

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati
Internal Quality Assurance Cell (IQAC)
Academic Session (2021-22)

Meeting

Action Taken Report (ATR)

Meeting No. 01	Date: 17 th September 2021	Time: 12.30 P.M.
Issues Discussed	Action Taken Report (ATR)	
Regarding status of Admissions	All the Staff members were informed to co-operate the committee members for increasing the number of admissions in all the faculties. It was also informed to request the nearby colleges to send students to our institute, if they are done with.	
Regarding organization of Webinar for all Departments	All the departments / subject teacher organized webinars on zoom meeting app with the reputed resource persons and good number of participants during Sep. 20 to Oct. 13 th 2021.	
Regarding Research paper of each teacher – publication of multi-disciplinary journal. Newsletter by IQAC (each department)	All the staff members were informed by IQAC to prepare Research papers and News Letter	
Regarding Organization of Add-on courses by all the departments.	It was informed to all the departments to hold add-on courses and field projects. The time-table was prepared and circulated among the faculties.	
Regarding E-book publication on the theme “Aazadi ka Amrutmahotsav”	E-Book Publications – All the departments were informed to collect articles from students and stakeholders for- E-Book publications.	
Regarding Updatation of college website.	Dr. M. P. Deshmukh Convenor of College website committee was informed to collect information from all the departments and meet regularly for updatation.	
Regarding AQAR Preparation	Co-Ordinator IQAC distributed new AQAR formats to be staff and a meeting will be held in a week to discuss on all criterions	
Regarding college logo	Logo designed for college and informally approved by the chairperson Shri Shivaji Education Society, Amravati and Vice	

	Chancellor, Dr. Dilip Malkhede in a programme on NSS Day. Formally it will be put before CDC and will be approved officially.
Meeting No. 02	Date: 12th October 2021 Time: 02.00 P.M.
Regarding discussion on all the seven criterions of AQAR (New Format)	All the convenors have started collecting information for the criterions and ready to submit the AQAR up to 15 th December 2021.
Meeting No. 03	Date: 30th October 2021 Time: 12.00 P.M.
Regarding Feedback of all the activities decided in the last meeting held on 17-09-2021	All the Staff members were given notice through IQAC for completion of allotted work on time.
Regarding teaching online/offline classes	Time-table prepared by the committee of the academic year 2021-22, circulated to staff and students for implementation of online / offline classes
Regarding Organization of Conference / Training programmes.	All the Staff members were informed through notice register, the work allotted regarding organization of Conferences / Workshops and other.
Regarding Reforming of college website committee.	Staff Council will take resolution regarding the reformation of the college website committee in the meeting of Staff council.
Regarding discussion on Recommendations (Re-accreditation Cycle - II) by NAAC.	The recommendations which are yet to be fulfilled are to be done on war- footing. The Staff is given responsibility to fulfill those.
Meeting No. 04	Date: 18th December 2021 Time: 03.00 P.M.
Regarding NAAC Work	All the Convenors and members of NAAC Criterion and Co-Ordinator IQAC started working for NAAC SSR as per the guidelines and suggestions made by Hon. Hemant Kalmegh Sir in the special meeting.
Meeting No. 05	Date: 03rd February 2022 Time: 12.30 P.M.
Discussion Regarding Recommendation of	As per the recommendations by NAAC (cycle II) report, all the Staff members were informed to work as per recommendation like

last NAAC	organizing Soft Skills Development Workshop, it was organized by the Department of English and Department of Physical Education started collaborating with other institutes for funds & equipment.
Regarding vacant posts in the college.	As suggested by the IQAC, The urgency of filling vacant posts of Chemistry and Sociology from point of view of NAAC. The letters of demand were handed over to Dr. Shelke, representative Management, IQAC of our institute for further action.
Regarding financial support from MLA's, MP's and Local.	The principal along with Some staff members visited the MLAs & Mrs. Sulbha Khodke's placed and gave her a letter requesting funds from her quota to supported our institute.
Regarding publishing of E-Book by the departments.	The Department of Home-Science, Home- Economics and Hindi decided to publish E-Book and started the work in that direction
Meeting No. 06	Date: 24th May 2022 Time: 12.30 P.M.
Discussion Regarding NAAC work / SSS.	All the convenors of the seven criterions distributed the formats of the information required to all the teaching and non-teaching staff members to get the information for SSR writing. The coordinator IQAC, Dr. Thakare also informed and distributed formats as per the need of the IQAC. The meeting of Students Satisfaction Survey (SSS) with Students and Staff was conducted on Zoom meeting app on 24 th May 2022 and survey link was posted on students e-mail by all the mentors.
Discussion Regarding organizing of conference.	Proposal for organization of NAAC Seminar on the Topic "Preparation of SSR writing sent to NAAC, Bangalore on 12-05-2022. IPR workshop held with NIPAM in association with RGNIPM on 19-05-2022.
Regarding submission of API (2021-22) and Annual Plan / Department Calendar (2022-23)	Notice regarding submission dated given to Staff Regarding Annual Action Plan (2022-23), Department Calendar (2022-23) API (2021-22) issued.



Matoshree Vimalabai Deshmukhi
PRINCIPAL
 Matoshree Vimalabai Deshmukhi,
 Mahavidyalaya, Amravati.