



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@nevillewadia.com](mailto:director@nevillewadia.com), Website: [www.nevillewadia.com](http://www.nevillewadia.com).

*Dr. A. B. Dadas, 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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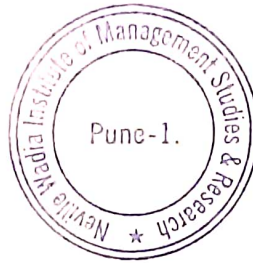
**Action Taken:**

- 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