

Action Taken Report for the meeting held on 10-06-2017.

Agenda	Decisions taken	Action Taken	Outcome
Finalising the Academic Calendar for semester-3.	The discussion took place on the academic activities to be carried out for July 2017 to October 2017.	Academic calendar from July 2017 to October 2017 as passed in the meeting 08-06-2017 started execution and the activities were carried till Oct 2017.	The Academic Calendar was finalised and uploaded on the website. Examination was conducted at the end of the semester by University of Mumbai.
Updates of various activities and achievements of students		Updates of achievements of all the activities and events were discussed and taken.	The updates were listed down and filed according to the committees and uploaded on the website.
Discussion of Library books to be ordered.		All the books' names were finalised and orders were placed for purchasing.	Ordered books were received for the library by the library faculty.
Discussion about DLLE		DLLE enrolment, necessary training and various activities to be conducted were discussed and finalised.	DLLE training and various activities to be conducted were discussed, shortlisted and conducted.
To arrange workshops and guest lectures		Discussion about co-curricular activities to be conducted in the academic year was done and tentative	Co-curricular activities were conducted on the finalised dates and reports of each were filed.



students		dates were finalised:	
Discussion of Internship schools and dates		Internship committee were finalised, schools were allocated as per the scheduled for internship training.	Intern teachers did the internship in the allotted schools and internship reports were prepared and filed.
Good practices of the institution		Necessary steps were taken for the good practices of the institutions.	Necessary actions were taken for the proper functioning.



Action Taken Report for the meeting held on **07-09 2017**

Agenda	Action Taken	Outcome
Finalizing the Academic Calendar for semester-3.	Academic Calendar for the entire year was discussed and a faculty member was assigned the work to prepare the academic calendar for semester- 3	The Academic Calendar was finalised and uploaded on the website.
Work-load distribution	All the subjects and work-load were distributed among the teachers accordingly.	Teachers taught the given syllabus, conducted internals and completed the work and documentation is done accordingly.
Discussion of Internship programme semester-3.	Progress reports of internship of semester-3 were discussed and submitted by the internship committee.	Progress reports are prepared by the internship committee, filed and uploaded on the website
Report of IQAC.	Reports of all the activities, guest lectures, workshops and seminars conducted were presented and discussed.	All the reports of curricular and co-curricular activities were discussed and filed and uploaded on the website.
Recommendation regarding appropriate steps to be taken for discipline, safety and security issues of the college.	All the necessary steps and action taken were discussed for the smooth running ,safety and security of the institution.	Actions were taken and implemented for the smooth running of the institution.



Action Taken Report for the meeting held on **02/11/2017**

Agenda	Action Taken	Outcome
Finalising the Academic Calendar	Academic calendar for Sem IV (Nov 2017 to May 2018) were finalised and tentative outlines were prepared.	The Academic Calendar was finalised and uploaded on the website.
Comprehensive report of curricular, co-curricular & extra co-curricular activities.	comprehensive reports of the curricular and co-curricular activities were submitted by the faculty.	comprehensive reports of the curricular and co-curricular activities were filed and uploaded on the website.
Report of Major Annual Events- Urja Festival, & Sports.	Reports of the major events – Annual function-URJA festival and sports were presented and discussed.	Reports of the major events – Annual function-URJA festival and sports were prepared, filed and uploaded on the website.
Student council formation	For smooth functioning of the college, student council elections were conducted and portfolios were allocated to the student teachers.	Student council elections were conducted and portfolios were allocated to the student teachers.
Talent Search Competition.	Talent search competitions were conducted, prizes were distributed to the winners and detailed reports were made.	Talent search competitions were conducted, prizes were distributed, and a report was prepared and uploaded on the website.
Detail report of community work	Community service work was conducted and detailed reports were made over seven days.	Community service work was conducted, reports were filed and uploaded on the website
Detail report of DLLE activity & UDAAN festival 2018	All the activities conducted under UDAAN and DLLE were discussed and detailed comprehensive reports were prepared.	Activities were conducted under UDAAN and DLLE flagship, reports were prepared, filed and uploaded on the website.
Report of Art & Craft workshop	All the activities of the Art and Craft workshop were discussed and detailed comprehensive reports were prepared.	All the activities of the Art and Craft workshop were conducted, prepared, filed and uploaded on the website.



Report of workshop on Yoga- Art of living.	All the activities of the workshop on Yoga- Art were discussed and detailed comprehensive reports were prepared.	Yoga-Art workshop was conducted, reports were prepared and uploaded on the websites.
Detail Report of sports day.	Sports Day Events were discussed and detailed comprehensive reports were prepared.	Reports on Sports Day Events conducted were prepared, filed and uploaded on the website.



Action Taken Report for the meeting held on **05-02 2018**

Agenda	Action Taken	Outcome
Discussion of Academic Calendar for Semester-II	Academic Calendar for the entire year was discussed and a faculty member was assigned the work to prepare the academic calendar for semester-02.	The Academic Calendar was finalised and uploaded on the website.
Report of Sem-I and Sem -III 2017 Results	Semester -III (October 2017) Result and Semester -I (January 2018) Results were analysed and reports were submitted by the faculty members.	Semester -III (October 2017) Result and Semester -I (January 2018) Result were filed and reports were uploaded on the website
Report of farewell – cum- Convocation Ceremony	All the arrangements regarding the celebration of farewell and convocation ceremony were discussed and finalised.	Arrangements were done for the farewell and convocation ceremony, programmes were conducted and a detailed report was uploaded on the websites.
Report of NAAC or QCI	NAAC or QCI Report of College submitted in the form of an affidavit to NCTE in the month of September 2017.	NAAC or QCI Report of College submitted in the form of an affidavit to NCTE.
Annual Report, Work done by the committee for the Year ending (till 30-June 2018)	Annual reports of the work done were submitted by the college in the university for the Year ending (till 30-June 2018).	Annual reports of the work done were submitted by the college in the university and filed in the university records.

