



Shri Sarda Education Society (Trust)'s

(A Linguistic Minority Education Institute)

SMT RADHABAI SARDA ARTS, COMMERCE AND SCIENCE COLLEGE

ANJANGAON SURJI, DIST- AMRAVATI (Maharashtra) 444705

(Affiliated to Sant Gadge Baba Amravati University, Amravati)

NAAC Accredited 'A' Grade with 3.21 CGPA

Action Taken Report 2023-24

Date of meeting: 19/07/2023 (Meeting No. 01)

1. The minutes of the previous meeting were read, confirmed, and documented for recordkeeping.
2. As per the directives of the university, the Academic Calendar for the session 2023-2024 prepared and uploaded on the institution's website.
3. Various academic and administrative committees for the session 2023-24 formed for the smooth functioning of the college.
4. Deeksharambha (SIP) and Degree Distribution Programmes conducted
5. Workshop and Seminar on NEP, Entrepreneur, Career Counseling, Soft Skills organized
6. Initiatives taken for campus beautification.
7. As per the action plan new Certificate and Add-on Courses introduced.
8. Outreach activity conducted.
9. UGC Care listed journals subscribed and reference books purchased.
10. Study Tours of Arts, Commerce & Science UG & PG students arranged in December & January




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Action Taken Report 2023-24

Date of meeting: 20/10/2023 (Meeting No. 02)

1. The minutes of the previous meeting were read, confirmed, and documented for recordkeeping.
2. Tri-monthly report Progress reports from all academic and administrative committees were collected and reviewed.
3. The proposal of PM USHA was finalized and submitted in the last week of October as scheduled.
4. A committee was formed and preparations for the events are underway for the last week of January 2024.
5. Review on the attainment of POs, COs, and PSOs has been taken in the last week of April 2023.
6. Necessary approvals were obtained, and the process for procurement of equipment was initiated.
7. Feedback from all HoDs were collected and reviewed.



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Action Taken Report 2023-24

Date of meeting: 18/01/2024 (Meeting No. 03)

1. The minutes of the previous meeting were read, confirmed, and documented for recordkeeping.
2. The Annual Gathering was organized, with a committee formed to plan and invite alumni. Meritorious students were felicitated during the event on the occasion of Republic Day.
3. The placement drive and training program were successfully conducted in the second week of the March.
4. Pre Police & Army recruitment summer camp organized in April & May 2024.
5. National science day celebrated and organized workshop on Career opportunities in science.
6. Workshop on Competitive Examination organized in first week of February




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Action Taken Report 2023-24

Date of meeting: 22/04/2024 (Meeting No. 04)

1. The minutes of the previous meeting were confirmed by the members.
2. Feedback and reports on academic session performance were reviewed from all departments.
3. Proposals for PG and other courses were submitted to the University.
4. Online feedback on the curriculum was collected from faculty, alumni, and employers for further action.
5. A committee was formed for the preparation of the 2024-25 prospectus.
6. IQAC prepared the action plan for the session 2024-25.
7. Admission policy for 2024-25 was set, with awareness programs for NEP and higher education.
8. AQAR preparation and academic audits were scheduled for submission.
9. Action plan for student distinctive activities (Under Quality initiatives of IQAC) finalized and shared.
10. Miscellaneous issues were addressed and resolved.




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