



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. Anand Dadas, Director

Action Taken Report - 7/1/2022

Date of Report/ Meeting: 20/11/2022

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.

Point 3. To discuss and analyse feedback provided to stakeholders about placements. For improving industry-institute relations to enhance industry exposure.

- The Training and Placement Cell (T&P Cell) should enhance employability in different ways like 1) Soft Skills and Communication Training 2) Mock Interviews and Group Discussions 3) Certifications Courses, and other discussed tools to enhance industry exposure.





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Action taken:

- IQAC office communicated to TPO and HOD about feedback provided to stakeholders about placements and training initiatives and tools to enhance industry exposure.

Action taken:

- TPO should submit a plan to improve placements, Training initiatives

Point 4.- To discuss and analyse feedback provided to stakeholders about placements, Training initiatives.

- Feedback from stakeholders was analysed for AY 2021-22 for the improvement processes.
- For Industry Relations and placements, TPO should be notified.
- For academic suggestions, the HOD and academic Committee be notified.

Action taken:

- IQAC office communicated to TPO and HOD about feedback provided to stakeholders about placements and training initiatives and tools to achieve better satisfaction.
- TPO should submit a plan to improve placements, Training initiatives

5. Open Discussion and Feedback

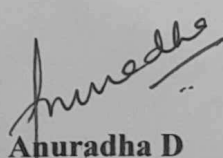
Gather feedback from all members regarding the AQAR submission process and the new quality policy.

Action Taken:

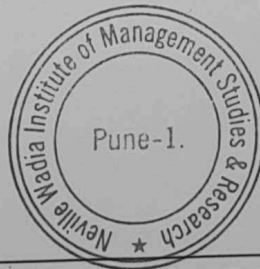
- Feedback was collected during the meeting, highlighting general satisfaction with the new policy and the clarity it brings to the process.
- Some suggestions for minor adjustments in the notification system were noted and are being considered for implementation to further enhance efficiency.


Conclusion

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


Dr. Anuradha D

Convenor IQAC Committee




Dr. A. B. Dadas

Director, NWISMR