Action Taken Report for the 4th 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 Sanjay Mishra informed that Minutes of Previous meetings were already shared prior through mail and the same was approved by the committee on the day of 4th meeting . • Dr Akanksha Asar read the Action Taken Report of the previous IQAC meeting, and the same was approved by all the present members with the show of hands.
2	To present the consolidated Internal Audit report for review.	• The Consolidated Internal Audit Report was finalized and submitted. The remaining Examination Committee Audit was also completed before the end of the semester. • ERP-related issues were identified during the audit and communicated to the technical team for resolution. • Preparatory activities for the implementation of the new ERP system for the Academic Year 2026–27 are in progress in coordination with the Head Office.
3	To review IQAC documentation, department and Committee wise documentations, and digital records for completeness.	• The Annual Audit Completion Report was finalized and submitted. The remaining documentation and digital record work was completed by the concerned departments and committees before the end of the academic year 2025-26 • The recommendation by Dr Ashish Daptadar regarding the presentation Format of annual audit report has been noted and will be implemented in the Annual Audit Report of AY 2026-27.

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4	To recommend infrastructure development plans, and teaching & non-teaching staff requirements for Academic year 2026-27 for approval in the CDC meeting.	• The proposed **budgetary allocations** for the Academic Year 2026–27 has been forwarded to the Management for the Approval • Three classrooms have been successfully reconfigured into six classrooms to enhance space utilization and accommodate increased academic requirements. • The proposal for procurement of departmental computers has been forwarded to the Management and is currently under consideration. • The upgradation of two Data Science classrooms into Smart Classrooms has been included in the budget for the Academic Year 2026–27. • The remaining infrastructure requirements have been identified and proposed under the budgetary allocations for the Academic Year 2026–27. • One Receptionist and one Administrative Staff member have been appointed by Rahul Education for the Academic Year 2026–27 to enhance administrative efficiency.
5	To compile and recommend awards and recognitions for student and faculty excellence in the fields of cultural, sports, co-curriculum & research.	• Student achievements in various domains were identified and evaluated across different categories. The selection process was conducted in a fair, transparent, and unbiased manner, and deserving students were recognized and awarded for their excellence in their respective fields. Student of the Year: Ms Nida Qureshi (Bsc DS) Best Athlete of the year : Ms Nikita Salunke (B Com -Ms) Best performer for the year: Ms Soumya Shukla (B Com -Ms) • As suggested by the Committee members, IQAC is identifying the key criteria and performance areas for the students & Faculty Excellence and Awards to develop a fair, transparent, and unbiased evaluation .

6	To present the draft Academic Calendar for the next Academic year 2026-27	• The University of Mumbai Terms of Arrangement was received, based on which the Academic Calendar for AY 2026–27 was updated and finalized. • The finalized Academic Calendar will be put forth in the 1st IQAC Meeting of AY 2026–27 for approval and, upon approval, will be circulated to all departments for effective implementation.
7	To discuss the submission of annual reports by various departments and committees.	The pending audit documentation and annual reports of the concerned Departments and Committees were successfully completed and finalized before the end of the Academic Year 2025–26
8	To review and approve research papers/proposals for subsequent action.	• The increasing trend in research publications was observed as the records for AY 2025–26 shows that faculty members have collectively contributed 35 publications, (12 research papers and 23 book/edited book chapters) which has strengthened research culture among faculties. • Additionally, faculty members have filed 9 patents/copyrights, reflecting the institution's growing contribution towards research, innovation, and intellectual property development. • Discussions with reputed publishers have been initiated, and the ISBN process for the institution's own publication was completed. • However, due to the change in the Nodal Officer position, the process requires further necessary action .
9	To discuss any other matter with permission of the Chair.	• The Librarian was instructed to prepare a requirement list of additional textbooks based on student demand and syllabus requirements. Accordingly, the proposal for procurement of adequate copies of textbooks was forwarded to the Management for approval to enhance accessibility and support students' academic preparation.

		• A request has been forwarded to the Management for the renewal of the Turnitin subscription to ensure uninterrupted access for students and faculty members. • The IQAC Committee organized the workshop **"Learning to Recharge – From Slides to Guides"** for faculty members on 23rd April 2026, focusing on motivation and communication enrichment. • Excel and Advanced Excel training programmes for teaching and non-teaching staff are planned to be conducted during the upcoming Academic Year to enhance technical and professional skills.

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