



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, Website: www.nevillewadia.com.

Dr. A. B. Dadas, Director

Action Taken Report – 2/03/2021

Date of Report/Meeting: 30/12/2020

Subject/Topic: Formation of Committees, Academic Calendar Preparation, Budget Submission

- Summary of Recommendations/Instructions:
- Formation of various committees with conveners and members, instructed by IQAC to conduct meetings and take necessary steps.
- Preparation of Academic Calendar 2021 by Dr. Abhay Kinikar.
- Submission of Budget 2021 by faculty members.

Actions Taken:

1. Formation of Various Committees:

Action Taken: Various committees were formed with designated conveners and members. Each committee was instructed to conduct regular meetings and take necessary actions as per the guidelines provided by IQAC.

Responsible Person/Team: IQAC Committee

Outcome:

- Committees have been established and initial meetings have been conducted.
- Action plans were developed by each committee.
- Follow-up meetings are scheduled to monitor progress.

2. Preparation of Academic Calendar 2021:

Action Taken: Dr. Abhay Kinikar prepared the Academic Calendar for the year 2021. The calendar includes important dates for academic activities, holidays, examination schedules, and other institutional events.

Responsible Person/Team: Dr. Abhay Kinikar

Outcome:

- The Academic Calendar 2021 has been reviewed and approved by the IQAC.



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- Copies of the calendar have been distributed to all departments and uploaded on the institution's website for student and staff access.


3. Submission of Budget 2021:

Action Taken: Faculty members submitted their budget proposals for the year 2021. Each department provided detailed budget requirements for various academic and extracurricular activities.

Responsible Person/Team: Faculty Members

Outcome:

- Budget proposals have been collected and reviewed by the finance committee.
- Consolidated budget draft prepared and awaiting final approval from the management.


Dr Anuradha D
IQAC




Dr Anand Dadas
Director