

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

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

Meeting No. 01 (Online)		Date: 07th 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: 03rd 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 st of October 2020.
Regarding Maintaining duplicate Service Book	The teachers are preparing their duplicate service book to avoid further issues.
Meeting No. 03 Date: 11th January 2021 Time: 02.00 pm	
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 timetable to the committees.
Meeting No. 04 Date: 12th April 2021 Time: 12.00 pm	
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 st – 22 nd 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.




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