Action Taken Report for the 1st IQAC Meeting for the AY 2025-26

Sr. No.	Agendas	Action Taken
1.	To review and approve the minutes and action taken report (ATR) of the previous IQAC meeting.	Dr Vaishali Kothiya has read the minutes of the previous IQAC meeting and all the members approved the same.
2.	To review and approve the Academic Calendar and Institutional Action plan	**Review of Academic Calendar** • The academic calendar was compiled and reviewed one week prior to the commencement of the Academic Year. • Dissemination to all departments was carried out, and implementation has been initiated effectively. • Focus on monitoring adherence to Mid term review of the planned calendar and and recording deviations, • An annual review has been conducted to ensure adherence to the academic calendar. **Institutional Action plan** • Based on the Perspective Plan for 2025–26 and the Institutional Action Plan have been prepared, and the implementation of the action plan has already commenced.
3.	To discuss the implementation of recommendations provided by the NAAC Peer Team members	• Work started to sign MoUs with Edept, Edunet and others. Companywise work has been distributed for the same. • Teachers have been asked to complete FDPs from recognized bodies. • The college now has 7 patents and 4 copyrights, and staff are encouraged to apply for more. • Placement Cell has started talks with the Engineering T&P Cell for better industry links. • Steps are being taken to set up the Entrepreneurship Development Cell (EDC) with IIC support. • The Green Campus Committee is looking into solar and other energy options. • Long-term plans (5-year, 10-year, 25-year) for drafting are under process.

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		• Student enrollment number (intake) issue (due to course surrender) is noted and discussions are going on for solutions.
4.	To review the composition and initiate the reconstitution of the IQAC and other statutory/ functional committees as per institutional and regulatory requirements	• The composition of the Internal Quality Assurance Cell was reviewed, and necessary changes were identified in accordance with statutory guidelines and institutional requirements. • The reconstituted IQAC was subsequently approved by the members in the previous meeting and has been updated accordingly.
5.	To review and approve departmental action plan and SOP'S for Academic Administrative process	• All departments will periodically review and update their Standard Operating Procedures (SOPs) to ensure they are aligned with institutional goals and quality standards. • A proposal will be created for certification courses. • Library: The library will be equipped with a collection of entrance exam preparation books. • MoUs: Existing Memorandums of Understanding (MoUs) will be audited, and new, more meaningful collaborations will be pursued. • Field Visits: Departments will organize field visits to give students real-world exposure. • Media Projects: A framework will be developed to support student media projects and short film production. • Skill-Building: Skill-building projects will be initiated to align student competencies with industry demands. • Industry Interactions: The college will facilitate more interactions with industry professionals. • Alumni Connect: An alumni engagement plan will be created to foster mentorship and collaboration opportunities.
6.	To approve and disseminate Institutional Quality initiatives	• Research papers: All teaching staff were informed to submit a soft copy (Word and PDF) of their research papers along with a plagiarism check report.Review and approval of the papers to be done during the next IQAC Meeting. • Societal Extension Activity: Few departments and committees carried out societal extension activities. BBI conducted an awareness programme among citizens regarding bank transactions. • All the departments took initiative to identify and develop their unique distinctiveness in alignment

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		with institutional goals and quality benchmarks. • All academic and administrative departments started with the process of a paperless system of documentation using MCB app and Acadmin App • Inclusion of a dedicated Research Tab in the MCB application is in process. • Initiation of collaborative research projects with the Engineering College is in the pipeline to enhance interdisciplinary research output and to strengthen the institution's research culture.
7.	To recommend infrastructure/ its upgrades for teaching – learning enhancement	• A meeting was held on 24th June 2025 to discuss IT infrastructure challenges. It was highlighted that currently only 120 PCs are available for all departments, which is insufficient and delays syllabus coverage. • Following the IQAC meeting, the management sanctioned three additional labs with 120 PCs, bringing the total number of student-accessible PCs across departments to 240. • Additionally, it was agreed to draft an MoU with our sister institute Shree L. R. Tiwari College of Engineering College for yearly sharing of their IT lab facilities.
8.	To discuss any other matter with permission of the chair	A proposal to increase the budget for research and faculty enrichment was discussed. The matter is noted and will be formally taken up in the upcoming CDC meeting.

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