

Rayat Shikshan Sanstha's
Sadguru Gadage Maharaj College, Karad

Internal Quality Assurance Cell

**Action Taken Report
2018-19**

The academic year 2018-19 was an eventful, action packed year for the IQAC, especially in the context of the preparations for the 4th cycle of accreditation. This is a brief report on the activities of the IQAC proceeding from the action plan that was laid out at the beginning of the year.

1. The major challenge before the IQAC was the preparation and equipping for Academic Autonomy.

The Principal Dr. Mohan Rajmane as the Chairman of the IQAC took the lead role in spearheading the formation of a plan of action for the preparation of the Report for the UGC Scheme for the Conferment of Fresh Autonomy.

For this, Dr. Girish Kalyanshetti a Coordinator of the IQAC was delegated the responsibility of the same, assisted by Mr. Jayat Kadam, the IQAC members. Various committees were formed with senior teachers and members of the IQAC in charge of the seven criteria to work on the compilation of data and preparation of the rough draft of the application of the same.

As part of the preparations, a Workshop on Academic Autonomy was conducted on 17-10-2018.

A workshop on Curricula Revision under prospective Autonomous Colleges was organized by the IQAC on 29-11-2018 in which Dr. Girish Kalyanshetti was the resource person.

As per the Sanstha directives, the IQAC Coordinator Dr. Girish Kalyanshetti attended a Mock Peer Team Visit to Arts, Commerce, science college, Ramanandnagar, Mangaltai Japtap Maahila College, Umbraj, S.M. Joshi College, Hadapsar, Pune.

IQAC organized a day's workshop on Intellectual Property Rights in collaboration with Department of Political Science. The said workshop witnessed the expert lecture of Adv. Rajendra Galande from Satara.

IQAC also organized a Orientation Workshop on Research for the temporary faculty. Dr. B.J. Patil was the Resource person.

In purview of conferment of Autonomy to the college, the IQAC prepared the Detailed Project Report for RUSA and the same is submitted to RUSA Mumbai.

The IQAC Coordinator Dr. Girish Kalyanshetti attended a RUSA sponsored One-day workshop on the Autonomous college at Mumbai University, Mumbai.

We had a series of consultations // discussions/ telephonic conversations with experts from RUSA and other institutions and agencies regarding the Autonomous College.

2. The conduct of the Academic and Administrative Audit

As per the Sanstha directives, the Academic and Administrative Audit Committee and IQAC prepared a schedule and provided guidelines and formats for the audit conducted in two phases with departmental visits by the internal and external peer teams.

The Evaluative Reports of all the departments, the Peer Team Reports, the reports of the External Evaluators and Grade Sheets were examined, consolidated and compiled by the audit panel, and an Executive Summary was prepared, highlighting the strengths and areas/suggestions for improvement.

The academic and administrative audit has enabled a mutual sharing of best practices and has helped “raise the bar” for individual departments. Most importantly, it has inspired the faculty members to make continuous improvement of teaching and learning a priority

3. Conduct of a Green Audit, Gender Audit, Power Audit:

A Green audit, Gender Audit and Power Audit was initiated in 2016 and the audit was conducted by an external agencies with the help of Dr. V.P. Patil, the faculty in charge and members of the student wing of IQAC. A follow up was initiated to implement the suggestions.

4. Submission of Reports:

The Annual Quality Assurance Reports for 2016-17 and 2017-18 were submitted to NAAC.

The IQAC submitted a Proposal for Conferment of Fresh Autonomous Status to the Colleges to UGC, New Delhi.

The IQAC also helped the college Office in compiling the Annual Academic and Administrative report for the Sanstha.

The reports of the Departments, Statutory Bodies, Clubs and Cells, which were sent in every month for the year 2018-19 have been compiled, bound and hereby submitted by the IQAC.

5. Registering and submitting data for ranking surveys:

The compilation and submission of data for the National Institutional Ranking Framework (NIRF) by the Ministry of Human Resource Development (MHRD), Government of India, to rank all institutions of higher education in India was done by the IQAC.

The data for the Ranking Survey for AARIA was compiled and submitted, the main responsibility of which was undertaken by Mr. V. S. Ranbhare, a member of IQAC.

6. The IQAC Brochure

IQAC brochure for Autonomous college was published under the editorship of the Coordinator of IQAC –Dr. G.B. Kalyanshetti.

7. Faculty development through the conduct of need based programmes/Workshops / Seminars for the staff.

The focus in 2018-19 was on Governance and Leadership, and the following programmes were organized:

Experts Speak: A Talk on “Intellectual Property Rights on

Experts Speak: A Talk on "Stress Management" for Administrative Staff 14-12-2016

A half day Workshop on “Research Projects” by Dr. B.J. Patil

One day Workshop On “Lecture Capturing System” by Mr. N.B. Nalawade

Development programmes were conducted for the Non teaching staff

Facilitated a Meeting of IQAC coordinators form across the State

8. The IQAC strove to institutionalize quality assurance strategies and processes through its interventions and suggestions in the following areas:

Website Updation

Feedback from stakeholders

Alumni data base expansion

9. Strategies for more effective compilation of monthly reports (for AQAR)

Streamlining and strengthening efforts towards effective documentation and easy retrieval of data through a system of monthly reports, thereby monitoring the curricular/co-curricular activities, the functioning of the various departments, committees, clubs and cells and statutory bodies of the College.

10. Initiating and conducting the various audits:

Formulating a more effective mechanism to evaluate the extent and degree of success in the utilization of autonomy by monitoring the activities of all the statutory bodies, departments, clubs and cells, scrutinizing their reports and making an annual evaluative report.

11. Conducting a SWOC Analysis of the College.

The IQAC has initiated efforts to keep track of the progression of students through Mentor- Mentee scheme which includes personal details, health profile, academic progress, extracurricular activities, and placement particulars. The forms are updated for the year and it serves as a source to track student progression and academic growth.

12. Feedback from stakeholders: Feedback forms were updated and feedback was collected from stakeholders to facilitate a review of the administrative and academic departments on the following aspects.

Student, Parent and Alumnae General Feedback of the institution


Student Feedback for Teacher Evaluation

Course Feedback and Programme Feedback by students

Feedback from Office Staff, Examination Cell Staff and Ministerial Staff

13. A SWOC analysis was conducted


Coordinator
IQAC


Chairman
IQAC
S.G.M. College, Karad