

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

Academic Year 2020-21

Meeting No. 01

ACADEMIC SESSION  
(2020-2021)

Page No. :

Date : / /

Date -06-05-2020


MEETING NO. 01 (ONLINE)

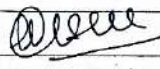
NOTICE

This is to inform all the staff members that due to the COVID-19 pandemic we could not gather offline in the institute for the meeting of IQAC.

As per the directives of the honourable Principal and chairperson IQAC, Dr. S.S. Deshmukh it is instructed to hold the meeting online on ZOOM MEETING APP at 5.30 pm on 07<sup>th</sup> May 2020.

All the respectable staff members are hereby informed to remain present online sharp at 5.30 pm without fail.

  
Dr. S.D. Thakare  
Co-Ordinator, IQAC

  
Dr. S.S. Deshmukh  
Chairperson/Principal

IQAC

PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



Note:-

- (i) The notice was posted online on 06-05-2020
- (ii) The meeting was hosted by Dr. S.D. Thakare, Co-ordinator, IQAC
- (iii) The meeting lasted for around 80 min.
- (iv) 19 members attended the meeting.
- (v) Screenshots of the meeting available on IQAC, WhatsApp group of the institute

## AGENDA

1. Welcome of Hon. Principal / Chairperson IQAC Dr. Sanyogita Deshmukh along with the staff members
2. Teacher-Student connectivity / co-ordination during lock-down period
3. Regarding completion of syllabus
4. Regarding work from home activities
5. Research and Extension activities during the period
6. Regarding IQAC (annual) work / NAAC work
7. Regarding progress in NAAC criteria work
8. Other issue (on time)
9. Vote of thanks

## MINUTES OF THE MEETING

### 1. Issue No. 1

Dr. S. D. Thakare, co-ordinator planned and arranged the ZOOM meeting on 7<sup>th</sup> May 2020 online at 5.30 pm under the able guidance of the Principal, Chairperson IQAC, Dr. Sanyogita S. Deshmukh. Dr. S. D. Thakare welcomed the Principal and all the staff members of Arts / Humanities, Home-Science and Science (non-grant) faculty to the maiden online meeting. It was indeed a novel and unique experience for all of us.

### 2. Issue No. 2

Principal, Dr. Deshmukh enquired about the teachers co-ordination with the students. All the

Teachers unanimously announced that they are in touch with their students through WhatsApp group (social media) as the students belong to remote villages and poor economic background, many of them cannot afford the android cell phones. Most of them have network connectivity issues. Even then 50-60 percent students of Home Science, 40 percent of Arts students are connected by WhatsApp. Mentor-Mentee groups were already formed before the pandemic. It helped the teachers to connect with the students. All the teachers were added in their respective faculty groups to facilitate smooth functioning of teaching-learning process.

### 3. Issue No. 3

Our honourable chairperson Dr. S.S. Deshmukh enquired about the syllabus status. The teachers from the Home-Science faculty announced that their course was already completed before the lockdown. Some part of syllabus of Arts faculty and Science faculty is yet to be completed. Dr. Guwadhe and the retd. Mr. S.D. Dube, Asso. Prof & Head, Co-operation was asked to be contacted at earliest to finish their courses and rest of the teachers were asked to create audio-vedio clips of the syllabus content and help students and clear their ideas and solve their problems upto their satisfaction.

### 4. Issue No. 4

Hon. Chairperson also enquired about the curricular and Extension activities undertaken

as a part of work from activities. Co-ordinator, Dr. S. D. Thakare gave the details that the academic, research or extension activities undertaken should be noted down by the staff members in their daily diary. The portal should be made on the website named as (Covid-19 awareness activities) so that all the activities should be reloaded on it for NAAC purpose.

#### 5. Issue No. 5

All the teachers unanimously responded that they are involved in organizing the extension activity with the participation of students from their Home. Dr. Thakare, Dr. Nandurkar and Prof. A. S. Deshmukh attended webinars on NAAC Re-accreditation process and e-content development and all the teachers are participating in the different awareness activities organized by different colleges.

#### 6. Issue No. 6

It was decided in the meeting that the daily diary, daily attendance, committee files, API forms should be duly filled before the completion of the session. New API format was uploaded on IQAC group.

#### 7. Issue No. 7

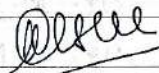
All the criteria convenors and members participated in the discussion regarding the status of NAAC criteria work. Respected Principal asked everyone to collect information from the concerned soon and show progress in work.

8. Issue No. 8

Hon. Principal discussed about the meetings she had attended a day before regarding the completion of syllabus, nature of examination and appointment of nodal officers with the staff and asked all the members to join the college/institute after 17<sup>th</sup> May 2020.

9. Vote of Thanks was proposed by Dr. S. S. Thakare and with this the online meeting ended.

Read & Confirmed



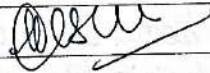
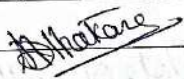
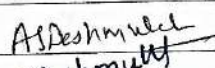
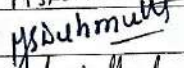

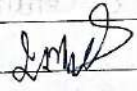
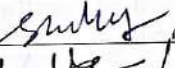
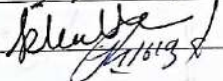
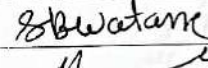
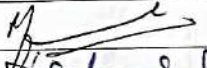
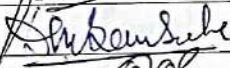
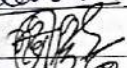

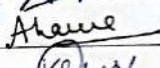
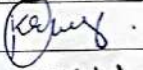
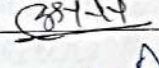
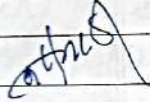
Principal

Chairperson IQAC  
PRINCIPAL

Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amraoti



The following members were presented and participated in the IQAC meeting held on ZOOM MEETING APP on 7<sup>th</sup> May 2020 ....

1. Dr. Sanyogita S. Deshmukh :   
Chairperson, IQAC
2. Dr. Savita S. Thakare :   
Co-ordinator, IQAC
3. Dr. A. S. Deshmukh - 
4. Dr. M. S. Deshmukh - 
5. Dr. C. N. Vidhale - 
6. Mrs. L. S. Tapase -
7. Dr. S. R. Gudadhe - 
8. Mrs. V. S. Shinde -
9. Dr. R. S. Kawale - 
10. Dr. S. R. Kumbde - 
11. Mr. V. R. Thakare -
12. Dr. S. B. Watane - 
13. Mr. M. P. Deshmukh - 
14. Dr. S. R. Bambole - 
15. Dr. M. M. Nandurkar - 
16. Mr. J. S. Sangode - 
17. Mrs. A. P. Harne - 
18. Dr. K. E. Chaudhary - 
19. Mrs. S. S. Mohod - 
20. Ms. P. B. Bhamburkar -
21. Mr. N. G. Mahure - 



ACTION TAKEN REPORT (ATR)

1. All the teachers prepared the study material and as per the students convenience and availability they contacted them and posted the contents on the group for their study.
2. Assignments, Seminars and Viva-Voce were arranged by the teachers online. Submission work was done through screenshots and pdf formats. Mentor-Mentee groups helped to facilitate teaching-learning process.
3. Teaching faculties of Arts/Humanities, Home-Science helped the students complete their syllabus online through Zoom meeting app and other media.
4. Extension work was carried out regarding awareness about COVID-19 pandemic by nearly all the teachers in the form of banners quoting different precautionary measures to be taken, vedios, audio clips, rangoli competitions by NSS and IQAC.
5. The NAAC criteria work was held up due to pandemic. It was difficult during these time to get together and work.
6. All the teachers kept record of the work done from home in their daily diaries.

## Meeting No. 02

Page No. :


Date: / /

### MEETING NO. 2

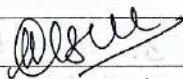
Date: 29.08.2020

#### NOTICE

This is to inform all the staff members that the meeting of IQAC with staff is held on 3<sup>rd</sup> Sep 2020 i.e. Thursday at 12.00 pm in the Principal's office. All are requested to attend the meeting on time following all the protocols of covid-19 pandemic awareness guidelines issued by the university.

  
Dr. S. D. Thakare  
Co-ordinator, IQAC



  
Dr. S. S. Deshmukh  
Chairperson IQAC  
PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



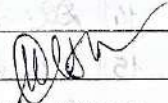
Following members were present for the meeting :

1. Dr. S. S. Deshmukh - AS Deshmukh  
Chairperson, IQAC
2. Dr. S. S. Thakare - Thakare  
Coordinator, IQAC
3. Dr. S. S. Deshmukh - AS Deshmukh  
Member, IQAC
4. Dr. C. N. Vidhale - Vidhale
5. Mrs. L. S. Tapase - ABSENT
6. Dr. S. R. Gudadhe - ABSENT
7. Mrs. V. S. Shinde - ABSENT
8. Dr. R. S. Kawale - Kawale
9. Dr. S. R. Kubde - Kubde
10. Mr. V. R. Thakare - Thakare
11. Dr. S. B. Watane - SB Watane
12. Mr. M. P. Deshmukh - M Deshmukh
13. Dr. D. R. Bambole - Bambole
14. Dr. M. M. Nandurkar - M Nandurkar
15. Mr. J. D. Wangode - Wangode
16. Mrs. A. P. Hane - A Hane
17. Dr. K. E. Chaudhary - K Chaudhary
18. Mrs. S. S. Mohod - S Mohod
19. Ms. P. B. Bhamburkar - P Bhamburkar
20. Mr. N. G. Mahure - N Mahure
21. Dr. S. B. Deshmukh - S Deshmukh

AGENDA

1. Welcome of the Hon. Principal / chairperson IQAC Dr. Sanyogita S. Deshmukh and Confirmation of minutes of the previous meeting.
2. Welcome of the new staff member Dr. S. B. Deshmukh and felicitation of Mr. M. P. Deshmukh & ATR discussion
3. Regarding status of admission process
4. Updates of online classes
5. Updatation of Website
6. Submission of AQAR (2019-20)
7. Dates to be fixed for IQA SSR submission
8. Planning regarding students satisfaction survey (SSS)
9. Technical Assistance / Financial assistance for NAAC work
10. Criterion members (New addition)
11. Instructions regarding what's app groups of the institute 'Matoshree MVDM' and 'IQAC MVDM'
12. University letter regarding precautions to be taken during lock down - sep 2020.
13. Placement of teachers
14. Maintaing duplicate servicebook
15. Vote of Thanks

Co-ordinator

  
PRINCIPAL  
Chairperson IQAC  
Mahavidyalaya, Mahavai

MINUTES

## 1. Issue No. 1

Dr. S. S. Thakare welcomed the chairperson and Principal, Hon. Dr. S. S. Deshmukh along with the teaching and non-teaching members of the IQAC and staff for the meeting and the minutes were read by the coordinator and the house confirmed it.

## 2. Issue No. 2

Due to the transfer of Mrs. V. S. Shinde, Associate Professor and Head, Dept. of Pol. science, the new staff member Dr. S. B. Deshmukh joined the vacant post on transfer from Tiwasa college, an institute from the same organisation. All the staff member welcomed her by giving big applause.

Mr. M. P. Deshmukh, Librarian of the institute received notification of Ph.D. He was also felicitated for his achievement by clapping hands. And the Action taken Report was read by the co-ordinator.

## 3. Issue No. 3

Dr. S. S. Deshmukh in this meeting enquired about the status of admissions in various faculties to the conveners of respective faculties of the admission committee.

Mr. J. B. Bangode told the status of B.A I having 56 enrolments, Dr. Watane told B.A II as - 17 and B.A III - 06, B.Sc (Home-Science) status was B.Sc (Ho. Sci) I - 17, B.Sc (Ho. Sci) II - 25 and B.Sc (Ho. Sci) III - 25, B.Sc I (30) B.Sc II (36) and B.Sc. III - 67 was declared by Dr. Chaudhary. Dr. S. S. Deshmukh stressed on increasing efforts to more enrolments in the institute.

## 4. Issue No. 4

Dr. S. S. Deshmukh enquired about the online classes. She had already appointed two senior teachers from faculty of Arts and Home Science as representatives from the Institute for the LMS online classes which was hired by the Shri Shivaji Education Society, Amravati. Dr. Kawale and Dr. Dandge (Kubde) attended the meeting regarding operation and functioning of LMS.

As per the directions of the iduo the classes were started but the students response was very poor. Most of the times connectivity problems put hazards in teaching-learning process as the institute also lacked no. of facilities which facilitate smooth functioning.

Both the representatives put forward the problems faced by all the staff members. Chairperson promised to provide facilities at the college end and the demo was organised right after the meeting.

## 5. Issue No. 5

Dr. Deshmukh reiterated regarding updation of college website. The convenor of the committee Mr. M. P Deshmukh put no. of reasons like the employee has left the job etc. and the people are not at their places due to pandemic. Therefore the work has not been done promptly.

Dr. Deshmukh told him to collect information in the soft copy from the staff members regarding courses B.A (YCMOU) and General information etc. Links of depts, Individual personal information and criteria wise links should be given to the convenors after uploading the information..

#### 6. Issue No. 6

Dr. S. D. Thakare shared the information that the AQAR (2018-19) was uploaded successfully after fulfilling the objections pointed by the NAAC twice during the lockdown period. She also told that there is a possibility of opening the window for submission of AQAR (2019-20). So all the staff members were alarmed by her to get ready with the criterion wise information for AQAR as well with the work of SSR.

#### 7. Issue No. 7

At the request of Dr. S. D. Thakare and other members of IQAC, Dr. S. S. Deshmukh fixed the dates for submission of IQA and SSR. Chairperson asked everyone to prepare AQAR upto November 10<sup>th</sup> and SSR upto 15<sup>th</sup> Dec 2020.

#### 8 & 9 Issue No. 8 & 9

When asked about the students satisfaction survey (SSS) by Dr. S. S. Deshmukh. It was unanimously told by all the staff members that it is very difficult now in this period and we will have to add new first

year students also to the groups after the admissions. So it will take time. It was decided that after the admissions take place then the groups will be formed for SSS. Dr. Deshmukh agreed to manage financial and technical assistance to the college for NAAC.

## 10. Issue No. 10

It was noted by the co-ordinator, Dr. S. S. Thakare that in order to speed up the NAAC work, the vacuum created by the retirement of senior staff members and transfer of Mrs. V. S. Shinde, the manpower would be equally distributed amongst the seven criteria of NAAC. She brought to notice of this to the chairperson. It was decided unanimously that the third criteria convener would be Dr. M. M. Nandurkar and Dr. S. B. Deshmukh will work with her in the 3<sup>rd</sup> criteria. In VI<sup>th</sup> criteria Mr. V. R. Thakare will remain the sole member with Dr. Bambode as the convener.

## 11. Issue No. 11

It was observed by the principal that the important messages are hidden behind and could not be traced when require due to overposting of unnecessary and unofficial messages and contents. To avoid this, she informed everyone to limit the group to the important messages only and the retired staff should be removed from the group with respect and dignity. The messages should be forwarded to group admin for posting.

12. Issue No. 12

Dr. S. S. Deshmukh asked everyone in the meeting to follow the protocol and guidelines issued by the Sant Gadge Baba Amravati University, Amravati regarding precautions during lock down. It was decided to stay in college for 05 hrs during working hours ~~and~~ except Wednesday and Saturday.

13. Issue No. 13

Dr. Deshmukh emphasized on preparing all the documents, updating & scrutiny of files of all those teachers who had applied for the post of professors.

14. Issue No. 14

On the basis of the complaints of missing of servicebook like matters, Dr. Deshmukh stressed on having duplicate servicebook to every teaching and non-teaching faculty to avoid problems in future.

At the end of the meeting Dr. S. S. Thakare proposed vote of thanks.

Read &amp; Confirmed



Principal

Chairperson IQAC

PRINCIPAL

 Matoshree Vimalabai Deshmukh  
 Mahavidyalaya, Amravati

## ACTION TAKEN REPORT

1. All the convenors and members of Admission Committee along with all the teaching and non-teaching staff members are trying their level best to increase the enrolments even in this crisis. On all working days committee work for six hours to grab the students for admission in our college.
2. As far as online teaching learning process is concerned, the Home-Science students are comparatively active in attending the online classes. Arts students are mainly from poor economic background and lives in remote villages. It hampers their learning process terribly. Teachers are ready to teach but the students could not join due to poor connectivity.  
Even the teachers have tried to meet them on Zoom meet at their desired timings but of no use. very few students join even on Zoo app.
3. As the admission process is going on and almost all the teachers have to contribute to it. Teachers are busy with teaching taking assignments and giving internal assessments, NAAC work has almost stopped. It becomes very difficult for the criteria members to sit together late after working hours for doing criteria work due to pandemic protocols.
4. Dr. Deshmukh has agreed to pay the technical hand



- hired by the IQAC as per the work done.
5. Retired teachers and the CHB teachers who left the institute were removed from the group made for official instructions and information.
6. The date for placement of professor is fixed on 01<sup>st</sup> of October 2020.
7. The teachers are preparing their duplicate servicebook, to avoid further issues.



*[Signature]*  
PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

## Meeting No. 03

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Date : / /

### MEETING NO. 3

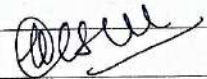
Date : 09<sup>th</sup> Jan 2021

#### NOTICE

All the staff members are hereby informed that the meeting of IQAC with the staff is held on 11<sup>th</sup> January 2021 i.e. Monday at 2.00 pm in the Principal's office regarding NAAC Re-accreditation (cycle-3). All the staff members are requested to attend the same without fail.

  
Dr. S. D. Thakare  
Co-Ordinator, IQAC

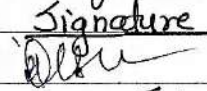
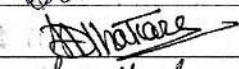
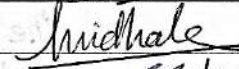
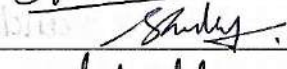
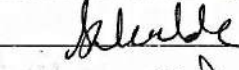

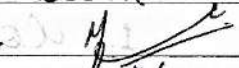
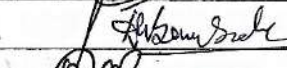



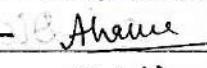

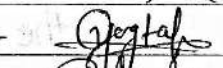
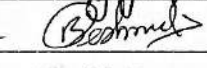
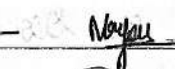
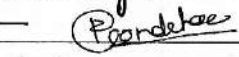


  
Dr. S. S. Deshmukh  
Chairperson IQAC  
PRINCIPAL  
Matahree Vimalabai Deshmukh  
Mahavidyalaya, Anuravati.

#### AGENDA

1. Confirmation of minutes of previous meeting
2. Discussion on Action Taken Report
3. Discussion on status of NAAC work done
4. Discussion on website updation
5. Regarding organization of online webinar on IPR
6. Any other matter with the permission of the chairperson

The meeting of IQAC is held on 11-01-2021 under the chairmanship of Principal.  
 Following members were present for the meeting -

		Signature
1.	Dr. S.S. Deshmukh (Chairperson)	
2.	Dr. S.A. Thakare (Co-Ordinator)	
3.	Dr. C.N. Vidhale	
4.	Dr. R.S. Kawale	
5.	Dr. S.R. Kubde	
6.	Mr. V.R. Thakare	
7.	Dr. S.B. Watane	- ABSENT 11/01/2021
8.	Dr. M.P. Deshmukh	
9.	Dr. D.R. Bambale	
10.	Dr. M.M. Nandurkar	
11.	Mr. J.D. Sangode	
12.	Dr. K.E. Chaudhary	
13.	Dr. S.B. Deshmukh	- 5 Bsnels
14.	Mrs. A.P. Hame	
15.	Mrs. S.S. Mohod	
16.	Ms. P.B. Bhamburkar	- ABSENT
17.	Mr. N.G. Mahare	- #3
18.	Mr. V.J. Jagtap	
19.	Miss. B.D. Deshmukh	
20.	Miss. M.D. Farkade	
21.	Miss. P.V. Gondchale	

## MINUTES

The minutes of the IQAC meeting held on 11-01-2021 in the principal's office at 2.00 pm. The meeting was chaired by the Hon'ble Principal and IQAC chairperson Dr. S. S. Deshmukh

The following items were discussed in the meeting -

1. Confirmation of minutes of previous meeting  
Minutes of previous meeting held on 3<sup>rd</sup> Sep 2020 were read by IQAC co-ordinator Dr. S. D. Thakare and these are confirmed by the members of the house
2. Discussion on Action Taken Report  
Action Taken Report on the previous meeting held on 04-12-2020 read by IQAC Coordinator Dr. S. S. Thakare was discussed and approved by the members.
3. Discussion on NAAC work done criteria wise status  
Hon'ble chairperson Dr. S. S. Deshmukh collected the information regarding NAAC criteria work from all the convenors of the criterias. And added new members to each criteria from science faculty (Non-grant). It was noted that the work was going on in full swing.

4. Discussion on Website updation

It was discussed in detail that all the departments and subject teachers should give information to the website committee so that they could upload it. All the convenors of the criterias are also informed by the chairperson that they should upload the information of criterias on the website and seek links for the questions that require links.

5. Discussion regarding organization of IPR workshop

IQAC discussed on the organization of Intellectual Property Right (IPR) workshop. It was decided to call Dr. Caishali Chaukhande as a resource person, who now has become the Dean of Interdisciplinary faculty of SGBAU, Amravati and organize a webinar on college level soon.

6. Any other matter with the permission of the chairperson

Honible chairperson, Dr. S. S. Deshmukh informed everyone to start offline classes along with the online lectures. It was decided to hold lectures twice a week by all the three faculties i.e. arts, Home Science and science and prepare the time-table.

Dr. Deshmukh called upon Dr. Kubde to explain some of the new points discussed in the workshop on PBAS attended by her. She explained it properly some of the points and some points were cleared by Dr. S. D. Thakare.

Read & Confirmed



PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Maharaja's College, Amravati.  
Chairperson IQAC

ACTION TAKEN REPORT

Action Taken Report on minutes of IQAC meeting held on 11-01-2021 to be placed in the next IQAC meeting

Issue No. 3  
Letters/Notice was circulated among the staff members, convenors of the exiterias regarding new members who are added to their respective exiterias.

Issue No. 6  
Notice was issued regarding preparation of offline classes time-table to the committees.



*Michhele*  
PRINCIPAL  
Matoshree Vinayabai Deshmukh  
Amravati  
Chairperson IQAC



## Meeting No. 04

Page No. :  
Date : / /


### Meeting No. 4

Date: 05<sup>th</sup> April 2021

All the members of Internal Quality Assurance Cell (IQAC) and staff are hereby informed that the meeting of IQAC is scheduled on 12<sup>th</sup> April 2021 i.e. Monday at 12:00 pm in the Principal's cabin. Kindly make it convenient and attend the same on time.

#### AGENDA

1. Confirmation of minutes of previous meeting
2. Discussion on Action Taken Report
3. Welcome of the chairperson, IQAC
4. Regarding submission of AQAR (2019-20)
5. Updation of College Website
6. Regarding Students Satisfaction Survey (2019-20)
7. Regarding various departmental activities/programmes
8. Status of NAAC work
9. Regarding submission of API (Librarian & Director of physical Education)
10. Regarding activities/meetings of Alumni Association
11. Other issues with the permission of the chairperson

  
Co-ordinator, IQAC



  
PRINCIPAL  
Chairperson IQAC

The meeting of Internal Quality Assurance Cell (IQAC) with Staff is held on 12-04-2021 i.e. Monday at 12.00 pm in the Principal's Cabin under the able chairmanship of the Honble off. Principal Dr. C.N. Vidhale .

Following members are present for the meeting -

1. Dr. C.N. Vidhale (offi. Principal & Chairperson IQAC) - *Vidhale*
2. Dr. S.D. Thakare (Co-ordinator) - *Thakare*
3. Dr. D.R. Bambole (Member) - *Bambole*
4. Dr. R.S. Kawale (Member) - *Kawale*
5. Shri J.D. Sangode (Member) - *Sangode*
6. Dr. M.M. Nandurkar (Member) - *Nandurkar*
7. Mrs. A.P. Haxne (Member) - ABSENT
8. Mrs. S.S. Mohod (Member) - *Mohod*
9. Shri. V.R. Thakare - ABSENT
10. Dr. S.R. Kubde - ABSENT
11. Dr. S.B. Watane - *Watane*
12. Dr. M.P. Deshmukh - ABSENT
13. Dr. K.E. Chaudhary - *Chaudhary*
14. Ku. P.B. Bhamburkar - ABSENT
15. Dr. S.B. Deshmukh - *Deshmukh*
16. Shri N.G. Mahure - *Mahure*





## MINUTES

The minutes of the IQAC meeting held on 12-04-2021 in the Principal's office at 12:00 pm. The meeting was chaired by the Hon'ble offi. Principal, Dr. C.N. Vidhale.

The following items were discussed in the meeting -

## 1. Confirmation of minutes of previous meeting

Minutes of previous meeting held on 11-01-2021 were read by the IQAC co-ordinator Dr. S. D. Thakare and these are confirmed by the members of the house.

## 2. Discussion on Action Taken Report

ATR on the previous meeting held on 12-01-21 read by the co-ordinator was discussed and approved by the members

## 3. Welcome of the chairperson

After the retirement of former principal Dr. S. S. Deshmukh, the charge of the institution was handed over to Dr. C. N. Vidhale. Formal welcome of the new chairperson was done by the IQAC co-ordinator on behalf of IQAC and the staff.

## 4. Submission of AQAR (2019-20)

It was resolved to collect criterion-wise data for the preparation of AQAR of the academic session (2019-20) and submission of the same at the earliest.

5. Updation of College Website

It was resolved that the college website should get updated at a war footing by reuploading necessary data by the committee.

6. Regarding Students Satisfaction Survey (SSS) 2019-20

IQAC resolved to take student satisfaction survey (2019-20). Co-ordinator Dr. S. D. Thakare took the responsibility of conducting the survey with the help of all the mentors.

7. Regarding departmental activities/programmes

It was resolved that every department should hold at least one activity of the department online on Zoom meeting app. It was also resolved that the institution would bear the burden of subscription (monthly).

8. Status of NAAC work

After discussion, it was resolved that the first priority would be given to AQAR submission and then the remaining work of the NAAC criteria will be continued.

9. Regarding submission of API of Librarian and Director of Physical Education.

IQAC reiterated that Librarian and Director of Physical Education must submit their API's. It was resolved that they will submit the API's of last four years API soon.

10. Regarding meetings / programmes of Alumni Association  
It was resolved that the Alumni Association must be made pro-active. The meetings and programmes be organised by inviting alumnis.

11. Other issues with the permission of the Chairperson  
It was resolved the Librarian Dr. M. P. Deshmukh should conduct at least one meeting of the Library Committee.

And also that due to pandemic all the exams are being conducted online by the Exam section of the University. all the staff members would co-operate the exam-incharge, the chairperson informed everyone. Some Add-On Certificate courses, Projects and Field work should be organized by the various departments of the institute.

Read & Confirmed



*Madhale*  
PRINCIPAL/CHAIRPERSON  
PRINCIPAL IQAC  
Mateshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

## ACTION TAKEN REPORT

Action taken report on minutes of IQAC meeting held on 12-04-2021 to be placed on the next IQAC meeting.

Issue No. 4

All the criterion convenors were informed by the IQAC co-ordinator to collect data for AQAR (2019-20) at earliest. The formats of AQAR criterion wise were handed over to convenors. Necessary guidance was imparted to all the members by the co-ordinator Dr. S. D. Thakare.

Issue No. 6

The questionnaire of SSS (2019-20) was prepared by Dr. S. D. Thakare and the survey was conducted on 21<sup>st</sup>-22<sup>nd</sup> August 2021. In all 416 students participated in the survey.

Issue No 10

The alumni Association has invited alumnis for participation in various programmes held in the college.

Issue No. 11. - Add-on Certificate Courses, Field works and projects held.



## Action Taken Report 2020-21

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

### Academic Session (2020-21) Meeting Action Taken Report (ATR)

Meeting No. 01 (Online)		Date: 07 <sup>th</sup> May 2020	Time: 5.30 P.M.
Issues Discussed	Action Taken Report (ATR)		
Regarding Teacher – Student connectivity / co-ordination during lockdown period	All the teachers prepared the study material and as per the student's convenience and availability they contacted them and posted the contents on the groups for their study.		
Regarding online teaching – learning process	Assignments, Seminars and Viva-Voce were arranged by the teachers online. Submission work was done through screenshots and PDF formats. Mentor-Mentee groups helped to facilitate teaching- learning process.		
Regarding completion of Syllabus	Teaching facilities of Arts/ Humanities, Home- Science helped the students complete their syllabus online through Zoom meeting app and other media. All the teachers kept record of the work done from home in their daily diaries.		
Regarding Research and Extension Activities during Covid-19 lockdown period	Extension work was carried out regarding awareness about Covid-19 pandemic by nearly all the teachers in the form of banners quoting different precautionary measures to be taken, videos, audio clips, rangoli competitions by NSS and IQAC.		
Regarding IQAC (Annual) Work / NAAC Work.	The NAAC Criterion work was held up due to pandemic. It was difficult this time to get together and work due to lockdown.		
Meeting No. 02		Date: 03 <sup>rd</sup> September 2020	Time: 12.00 pm
Regarding Status of Admission Process	All the Convenors and members of Admission Committee along with all the teaching and non-teaching staff members are trying their level best to increase the enrolments even in this crisis. On all working days committee work for six hours to grab the students for admission in our college.		
Regarding Updates of Online Classes	As far as online teaching - learning process is concerned the Home-Science student are comparatively active in attending the online classes. Arts students are mainly from poor economic background and lives in remote villages. It hampers their learning process terribly. Teachers are ready to teach but the students could not join due to poor connectivity. Even the teachers have tried to meet them on Zoom meet app at their suitable timings but of no use, very few students join even on Zoom App.		
Submission of AQAR (2019-20)	As the admission process is going on and almost all the teachers have to contribute to it. Teachers are busy with teaching, taking assignment and giving internal assessment, NAAC work has		

	almost stopped. It becomes very difficult for the criteria members to sit together late after working hours for doing criteria work due to pandemic protocols.
Regarding Technical Assistance / Financial Assistance for NAAC work.	IQAC chairperson & principal Dr. Deshmukh has agreed to pay remuneration to the technical hand hired by the IQAC
Regarding Instruction regarding WhatsApp groups of the institute 'Matoshree MVDM' and 'IQAC MVDM'	Retired teachers and the CHB teachers who left the institute were removed from the Whatsapp group made for official instructions and information.
Regarding Placement of teachers	The date for placement of Professor is fixed on 01 <sup>st</sup> of October 2020.
Regarding Maintaining duplicate Service Book	The teachers are preparing their duplicate service book to avoid further issues.
<b>Meeting No. 03</b>	<b>Date: 11<sup>th</sup> January 2021</b> <b>Time: 02.00 pm</b>
Regarding discussion on status of NAAC Work done	Letters / Notices were circulated among the staff members / convenors of the criterions regarding new members who are added to their respective criterion.
Regarding Addition Time Table for online classes	Notice was issued regarding preparation of offline classes time-table to the committees.
<b>Meeting No. 04</b>	<b>Date: 12<sup>th</sup> April 2021</b> <b>Time: 12.00 pm</b>
Regarding submission of AQAR (2019-20)	All the criterion convenors were informed by the IQAC coordinator to collect data for AQAR 2019-20 at earliest. The formats of AQAR criterion wise were handed over to convenors. Necessary guidance was imparted to all the members by the coordinator.
Regarding Students Satisfaction Survey (2019-20)	The questionnaire of SSS (2019-20) was prepared by Dr. S. D. Thakare and the survey was conducted on 21 <sup>st</sup> – 22 <sup>nd</sup> August 2021. In all 416 students participated in the survey.
Regarding Activities / Meetings of Alumni Association	The alumni Association has invited alumni for participation in various programmes held in the college.
Regarding starting certificate courses	Add on Certificate courses, Field Works and Projects held.



*(Signature)*  
**PRINCIPAL**  
 Matoshree Vimlabai Deshmukh  
 Mahavidyalaya, Amravati.