



Modern Education Society's
Neville Wadia Institute of Management Studies & Research

Permanently affiliated to Savitribai Phule Pune University, Accredited by NAAC
Approved by AICTE, recognized under 2 (f) & 12 (b) sections of UGC Act
Email : director@nvwadia.com, Website: www.nevillewadia.com

Dr. A. B. Dadas, Director

Action Taken Report - 1/12/2021

Date of Report/Meeting: 25/09/2021

Subject: Discussion on AQAR Submission Schedules and Quality Policies

Point 1. IQAC Functioning

- Final reports to be sent to the Director and cc to be marked to IQAC Coordinator.
- All hard copies of reports to be signed by the Director.
- Administrative and academic reports to be given to the Director.

Action Taken:

- Ensure all final reports are properly routed to the Director with a copy to the IQAC Coordinator.
- Collect signatures from the Director on all hard copies of reports.
- Submit all administrative and academic reports to the Director for review and approval.

Point 2 : General Guidelines for IQAC Regarding Submission of AQAR

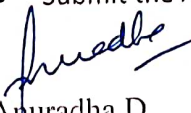
Action Taken:

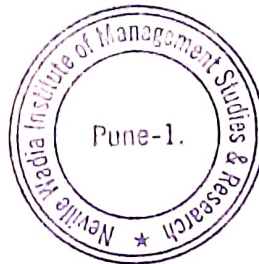
- Criteria heads to perform a detailed review of their assigned criteria.
- Gather and compile all supporting documents related to teaching and administrative staff.
- Submit the compiled documents to the Director for verification and approval.

3. AAA (Academic and Administrative Audit) Report

Action Taken:

- Arranged for internal and external agencies to conduct the AAA inspection.
- Dr. Kirti Lalwani prepared the draft the AAA report based on the inspection findings.
- Submit the AAA report draft to the Director for review and feedback.


Dr Anuradha D
IQAC




Dr Anand Dadas
Director



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Dr. A. B. Dadus, Director

Action Taken Report - 7/1/2022

Date of Report/Meeting: 20/11/2021

Subject: Discussion on AQAR Submission Schedules and Quality Policies

Point 1. AQAR Submission Schedule

- Submission of AQAR for 2019-20 by 30th November 2021.
- Submission of AQAR for 2020-21 by 30th December 2021.
- Responsible Person: IQAC Coordinator, Dr. Anuradha D.

Action Taken:

- Dr. Anuradha D has compiled the necessary documentation for the AQAR 2019-20 and ensured its submission by the deadline.
- Preparation for the AQAR 2020-21 is underway, with all data being collected and reviewed to meet the 30th December 2021 deadline.

Point 2. Timings of Meetings and Notices as per Quality Policy

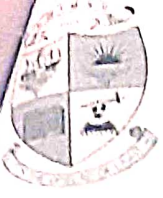
- Administrative staff must obtain prior approval from the Director for meetings.
- Notices regarding holidays, meetings, and significant events must be communicated at least 1-2 days in advance.
- Assigned Responsibility: Mr. Mahesh Nigade, Office Superintendent.

Action Taken:

- A new protocol has been implemented requiring all administrative staff to get prior approval from the Director before scheduling meetings.
- Notices are now being prepared and disseminated at least 1-2 days prior to the event or holiday.
- Mr. Mahesh Nigade has taken charge of overseeing the implementation of this policy. He has created a tracking system to ensure compliance and has conducted an initial review of the process, which has shown improved communication and adherence to the policy.

3. Open Discussion and Feedback

- Gather feedback from all members regarding the AQAR submission process and the new quality policy.



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Dr. A. B. Dadas, Director

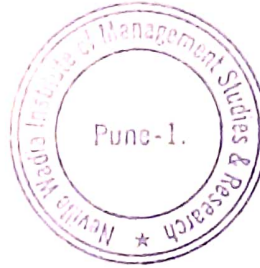
Action Taken:

- Feedback was collected during the meeting, highlighting general satisfaction with the new policy and the clarity it brings to the process.
- Some suggestions for minor adjustments in the notification system were noted and are being considered for implementation to further enhance efficiency.

Conclusion

The meeting concluded with a summary of the actions to be taken.

Dr Anuradha D
IQAC



Dr Anand Dadas
Director