

INTERNAL QUALITY ASSURANCE CELL
Dr. APJ ABDUL KALAM GOVT. COLLEGE, DOKMARDI, SILVASSA.

No: EDN/APJ/IQAC/meeting/2019/

Dated 16/10/2019

ACTION TAKEN REPORT
(ON 1st IQAC meeting held on 25th June 2016)

Agenda No.	Decision taken	Current status / Action taken
1	NAAC assessment	
	Committee decides to proceed for NAAC assessment during the academic year 2017-18.	<ul style="list-style-type: none"> College proceeds for NAAC assessment in Academic Year 2019-20. NAAC committee has already submitted the primary data for the Institutional Information for Quality Assessment (IIQA)
	Committee decides to make MoUs with company/organization. (Preferably with govt. bodies).	<ul style="list-style-type: none"> No MoUs has been developed.
	To carry out all the activities of clubs and committees with proper banner (which includes the date). All the events should be properly photographed and documented.	<ul style="list-style-type: none"> Most of the activities of college/department/faculty /committees have been done with proper banner. This is implemented for the college activities
	To make separate files for notices. (Principle to staff, Principle to student, staff to student). All the members are in favor with same.	<ul style="list-style-type: none"> Separate guard files have been implemented.
2	Recognition of college under 12B and 2f of UGC act.	<ul style="list-style-type: none"> Application forwarded to UGC dated: 07-08-2019. Task is under process.
3	Documentation for departments and committees.	<ul style="list-style-type: none"> Documents related to department and committee activities is maintained by the college office administration.
4	College will bring in new committees/associations/cells to improve the functioning of the institution.	
	Student Grievance cell	<ul style="list-style-type: none"> Student Grievance cell is formed on 16-10-2019.
	Alumni Association	<ul style="list-style-type: none"> File of Alumni Association is under process for approval and registration.
	Research development committee	<ul style="list-style-type: none"> Research development committee is not constituted. Financial assistance to attend conference, symposia is granted. National and state level workshops were organized. Expert lectures are organized in the



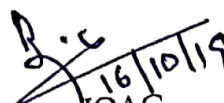
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		institute on regular basis. Student seminar for IPR is organized.
	Parent teacher association	<ul style="list-style-type: none"> • Parent teacher association is not constituted.
	Anti sexual harassment cell	<ul style="list-style-type: none"> • Internal complaint committee/ internal committee- sexual harassment of women at workplace is constituted.
5	College will organize expert lecture series covering arts, commerce & science subject.	<ul style="list-style-type: none"> • Expert talk on various subjects has been organized in the college from last two years. It is an undergoing event. College management is promoting such events.
6	Improvement in the functioning of institution by developing various faculties / departments	<ul style="list-style-type: none"> • Departments were formed and respective Professor in charge has been designated on rotation basis.
7	Recruitment of new staff members.	<ul style="list-style-type: none"> • Recruitment process of the Assistant professor on contractual basis was carried out on 04th October, 2019. • Regular appointment is subject to the approval of the higher authorities.
8	Modernization of library	<ul style="list-style-type: none"> • OPAC system is functioning in the library • Book bank for BA subject is developed. Book bank for B.Sc. subject is approved. • New books purchased and approximately 6.4 book / student are available. • Enlist database is available within the college. • Professional open source software of library used in the library.
9	Development of infrastructure	<ul style="list-style-type: none"> • Website is developed. • Internet facility is available. • Computer laboratory is established with internet facility • Language lab is also developed under assistance from the RUSA. • Procedure of Well furnished Science laboratory is in process. It is under process with PWD.
10	Initiation of PG courses (M.A., M.Com. and M.Sc.)	<ul style="list-style-type: none"> • It is under process. LIC team of university is likely to visit the college for inspection to establish PG centre.
11	Introduction of the Core Subject at UG level	<ul style="list-style-type: none"> • Executive committee, DNHUSS has given direction "It was informed to the committee that representation have been received from various Assistant Professors of Arts and Science faculty regarding starting their respective subject as core subject in S.Y. & T.Y. in this regard it was proposed to form a policy



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		<p>according to economic group of students having minimum 20 student in Science stream and minimum 30 students in Arts stream to start new subject as core. Further looking in to the interest of choice of students, it was resolved that Student exchange program may be introduced with Diu, Daman & DNH Colleges.</p> <p>It was resolved unanimously that, College must improve result first in existing position of subjects and then should look forward to increase/introduce new subject as core."</p>
12	Infrastructure for IQAC	<ul style="list-style-type: none"> • Separate room for IQAC, NAAC committee and RUSA is provided at first floor (LH-11). Infrastructure for the same will be developed in the next term.
13	Short video of the college	<ul style="list-style-type: none"> • Primary video of the college is developed It would be improved with time.
14	Formation of NAAC committee	<ul style="list-style-type: none"> • NAAC committee developed.
15	Introduce best practices.	<ul style="list-style-type: none"> • Some slogans along with the image of Dr. APJ Abdul Kalam is fixed in the college building. • List of teaching staff and non teaching staff has been kept at the entrance wing • List of Principal has been kept at Principal's office. • Display board of current year students has been kept. • Green audit of the college will be carried out in next term. • List of toppers in entrance corridor has been kept. • Book review and discussion sessions among the staff have not been initiated. • College follows the academic calendar of the university. All the activities are planned according to the academic calendar of the university.


 Chairman, IQAC
 Dr. Bhagawanjee Jha
 I/C Principal