



Moolji Jaitha College, Jalgaon

Action taken report

(for meeting held dated 4/9/2023)

1. Review the data compilation for AQAR 2022-2023

The IQAC has collected the data from the respective departments, and the respective criteria coordinators compiled it and prepared the final draft.

2. Circulated the planned activities for the academic year 2023-24

Various activities planned for 2023-24 were circulated to the respective departments.

3. The preparation/ revision of policy documents

The revision of policy documents is ongoing according to new guidelines of internship, project, NEP, NCrf etc.

4. The academic calendar and committees for the year 2023-24

The approved academic calendar was circulated to all departments for necessary action. The respective chairman of academic committees was conveyed.

5. Academic audit of the college – format and schedule

The draft for the internal academic audit was finalized and will be presented in the next meeting.

6. The guidelines of the student coordination committee


The students' names were collected from respective departments according to guidelines prepared by a constituted committee. The names of the students were incorporated in various academic committees.

7. The teachers/ student induction program


The principal has given the responsibility of the induction program for Teachers to Prof. K. G. Khadase.

8. The ARC-API committee for the academic year 2023-24 was approved.

Considering the number of new teachers due for academic promotion, the extended ARC-API committee for the academic year 2023-24 was approved.


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