
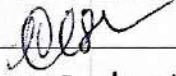

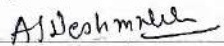
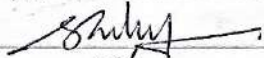

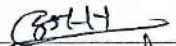
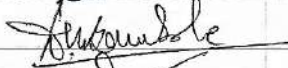




Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati  
Internal Quality Assurance Cell (IQAC)

Academic Year 2018-19

Meeting No. 01

	PAGE NO.
	DATE:
INTERNAL QUALITY ASSURANCE CELL (IQAC)	
(2018-19)	
Meeting No. 1	
NOTICE	
Date: 10-07-2018	
NOTICE All the IQAC members are hereby requested to gather in IQAC office (English Language Laboratory) for a meeting on 11-07-2018 i.e. at 2:20 pm.	
 Dr. S. D. Thakare Co-ordinator	 Dr. S. S. Deshmukh Principal & Chairperson
	
Members present :-	
Dr. S. S. Deshmukh (Chairperson IQAC) -	
Dr. Mrs. A. S. Deshmukh -	
Dr. R. S. Kawale -	
Mr. J. D. Sangode -	
Mrs. A. P. Hame -	-
Mrs. S. S. Mohod -	
Dr. D. R. Bambale -	
Mr. P. R. Bhande -	
Dr. S. D. Thakare -	

## AGENDA

The agenda for the meeting is as under :-

1. Confirmation of minutes of the last meeting
2. Academic Calendar (2018-19)
3. PBAS proforma (API)-2017-18 (Revised)
4. Daily Academic Diary / Catalogues
5. Distribution of work among members
6. Organization of Guest lectures, workshops etc.
7. Placement of teachers

## Minutes

### Item No. 1

Minutes of the last meeting confirmed.

### Item No. 2

As the academic session begin it was decided by IQAC to prepare academic calendar 2018-19 taking the help of university calendar within a week. It was also decided to distribute the copy of the same to all the members of the staff.

### Item No. 3

Taking into consideration the revised format of the PBAS format, the discussion was held among the members regarding the new

format and some decision were taken. It was also decided in the meeting that same should be conveyed to all the members of the staff through a meeting.

The actual hours taken for any activity taken in the college was fixed unanimously. The formats of various certificates were framed by the co-ordinator, Dr. S. D. Thakare.

#### Item No. 4

It came into notice that the contents of the diary need some changes. So the new formats and changes was suggested by the co-ordinator Dr. S. D. Thakare and senior member Prof. A. S. Deshmukh to the chairperson. It was decided to change the design of the daily academic diary for NAAC purpose. For printing it may take time.

Catalogues, as a necessary document for keeping attendance record, so it should be made available as early as possible, suggested one of the members. The request was conveyed to the chairperson.

#### Item No. 5

It was decided in the meeting that the work of the cell should be divided equally among the members of the cell.

• It was decided to hold weekly meetings on urgent issues.

The work of uploading the minutes of each meeting would be done by Dr. D.R Bambole and Mr. J.D Sangode

The register of day today activities would be maintained by Mrs. A.P Hame and Mrs. S.S. Mohod.

Any urgent issue related to the university or any other agency would be handled and discussed unanimously.

Item No.6 - It was decided to organize workshops, Guest lectures by the faculty / Dept.

Item No.7 - Dr. S.D Thakare, due for placement.

Read & Confirmed

Dr. S.S. Deshmukh  
Principal & Chairperson



IQAC  
PRINCIPAL

Dr. S.S. Deshmukh  
Mulakhediyalaya, Amravati

*[Faint handwritten notes and signatures in the bottom section of the page]*

## Meeting No. 02

PAGE NO.

DATE: / /

### Meeting No. 2

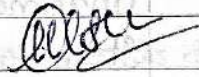
21.08.2018

### Notice

All the respected IQAC members are hereby informed to gather in the IQAC office i.e. English Lang. Lab for the meeting on 29<sup>th</sup> Aug'18 i.e. at 2.00 pm.



Dr. S. S. Thakare  
Co. Ordinator  
IQAC



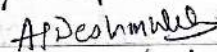
Dr. S. S. Deshmukh  
Principal & Chairperson  
IQAC

PRINCIPAL  
Mataashree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



### Members present -

Dr. S. S. Deshmukh (Principal/Chairperson IQAC) -


Dr. Mrs. A. S. Deshmukh - 

Dr. R. S. Kawale - 

Mr. J. D. Sangode - 

Mrs. A. P. Harne - 

Mrs. S. S. Mohod - 

Dr. D. R. Bambole - 

Mr. N. G. Mahore -

Dr. S. D. Thakare - 

## AGENDA

The agenda for the meeting is as under -

1. Confirmation of minutes of the last meeting.
2. Regarding preparation of AQAR
3. Preparation of academic calender/department calenders
4. Decision regarding best practices.
5. Upgradation of college website
6. Preparation of Annual Report of the university.
7. Register of all the college activities
8. Celebration of days, organization of value added programmes, visits, guest lectures, workshop in the college

Minutes

Item no. 1

Minutes of the last meeting confirmed.

Item no. 2.

The duty of preparation of academic calendar 2018-19 for IQAC was accepted by Dr. D. R. Bambole. Some revisions were suggested by the chairperson, IQAC Dr. S. S. Deshmukh. They were discussed in the meeting and decision was made to prepare a new one.

All the departments / subject teachers should also prepare their respective dept/sub calendar for the academic session 2018-19 was also decided in the meeting.

Item No. 2

It was unanimously decided by the IQAC to submit AQAR-2017-18 at earliest as it was too late this time due to various new issues before the cell. The work was divided as per the criteria seven to different members of IQAC as follows -

1. Curricular aspects - Dr. S. S. Thakare
2. Teaching, Learning, Evaluation - Mrs. A. P. Harne
3. Research, Consultancy & Extension - Dr. A. S. Deshmukh

&

Mr. J. D. Sangode

4. Infrastructure and Learning resources - Mr. J. D. Sangode

&  
Dr. S. K. Kawale

5. Student support & progression - Dr. D. R. Bambole
6. Governance, Leadership and Management - Dr. S. D. Thakare
7. Innovations & Best Practices - Mrs. S. S. Mohod

The work of finalization of report will be done under the supervision of the chairperson and the principal Dr. S. S. Deshmukh.

The printing & binding of hard copy and sending of AQAR online will be handled by the Co-ordinator Dr. S. D. Thakare.

#### Item No. 4

The best practices of the college during the session 2018-19 were decided in the meeting. The 'Annapurna' or 'Feed the needy' programme will be one of the major best practice of the year. All the record should be prepared meticulously by the committee was decided.

#### Item no. 5.

College website should be updated regarding IQAC activities and other important issues. The work was given to Dr. D. R. Bambole and Dr. R. S. Kawale.

#### Item No. 6.

For the Annual report of the university, the information was collected by the IQAC members from the office and staff. The co-ordinator Dr. S. D. Thakare prepared the report and



Sent to the university.

Item No. 7

It was decided that the register for all the activities, departmental, or committee or college, it should be uploaded on What's App group (IQAC) and then it should be noted in the IQAC register weekly/monthly.

Item No. 8 - Unanimously decided to do so.

Meeting was ended with the vote of thanks.

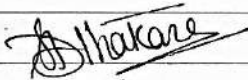
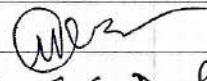
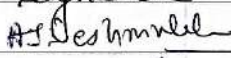
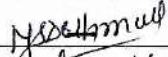
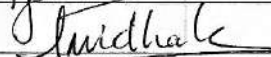
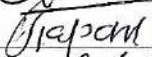
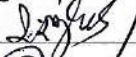

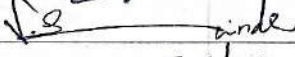
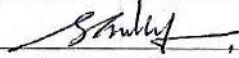
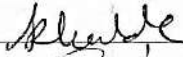
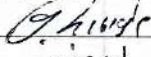
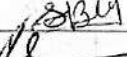

Read & Confirmed

Principal & Chairperson



**IQAC**  
**PRINCIPAL**  
Katoohree Vimalabai Deshmukh  
Mahavidyalaya, Amravati

## Meeting No. 03

		PAGE NO.
		DATE: / /
	<b>Meeting No. 3</b>	
		02-02-2019
	- Notice	
	<p>All the respected staff members are hereby requested to attend the meeting regarding information of revised NAAC guidelines sharp at 12.00 noon on 04-02-19 i.e. Monday in the teachers staff room. (Posted on IQAC group)</p>	
	 Dr. S. D. Thakare Co-ordinator - IQAC	 Dr. S. S. Deshmukh Principal & Chairperson IQAC
	Following teachers were present :-	
	Name of the teacher	Signature
1	Dr. A. S. Deshmukh	
2	Dr. M. S. Deshmukh	
3	Dr. C. N. Vidhale	
4	Mrs. L. S. Tapase	
5	Dr. S. R. Gudadhe	
6	Mr. S. D. Dubey	
7	Mrs. V. S. Shinde	
8	Dr. R. S. Kawale	
9	Dr. S. R. Kubde	
10	Mr. V. R. Thakare	
11	Dr. S. B. Watane	
12	Mr. M. P. Deshmukh	

13	Dr. D. R. Bambole	<i>[Signature]</i>
14	Dr. M. M. Nandurkar	<i>[Signature]</i>
15	Dr. S. D. Shakare	<i>[Signature]</i>
16	Mr. J. D. Sangode	<i>[Signature]</i>
17	Mrs A. P. Hame	-
18	Dr. K. E. Chaudhary	<i>[Signature]</i>
19	Mrs. S. S. Mohod	<i>[Signature]</i>
20	Mrs. P. B. Bhamburkar	<i>[Signature]</i>
21	Mr. N. G. Mahure	-

*[Faint handwritten notes and signatures]*

Following teachers were present :-

No.	Name of the teacher
1	Dr. A. S. Deshmukh
2	Dr. M. S. Deshmukh
3	Dr. C. R. Vitthal
4	Mrs S. S. Torase
5	Dr. S. R. Gadhare
6	Mr. S. D. Dubey
7	Mrs. V. S. Shinde
8	Dr. R. S. Kanale
9	Dr. S. R. Khatke
10	Mr. V. R. Thakare
11	Dr. S. B. Wadgaonkar
12	Mr. M. F. Deshmukh

### AGENDA

The Agenda is as under -

1. Confirmation of minutes of last meeting
2. Action taken report
3. Regarding discussion on the third cycle of NAAC Reaccreditation
4. Constitution of criteria-wise committees
5. Regarding organisation of workshops, Conferences and Extension activities.

Minutes

Item no. 01

Minutes of the last meeting confirmed.

Item no. 02

Annual Academic Calender for the academic session 2018-19 was prepared and the departments were informed to prepare their calenders accordingly. AQAR of the year was submitted to NAAC, Bangalore. The best practice of the year continued throughout ie Feed the needy - Annapurna under IQAC. Annual report of the college was sent to the University. The register containing details of all the activities held during the session was maintained.

Item no. 03

The special meeting was called by the chairperson IQAC, Principal Dr. S. S. Deshmukh for the discussion regarding third cycle of NAAC re-accreditation.

The IQAC co-ordinator and other two members Mrs. S. S. Mohod and Mrs. A. P. Harne has attended workshop at J. D. P. S Mahavidyalaya, Daryapur, organised by IQAC.

and Dr. S.D. Thakare, co-ordinator also attended the three day workshop sponsored by RUSA at SGBAU, Amravati.

To make all the staff members aware of the new guidelines regarding NAAC re-accreditation, the meeting was called.

- Dr. S. A. Thakare welcomed the chairperson and the staff in the beginning.
- She proceeded with the objective/purpose of the meeting that the college will have to go before NAAC (3<sup>rd</sup> cycle) in 2020. And that the new guidelines have come into existence.
- All the details regarding the change in the format of SSR and IQA was discussed in the meeting including the newness in the pattern, Inclusion of Student Satisfaction Survey (SSS), Online submission of SSR, e-documentation, emphasis on the use of technology, enhanced student participation, procedure of submission, the role of stakeholders, vision and mission of the college and its fulfillment through strategic planning, proper mobilisation of funds, and optimal utilization of resources.
- Apart from this, emphasis on annual appraisal, grievance redressal mechanism, stakeholders feedback, timely submission of AQAR was given in the meeting by the co-ordinator.

- Recommendations from earlier NAAC report should also be fulfilled. All the important official documents be converted into e-documents.
  - Best practices and distinctiveness of the college were also discussed with the staff.
  - IPR workshop should be arranged in this session was finalized.
  - All the staff members should actively participate in the NAAC workshops were stressed during the meeting.
  - The college website be updated.
- The chairperson urged everyone to be active and work on war footing.

Issue

Issue no. 4.

Under the chairmanship of the Principal & Chairperson Mr. S. S. Deshmukh the criterion wise committees were constituted for the smooth working of SSR writing.

Criteria-I

Convenor : Mrs. A. P. Harne

Members : Mrs. L. S. Tapase, Ms. P. B. Bhamburkar

Criteria-II

Convenor - Mr. J. D. Sangode

Members - Dr. K. E. Chaudhary, Dr. S. D. Thakare

Criteria - III

Convenor - Dr. A. S. Deshmukh

Members - Dr. M. S. Deshmukh, Dr. M. M. Nandurkar

Criteria - IV

Convenor - Dr. R. S. Kawale

Members - Mr. M. P. Deshmukh, Dr. S. R. Gudadhe

Criteria - V

Convenor - Dr. C. N. Vidhale

Members - Dr. S. R. Kubde, Mr. S. D. Dubey

Criteria - VI

Convenor - Dr. D. R. Bambode

Members - Mrs. V. S. Shinde, Mr. V. R. Thakare

Criteria - VII

Convenor - Mrs. S. S. Mohod

Member - Dr. S. B. Watane

Issue No. 5

Dr. S. S. Deshmukh urged every staff member to send proposals for MRP and organise workshops, conferences and enhance research work.



The meeting was terminated with the vote of thanks.

Read & Confirmed.

Principal

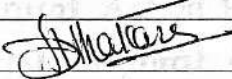
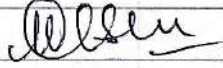

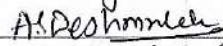
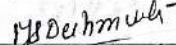
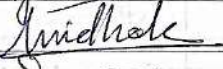
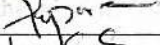
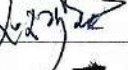
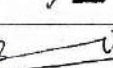
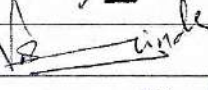
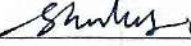
IQAC - Chairperson

PRINCIPAL

Matoshree Vimalabai Deshpande  
Mahavidyalaya, Amravati.



## Meeting No. 04

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PAGE NO.						
DATE: / /						
	Meeting No. 4					
	NOTICE	Date: 11 <sup>th</sup> April 2019				
	<p>All the staff members are hereby informed that the IQAC meeting with staff is held on 22<sup>nd</sup> April 2019 at 12:00pm in the Principal's office regarding forthcoming NAAC and other important academic issues. So kindly attend the same positively. (Posted on what's app group of IQAC)</p>					
	 Dr. S. D. Thakare Co-ordinator	 Dr. S. S. Deshmukh Principal & Chairperson PRINCIPAL Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati.				
						
	Following teachers were present for the meeting :-					
	Name of the teacher	Signature				
1.	Dr. A. S. Deshmukh					
2.	Dr. M. S. Deshmukh					
3.	Dr. C. N. Vidhale					
4.	Mrs. L. S. Tapase					
5.	Dr. S. R. Gudadhe					
6.	Mr. S. D. Dube					
7.	Mrs. V. S. Shinde					
8.	Dr. R. S. Kawale					
9.	Dr. S. R. Kumbde	-				



AGENDA MINUTES

The agenda is as under -

1. Confirmation of minutes of last meeting.
2. Reading of ACTION TAKEN REPORT of the last meeting
3. Organization of IPR workshop
4. Submission of API (PBAS forms) for verification
5. Internal Annual Academic Audit
6. Action Taken Reports of the department
7. Annual Action Plans - 2019-20
8. Departmental Calender(2019-20).
9. Uploading of major events on college website
10. Exclusive Extension Activity - to be continued
11. Criteria-wise review - next session
12. Regarding change of IQAC co.ordinator
13. Any other issue



*M. S. V.*  
PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

MINUTESItem No. 1

Minutes of the last meeting confirmed.

Item No. 2

Action Taken Report of the last meeting was read before the members of the Internal Quality Assurance Cell.

Item No. 3

All the members of the IQAC unanimously decided to organize a workshop on Intellectual Property Rights (IPR) on 26<sup>th</sup> April 2019. It was also decided to invite two Resource Persons for the workshop, Dr. Vaishali Chaukhande from SGBAU, Amravati and Dr. Rewati Khokle, S.S. Science College, teachers from the institute and other colleges will participate in the workshop.

Item No. 4

IQAC chairperson, Dr. Sanyogita Deshmukh informed to collect filled PBAS formats from the teachers of the academic session 2018-19 for verification.

Issue No. 5

It was decided in the meeting that the committee of Internal Annual Academic Audit of the college should schedule the audit of the session right in the beginning of the new session in the month of June.

Issue No. 6 & 7

It was decided to inform all the members of the staff to prepare the action taken report of the session 2018-19 and prepare the action plan of 2019-20 and submit it to IQAC.

Issue No. 8

IQAC members decided to keep the record of departmental activities through the calenders of the departments. It was decided to collect the departmental calenders from the staff members of the academic year - 2019-20.

Issue No. 9

It was decided by the cell members to inform all the staff members to convey the information related to any activity and particularly major events organized by them to the website committee to upload them on the college website.

Issue No. 10

IQAC decided to hold an exclusive extension activity at a tribal village 'BIHALI' by sending some members of the staff for one day visit and holding various activities over there and rest of the members will continue the activity in the next academic session. It would be considered as the best practice of the year.

Issue No. 11

As all the details of the new framework of NAAC was discussed in the previous meetings, the formats of all the criterias were distributed among the convenors and members of the staff. It was decided that in the beginning of the session 2019-20, the review will be taken by the Chairperson IQAC, regarding NAAC preparation.

Issue No. 12

As Dr. S. D. Thakare worked as the IQAC co-ordinator since last eight years and also worked as co-ordinator of NAAC once, she requested the chairperson to ~~change~~ relieve her. It was unanimously decided to give the honour of being a

co-ordinator of Next NAAC to her only and after NAAC (cycle III) she will be relieved.

Issue No. 13

On time, the chairperson IQAC, Dr. S.S. Deshmukh proposed the idea of having 'Seed Bank' and 'Wall of Humanity' in the institute and allotting the responsibility of the same to the staff members by forming a committee. The idea was undoubtedly excellent, the cell members unanimously agreed to have the same.

The meeting was terminated with the vote of thanks.

*Dr. S.S. Deshmukh*

Dr. S.S. Deshmukh  
Read & Confirmed. PRINCIPAL

PRINCIPAL  
IQAC Chairperson  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



*Matoshree Vimalabai Deshmukh*

PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



ACTION TAKEN REPORT (ATR)

Action taken report on minutes of IQAC meeting held on 22/04/2019 to be placed in the next IQAC meeting -

1. Intellectual Property Workshop was organized on 26<sup>th</sup> April 2019. Dr. Vaishali Lokhande, Head, Library SGBAU and Dr. Rewati Khokle were invited.
2. PBAS formats of all the staff members were collected by IQAC and verification was done
3. Internal Annual Academic Audit was done during
4. All the staff members submitted their Action Taken Reports, Annual Action Plan 2019-20 and Academic Calendar 2019-20 to IQAC
5. Major Events of the college were uploaded on college website.
6. Exclusive Extension Activity at a tribal Village in melghat district, BIHALI taken by nine staff members of the institute delivering lectures and organizing activities on 29.3.2019.
7. All the formats of seven criterias were given to staff members and review of the same was taken by IQAC in the first meeting held on 04.07.2019.
8. Dr. S.D. Thakare continued as IQAC co-ordinator.  
~~Dr. S.D. Thakare~~  
 co-ordinator, IQAC

Principal  
 Matoshree Vimalabai Deshpande  
 PRINCIPAL

## Action Taken Report 2018-19

**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-accrreditation.	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.



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PRINCIPAL  
Matochres Vimalabai Deshmukh  
Mahavidyalaya, Amravati.