JANSEVA SHIKSHAN MANDAL’S

**S. G. Arts, Science & G. P. Commerce College, Shivle,**

**Tal. Murbad, Dist - Thane. 421401**

 **Action Taken Report**

1) The academic calender was finalised and displayed on website and printed on college information booklet.

2) Semisterwise Teaching plan & individual time tables of teaching staff were collected and monitored.

3) The proforma for AQAR and list for realired documents were circulated within a Criteria incharge group and hard copy of the same is given to respective Criteria incharge.

4) The various committees were finalised.

5) The class teachers for different classes were appointed.

6) The online and budget was finalised for international seminar proposed by political science department.

**Action Taken Report**

1) The faculty of political science department and organising committee were felicited and encourages to arrange such webinars/seminars in future.

2) Information in online format has been received by IQAC from Criteria on heads. This information is being verified by IQAC.

3) The online webinar (awareness drive) on COVID-19 was decided to organised on 24th Octomber 2020.

4) The external awaitor for green audit enviornmental audit and enery audit were finilised and the communication regarding same is channelised.

**Action Taken Report**

1) Major activities have already been conducted as per planning of second semister.

2) Data sheets for India today survey was submitted by faculty incharge to IQAC

3) The suggestions of Audit Committee was discused throughly.

4) Internal Audit was succesfully completed as per decision of previous meeting.

**Action Taken Report**

1) The reports of departmental activities were submitted by incharge teachers.

2) The status of internal and external await is reviewed.

3) The new programme for next academic year is finalised and proposal for the same is prepared

4) Self apraisal form and workload were submitted to respective departments.