditation
2	Promotion of the teaching staff	<p>The IQAC reviewed the list of faculty members eligible for promotion under the Career Advancement Scheme (CAS) and other applicable norms.</p> <p>Eligibility was verified based on academic qualifications, teaching experience, research publications, and API/ Performance-Based Appraisal criteria.</p> <p>Necessary documents and self-appraisal reports were scrutinized by the Screening/ Selection Committee.</p> <p>The college has completed the process as per the university guidelines and promoted the staff.</p> <p>The IQAC recorded the details for</p>	Dr Bharti Deshmukh And Dr Manjiri Pathak from the Department of Commerce and Management has been promoted.	As per the university norms

		documentation and quality assurance purposes.		
3.	Publish the research papers of all PG students.	<p>PG students were instructed to prepare and submit their research papers based on their dissertations. Faculty supervisors reviewed the research papers for originality, formatting, and quality, providing necessary guidance for improvement. The Research Committee compiled a list of suitable journals and conferences for publication.</p> <p>Research papers of PG students have been submitted to national and international journals, have been successfully published.</p>	All the HoDs and the supervisors of the research project	Till the end of March 2025
4.	Organize the NSS residential camp.	<p>The NSS Committee prepared a detailed plan for organizing the residential camp, including venue selection, schedule, and activities. Approval was obtained from the Principal and the NSS department of the university for conducting the camp.</p> <p>Students were invited to participate, and a total of 50 volunteers were selected for the camp.</p> <p>The camp was organized from 19 - 26 January 2025, with activities including community service, awareness programs, skill development sessions, health check-ups, and environmental initiatives.</p> <p>Faculty and NSS program officers supervised all activities to ensure smooth execution and adherence to safety protocols.</p>	Dr Manjiri Pathak, NSS officer	19 th January – 26 th January 2025

ACTION TAKEN REPORT OF IQAC MEETING 2 DATED 20th MARCH 2025

SN	Points discussed	Action Taken	Responsible Person	Target Date/ Remarks
1.	Overview of website updation	<p>The Website Management Committee conducted an audit of the current college website to identify outdated or missing information.</p> <p>Departments were instructed to submit updated content, including faculty profiles, courses, academic calendar, research publications, events, and notifications.</p> <p>Necessary corrections and additions were implemented by the website management team.</p> <p>New sections were added to include student achievements, ongoing projects, and committee reports for better transparency.</p> <p>The updated website was reviewed by the IQAC/Principal to ensure compliance with UGC and NAAC guidelines.</p>	Dr Liladhar Rewatkar, IQAC Coordinator	Till the end of the session 2024-25
2	Review various activities conducted by all committees	<p>All committees submitted detailed reports of their activities, including objectives, participation, outcomes, and supporting evidence such as photographs, certificates, and feedback forms.</p> <p>The IQAC reviewed the reports to evaluate the effectiveness of each activity in promoting academic, co-curricular, and extracurricular development.</p> <p>Best practices, achievements, and notable initiatives were highlighted for institutional recognition.</p> <p>Suggestions were provided to committees for improving planning, execution, and documentation of future activities.</p> <p>The consolidated review report has been prepared and filed for academic and quality assurance purposes.</p>		
3.	Discussion on the report obtained by the	The Feedback Committee submitted the consolidated report containing feedback collected from students,		

	<p>feedback committee, as well as the feedback analysis and ATR</p>	<p>parents, alumni, and faculty on various academic and administrative aspects.</p> <p>The IQAC/CDC reviewed the feedback analysis, highlighting strengths, areas for improvement, and suggestions from stakeholders.</p> <p>Departments were instructed to take corrective measures for areas identified as needing improvement, such as teaching methods, infrastructure, curriculum implementation, and student support services.</p> <p>Action Taken Reports (ATR) were prepared for each recommendation, ensuring accountability and follow-up.</p> <p>The findings and ATR have been documented and will be used for quality enhancement initiatives, curriculum revision, and overall institutional development.</p>		
4.	<p>Outcomes of various initiatives taken by IQAC</p>	<p>IQAC initiatives, such as organizing workshops, seminars, certificate courses, and training programs for faculty and students, were implemented as per the action plan. Academic quality was enhanced through curriculum review, introduction of remedial classes, bridge courses, and NEP 2020-aligned courses.</p> <p>Research culture was strengthened by promoting PG student publications, faculty research, and organizing research workshops.</p> <p>Administrative efficiency and transparency improved through timely website updates, documentation of ATRs, and monitoring of committee activities.</p> <p>Co-curricular and extracurricular development was promoted through the activities of various clubs, NSS, and student support programs.</p> <p>Feedback mechanisms were established and analysed, leading to</p>		

		<p>corrective measures for quality improvement.</p> <p>All initiatives were documented, and outcomes were recorded to measure effectiveness and impact on students, faculty, and institutional performance.</p>		
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