

**Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati**  
**Internal Quality Assurance Cell (IQAC)**

**Academic Session (2018-19)**

**Meeting**

**Action Taken Report (ATR)**

<b>Meeting No. 01</b>		<b>Date: 11<sup>th</sup> July 2018</b>	<b>Time: 02.20 P.M.</b>
<b>Issues Discussed</b>	<b>Action Taken Report (ATR)</b>		
Regarding preparation of Academic Calendar (2018-19)	Annual Academic Calendar prepared in accordance with the SGBAU Calendar.		
Regarding PBAS Proforma (API) – 2017-18 (Revised)	PBAS Proforma (API) revised, discussed with all the staff members after attending the workshops on PBAS by the IQAC coordinator.		
Regarding Daily Academic Dairy / Catalogues.	The design and Content of the daily dairy changed and revised considering the NAAC demands.		
<b>Meeting No. 02</b>		<b>Date: 29<sup>th</sup> August 2018</b>	<b>Time: 02.00 P.M.</b>
Regarding Preparation of AQAR	The Staff members were given instructions regarding submission of information and documents for the preparation of AQAR.		
Regarding Preparation of Academic Calendar / Department Calendars.	Academic Calendar of the institute and department calendars prepared by the IQAC and the department heads.		
Decision regarding finalizing best practices.	Best practices of the institute were decided and implemented.		
Upgradation of College Website.	College website Committee started working for upgradation of the website.		
Preparation of Annual Report of the University.	Annual Report of the University prepared.		
<b>Meeting No. 03</b>		<b>Date: 04<sup>th</sup> February 2019</b>	<b>Time: 12.00 P.M.</b>
Regarding discussion on the third cycle of NAAC Re-accreditation.	The convenors and members of all the NAAC (III Cycle) Criterion fixed and informed. Directed to start the work of NAAC so as to complete it on time.		
Constitution of Criteria-wise committees	Instructions were given to the convenor and members of Grievance Redressal Mechanism and Stakeholders feedback to accelerate and systemize the process.		
Regarding organization of workshops, Conference and Extension Activities	Work on fulfilling the recommendations suggested by NAAC peer team. Concerned were given instructions to call meetings. All the staff members were instructed to send proposal for MRP and organization of workshops / Conferences / Seminars		

	and to enhance research work.
<b>Meeting No. 04</b>	<b>Date: 22 April 2019</b> <b>Time: 12.00 P.M.</b>
Regarding Organization of IPR Workshop.	Intellectual Property Rights workshop was organized on 26 <sup>th</sup> April 2019. Dr. Vaishali Lokhande, Head, Library SGBAU and Dr. Rewati Khokle were invited.
Regarding Submission of API (PBAS Forms) for verification	PBAS formats of all the staff members were collected by IQAC and Verification was done.
Regarding Internal Annual Academic Audit	Internal Annual Academic Audit of all the departments & facilities done.
Regarding Action Taken Reports of the department	All the Staff members submitted their Action Taken Reports, Annual Action Plan 2019-20 and Academic Calendar 2019-20 to IQAC.
Regarding Uploading the major events on college website.	Major Events of the college were uploaded on college website.
Regarding Exclusive Extension Activity – to be Continued	Exclusive extension activity at a tribal village in Melghat District, BIHALI was taken by the nine staff member of the institute delivering lectures and organizing activities on 29.03.2019. other members deciding the other place
Regarding NAAC Criterion Wise review – Next Session	All the format of seven criterion were given to staff members and review of the same was taken by IQAC in the first meeting held on 04.07.2019
Regarding change of IQAC Coordinator	Chairperson declared that Dr. S.D. Thakare is will continue as IQAC coordinator. No replacement till Cycle III of NAAC Reaccredited.



**PRINCIPAL**  
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