

Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune

10 Nov 2025

Action Taken Report
(IQAC meeting conducted on 5 June 2025)

The first IQAC meeting for AY 2025-26 was held on 5 June 2025. Based on the discussions and suggestions, the following actions were implemented:

Preparation of Academic Calendar and UG/PG Timetables.

Action Taken: The draft Academic Calendar for 2025-26 was finalized after incorporating suggestions from all departments. Departments aligned their activity schedules with the college calendar. UG and PG timetables were submitted to the Time-Table Committee and consolidated for approval.

Review of the Admission Process

Action Taken: The admission process was carried out smoothly as per schedule. The helpdesk functioned effectively. Regular monitoring ensured timely completion of all stages of admission.

Workload Distribution for the New Academic Year

Action Taken: Departmental workload statements were prepared and verified. Faculty allocation was carried out in accordance with UGC and SPPU norms. Based on the workload requirements, new faculty members were appointed through a demonstration and interview process. For AICTE-approved courses, the ad-hoc faculty approval proposal was duly submitted to Savitribai Phule Pune University (SPPU).

Review of Document Submission Status of the Previous Academic Year

Action Taken: All departments submitted activity and achievement documents for AY 2024-25. The remaining two to three pending submissions were received and included in the consolidated file. Departmental files for AY 2024-25 were submitted to IQAC for record maintenance.



Preparation of AQAR 2024–25

Action Taken: In the absence of revised NAAC guidelines, AQAR 2024–25 preparation was initiated as per the existing format. Criterion heads have begun data compilation and evidence collection. The final submission deadline was set for 15 December 2025.

Any Other Relevant Issues – Orientation Programme

Action Taken: An orientation session for newly admitted students was scheduled and successfully conducted in the first week of July 2025. The programme introduced students to institutional policies, academic systems, and support services.

Ch. Havan

IQAC Coordinator



MS

Principal
IQAC Chairman