



Jain Vishva Bharati Institute, Ladnun

(Deemed-to-be University U/s 3 of the UGC Act, 1956)

Internal Quality Assurance Cell (IQAC)

Action Taken Report

Date: 12th August, 2023

1. Goals and Objectives Documentation:

- The strategic goals for the academic session were compiled into a formal document and circulated to all departments by 18th August, 2023.

2. NAAC Recommendations Categorization:

- The recommendations were segmented into short-term and long-term priorities. Implementation timelines were assigned to respective departments by 20th August, 2023.

3. Workshops Scheduled:

- The first workshop, titled "Innovative Teaching Practices & Andragogy" was conducted on 12th July, 2023. A total of 50 faculty members attended.
- Additional workshops were scheduled for 5th September, 2023 and 20th September, 2023.

4. Sub-Committees' Initial Meetings:

- The curriculum review sub-committee held its first meeting on 18th of August, 2023. Key outcomes included the identification of outdated syllabi requiring revision.
- The feedback analysis sub-committee initiated the design of feedback forms and outlined data collection methods on 22nd August, 2023.

5. Feedback Mechanism Implementation:

- Feedback forms for faculty evaluation were designed and piloted with a group of 100 students by 28th August, 2023. Full-scale implementation is planned for 10th September, 2023.

The meeting laid a strong foundation for the academic session 2023-24 by setting clear goals and actionable plans. With the timely execution of the action points, the institution is poised to achieve significant quality enhancements.


Director, IQAC



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Date: 9th September, 2023

1. Policy Updates:

- A revised draft of institutional policies was shared with all stakeholders by 12th September, 2023, for feedback.

2. Student Support Systems:

- Career counseling sessions were scheduled to start from 15th September, 2023.
- Mental health workshops and wellness programs were initiated on 18th September, 2023.
- A streamlined process for scholarship applications was developed and implemented by 22nd September, 2023.

3. Research Advisory Committee Formation:

- The RAC was constituted on 20th September, 2023, with representation from faculty, administration, and external experts.

4. NAAC SSR Progress:

- Data gaps in the SSR were addressed, and the updated draft was submitted for review on 25th September, 2023.

5. Technology Integration:

- LMS training sessions for faculty commenced on 28th September, 2023.
- The online feedback mechanism was enhanced and launched on 30th September, 2023.

This meeting emphasized revising institutional policies and enhancing student support systems to improve overall quality and align with NAAC benchmarks. The action points were successfully executed within the stipulated timeline, marking steady progress toward institutional excellence.


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Date: 7th October, 2023

1. Academic Progress Updates:

- HODs were instructed to ensure syllabus completion by 15th October, 2023.
- Faculty training sessions on LMS usage were conducted on 10th October, 2023.

2. Administrative Enhancements:

- A streamlined process for admissions documentation was implemented on 12th October, 2023.
- Grievance redressal cases were reviewed and resolved within the stipulated time frame.

3. Feedback Analysis Progress:

- Preliminary analysis of student feedback was completed by 14th October, 2023.
- Faculty members received their performance summaries for review and improvement.

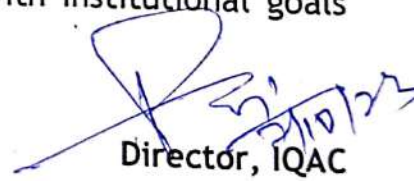
4. External Audit Preparations:

- Department-wise reports were compiled and submitted by 20th October, 2023.
- Documentation for NAAC compliance was updated and ready for review.

5. Infrastructure Upgrades:

- Procurement of additional library resources was initiated on 18th October, 2023.
- IT infrastructure upgrades in labs began on 22nd October, 2023.

This meeting served as a critical checkpoint for evaluating academic and administrative performance midway through the semester. The action points addressed immediate challenges and laid the groundwork for further improvements, ensuring alignment with institutional goals and quality benchmarks.


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4. External Audit Preparations:



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Date: 11th November, 2023

1. Research Activities Enhancement:

- A workshop on grant writing was conducted on 15.11.2023.
- A list of funding agencies was shared with faculty by 18.11.2023.
- MoUs were signed with two institutions for research collaboration by 20.11.2023.

2. Community Engagement Initiatives:

- A health camp was organized on 25th November, 2023, in collaboration with a local hospital.
- Environmental awareness drives were launched in nearby villages on 28.11.2023.
- Literacy programs began in two adopted villages from 30th November, 2023.

3. Project Evaluations:

- Detailed progress reports for ongoing projects were submitted by 22nd November, 2023.
- Resources and additional support were allocated to resolve identified issues.

4. Infrastructure Upgrades:

- Procurement of advanced lab equipment was initiated on 23rd November, 2023.
- A proposal for a central research lab was submitted for administrative approval on 27th November, 2023.

5. NAAC Criteria Implementation:

- Documentation for research and extension activities was updated and aligned with NAAC standards by 29th November, 2023.
- Faculty were briefed on how to incorporate NAAC guidelines into their research and community work.

The meeting focused on strengthening research capabilities and fostering meaningful community engagement. The action points addressed key areas for improvement and ensured progress toward achieving institutional and NAAC benchmarks.


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Action Taken Report

Date: 16th December, 2023

1. Curriculum Review and Changes:

- Draft syllabi for proposed certificate courses were prepared and circulated for departmental feedback by 20th December, 2023.
- Curriculum revision workshops were scheduled for January 2024.

2. Feedback Integration:

- Key suggestions from stakeholder feedback were incorporated into the curriculum revisions.
- Alumni and industry representatives were invited for a follow-up discussion on 22nd December, 2023.

3. Faculty Development:

- An FDP on innovative teaching techniques was conducted on 28th December, 2023.
- Faculty were encouraged to enroll in online courses on emerging technologies.

4. Evaluation Framework:

- A template for pre- and post-implementation surveys was designed and approved by 26th December, 2023.
- Pilot surveys were planned for rollout in February 2024.

5. NAAC Documentation:

- Criterion I-related documentation was updated and cross-verified by 30th December, 2023.
- Drafts were submitted for final review by the IQAC core team.

This meeting focused on aligning the curriculum with industry needs and integrating comprehensive stakeholder feedback. Action points were successfully initiated, ensuring significant strides in academic quality and relevance.


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Date: 20th January, 2024

1. Academic and Administrative Audit:

- External experts were contacted, and the terms of reference for the AAA were finalized by 25th January, 2024.
- Audit schedule and guidelines were shared with all departments by 30th January, 2024.

2. Student Support Initiatives:

- Career counseling sessions were planned for February 2024.
- A mentorship program was launched on 28th January, 2024, with faculty assigned as mentors to student groups.

3. Infrastructure Development:

- A proposal for upgrading classrooms with smart technology was submitted for administrative approval by 27th January, 2024.
- Procurement of additional library resources, including e-journals, was initiated on 31st January, 2024.

4. Strategic Roadmap:

- A draft roadmap outlining academic and administrative goals for the next three years was prepared and circulated among IQAC members by 29th January, 2024.

5. NAAC Preparation:

- Departmental data compilation began on 22nd January, 2024, with a progress review scheduled for 10th February, 2024.
- A checklist for the NAAC Peer Team visit was prepared and shared with relevant stakeholders.

This meeting emphasized the importance of systematic audits and strategic planning for sustained quality enhancement. The timely execution of action points ensures the institution's preparedness for future challenges and accreditation requirements.


Director, IQAC