

**MATOSHREE VIMALABAI DESHMUKH MAHAVIDYALAYA, AMRAVATI**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Academic Session (2022-23)**

**ACTION TAKEN REPORT (ATR)**  
**Meeting No.1**

Action Taken Report on the minutes of IQAC meeting held on 12-07-2022 in the Principal's cabin to be placed in the next IQAC meeting is as follows:

<b>Meeting No.-1</b>		<b>Date-12-07-2022</b>	<b>Time-12.30pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1.	<b>Issue No.3.</b> - Review of SSR work in progress/done (criterion wise)	All the staff members (conveners and members of NAAC criterions ) started their criterion work on war footing. The Co -ordinator IQAC Dr.S.D.Thakare identified one technical hand ,Mr.Aniket Shastrakar especially for NAAC work.He will start his work from 1st August 2022.	
2.	<b>Issue No.4</b> -Regarding Admissions	All the staff members are working hard to increase the number of admissions by visiting Junior colleges of nearby areas.	
3.	<b>Issue No.6</b> - Preparation of Flex and submission of subject matter	The staff members are preparing matter to be published and displayed in the college campus on their level related to different themes.	

  
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Coordinator, I.Q.A.C.  
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**Academic Session (2022-23)**

**ACTION TAKEN REPORT (ATR)**  
**Meeting No.2**

Action taken report on the minutes of IQAC held on 07 -01- 2022 in the principal's cabin to be placed in the next IQAC meeting is as follows:

<b>Meeting No.-2</b>		<b>Date-07 -01- 2022</b>	<b>Time-2.00pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1 .	<b>Issue No.3-</b> Review of NAAC work	All the criteria conveners and members were given a schedule of timings and guidance by the chairperson and the coordinator to work in line with the SOP's and also the deadline for the completion of NAAC work. The work is going on war footing.	
2.	<b>Issue No.4 -</b> Regarding International Webinar Series.	Instructions were given by IQAC to decide topics and resource person for the webinars.	
3.	<b>Issue No.5 –</b> Regarding NAAC Webinar	For the organization of seminar on NAAC and publication of proceedings all the teachers were informed to collect at least two papers from their acquaintances and one from each convenor.	
4.	<b>Issue No.6</b> -Regarding Subject Matter of Flex	The subject matter for flex was collected at one place and scrutiny is in progress	

  
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**ACTION TAKEN REPORT (ATR)**

**Meeting No.3**

Action taken report on the minutes of IQAC held on 10-01-2023 in the Principal's cabin to be placed in the next IQAC meeting is as follows:

<b>Meeting No.-3</b>		<b>Date-10 -01- 2023</b>	<b>Time-3.00pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1.	<b>Issue No.3</b> Hon.Kalmegh Saheb as member,IQAC	Hon.Chairperson and all members of staff unanimously decided to welcome and felicitated Mr.Hemant Kalmegh Saheb, Executive Member, Shri Shivaji Education Society,Amravati and member,IQAC as Management Representative at the Inaugural Function of the seminar sponsored by NAAC. Hon.Principal informed him about the organisation of the seminar in the month of February 2023.	
2.	<b>Issue No.4 –</b> Regarding progress in NAAC-SSR work and submission of IIQA	Almost 60% work done. The convenors of criteria III and IV were informed to complete the work on war footing. Corrections of each criterion done by the IQAC Co-ordinator. IIQA was prepared by Coordinator and submitted on 29-03-2023to NAAC.	
3.	<b>Issue No.5 –</b> Regarding organization of NAAC sponsored seminar	The NAAC seminar was postponed due to Board.examinations Letter sent to NAAC for postponement by the Co-ordinator.	
4.	<b>Issue No.6-</b> Regarding organization of Webinar series.	Science faculty members were instructed to conduct webinar series.	
5.	<b>Issue No.7-</b> Regarding Peer Team Recommendations.	Hon.Principal contacted and visited MLA Sulabhatai Khodke for providing funds for the development of infrastructure and facilities of the institute as per the recommendations of NAAC Cycle II.	

  
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**ACTION TAKEN REPORT (ATR)**  
**Meeting No.4**

Action taken report on the minutes of IQAC held on 20-04-2023 in the Principal's cabin to be placed in the next IQAC meeting is as follows:

<b>Meeting No.-4</b>		<b>Date-20 -04- 2023</b>	<b>Time-12.30pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1 .	<b>Issue No3-</b> Regarding Student Satisfaction Survey( SSS ) work.	Student Satisfaction Survey (SSS) on mock basis was Undertaker by UQAC Coordinator by sending mails to all the students at a time to confirm their mails as well as to collect their response. It was done on 18-03 -2023.	
2.	<b>Issue No.5&amp;6-</b> Regarding Organization of Students, Parents and Alumni meet.	Dr.S.D.Thakare coordinated and initiated the new idea of holding Mentor-Mentee meet. Around 190 students from BA, B.Sc (Home Science) and B.Com attended the meet. It was organized on 11-04-2023. At the same time workshop on Personality Development was organized by inviting guests of spiritual bent.	
3.	<b>Issue No.7</b> Organization of NAAC sponsored Webinar/Seminar	NAAC sponsored one day seminar was organized on 2nd March 2023	
4.	<b>Issue No.8</b> Filling of examination forms by the students.	All the mentors took efforts to inform their mentees by calling them, helping them financially to fill the examination forms.	

  
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**Action Taken Report (ATR)**  
**Meeting No.5**

Action taken report on the minutes of IQAC held on 29-05- 2023.

<b>Meeting No.-5</b>	<b>Date-29 -05- 2023</b>	<b>Time-12.30pm</b>
1 .	<b>Issue No.3-</b> Acceptance of IIQA and uploading work of SSR	<p>Dr.Ashish Raut suggested some points to be included in SSR before submission. All the criterion convenors were informed to make changes or add the points suggested by him. After opening the portal ,it was found that this splitting of documents are needed and identified some new questions.</p> <p>Dr S.D Thakare on 30<sup>th</sup> and 31<sup>st</sup> May 2023 with the help of print outs of metrics explained each and every metrics and how to prepare new files and uploads to all the criteria convenors in details.</p> <p>It will take 4 to 5 days to all the convenors to complete the work.</p>
2.	<b>Issue No.4-</b> Formation of NAAC Steering Committee.	NAAC Steering Committee formed and members were informed.
3.	<b>Issue No.14-</b> Regarding Admission Process.	Admission Process will commence from 6th June 2023

  
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**ACTION TAKEN REPORT (ATR)**  
**Meeting No.6 (Special)**

Action taken report on the minutes of IQAC held on 01-06- 2023.

<b>Meeting No.-6</b>		<b>Date-01 -06- 2023</b>	<b>Time-2.30pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1.	Feedback and Review of SSR by the Management Representative- Hon.Mr. Hemant Kalmegh	All the convenors followed him and made corrections and added the documents as suggested by Hon.Kalmegh Saheb. As per his suggestions,Dr.Ashush Raut was called and he would be visiting the institute for sharing his expertise on 6th June2023.	

  
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**Action Taken Report (ATR)**  
**Meeting No.7,8&9(Special Meetings)**

Action taken report on the minutes of IQAC held on 06-06- 2023.

<b>Meeting No.-7</b>		<b>Date-06 -06- 2023</b>	<b>Time-11.30pm</b>
<b>Sr.No.</b>	<b>Issues Discussed</b>	<b>Action Taken Report</b>	
1.	Suggestions by Dr.Ashish Raut(Coordinator IQAC- External Expert)	Suggestions made by the expert were followed by the IQAC. Criteria convenors work on their respective criteria seeking guidance from the coordinator IQAC.	
2.	Revision of SSR	The SSR was submitted successfully to NAAC ON 4 <sup>th</sup> July2023.	

  
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