
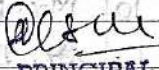



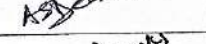
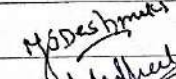
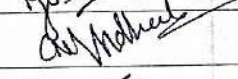
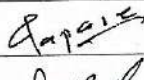

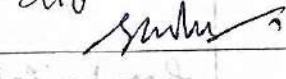

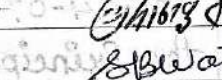
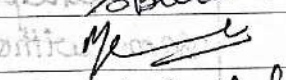
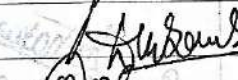


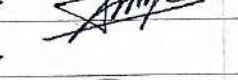
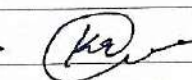

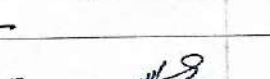


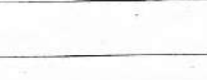
Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati  
Internal Quality Assurance Cell (IQAC)

Academic Year 2019-20

Meeting No. 01

		PAGE NO.
		DATE: / /
ACADEMIC SESSION		
2019-20		
Meeting No. 1		
<u>NOTICE</u>		
Date : 02-07-2019		
All the IQAC and the staff members are hereby informed that the meeting of IQAC is held on 04-07-2019 i.e. Thursday at 3.00 pm sharp in the Principal's office. All are requested to attend the same without fail.		
 Dr. S. D. Thakare Co-ordinator, IQAC	 PRINCIPAL Dr. S. V. Deshmukh Mahavidyalaya, Amravati. Principal/Chairperson	IQAC
		

Following teachers were present for the meeting -

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. Dr. R. S. Kawale - 
7. Dr. S. R. Kubde - 
8. Mr. V. R. Thakare - 
9. Dr. S. B. Watane - 
10. Mr. M. P. Deshmukh - 
11. Dr. D. R. Bambole - 
12. Dr. M. M. Nandurkar - 
13. Dr. S. D. Thakare - 
14. Mr. J. D. Sangode - 
15. Mrs. A. P. Harne - 
16. Dr. K. E. Chaudhary - 
17. Mrs. S. S. Mohod - 
18. Ms. P. B. Bhamburkar - 
19. Ms. N. G. Mahure - 

PAGE NO.
DATE: / /

### AGENDA

The agenda is as under -

1. Confirmation of minutes of last meeting .
2. Reading of Action Taken Report of the last meeting .
3. Regarding status of Admission
4. Submission of Departmental Calender, Annual Action Plan for the current session
5. Any other issue with the permission of chairperson

PRINCIPAL  
 Matoshree Vimalabai Deshmukh  
 Mahavidyalaya, Anaravati.

The Minutes of the IQAC Meeting held on  
04-07-2019

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 04-07-2019 at 3:00 pm in the Principal's office.

The meeting was chaired by Dr. S.S. Deshmukh, Principal and chairperson of IQAC.

The following items were discussed in the meeting

1. Confirmation of minutes of previous meeting  
Minutes of the previous meeting held on 22-04-2019 were read by the IQAC co-ordinator and these are confirmed by the members.
2. Discussion on Action Taken Report on previous meeting  
Action Taken Report on previous meeting held on 22-04-2019 read by IQAC co-ordinator Dr. S.D. Thakare was discussed and approved by the members of IQAC.
3. Discussion on status of Admission  
The chairperson Dr. S.S. Deshmukh asked all the faculty heads about the progress in admission process and status of the admissions particularly in the Home Science

faculty. The heads of the three faculties discussed various problems faced by them during admissions like unwillingness of students to enrol themselves in Home-Science even after reiterating the importance of the subject by the members of the faculty. The admissions in the Arts/Science faculty was satisfactory but the result quality was poor of the students in H.Sc. exam.

4. Discussion on the Annual Action Plan, Departmental Academic calendar of the current session

A detail discussion was held on various activities to be carried out in the current session 2019-20. Quality aspects and organization of Workshops/Seminars/Guest Lectures by eminent personalities in the subject. It was discussed that these should be included in Annual Action Plan and Department Calendars and it should be submitted to IQAC at the earliest.

5. Any other matter with the permission of chairperson

The IQAC co-ordinator Dr. S.D. Thakare informed the house that on 3<sup>rd</sup> Mar 2020 the institution is due for next cycle i.e. NAAC Re-accreditation (Cycle III). Therefore the work of NAAC should get momentum so that to submit SSR on time. The chairperson second the idea and asked to do the same along with regular work.

Meeting ended with the vote of thanks by  
IQAC co-ordinator

Read & Confirmed.

*[Signature]*  
Co-Ordinator  
IQAC



*[Signature]*  
PRINCIPAL  
Principal *[Signature]*  
Mahavidyalaya, Amritsar.  
IQAC

### ACTION TAKEN REPORT

The Action Taken Report on minutes of IQAC Meeting held on 04-07-2019 to be placed in the next IQAC meeting.

Item No. 3

Informed all the heads and members of the faculty to contribute in the admission process regarding quality aspects and strength.

Item No. 4

It was informed to all the subject teachers / staff members to prepare the departmental calendar and annual action plan of the current session and submit to IQAC.

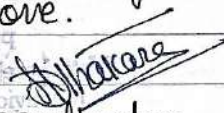
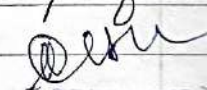
Item No. 5

Informed all the members to start collecting information for the criterions of NAAC allotted to them in the previous session and speed up the work.



*[Signature]*  
PRINCIPAL  
Mahavidyalaya Ararevati  
PRINCIPAL

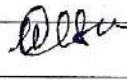

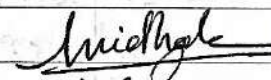
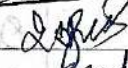
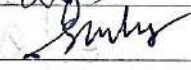
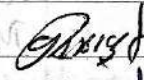
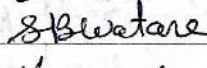

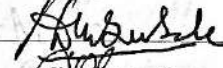




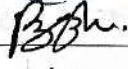

## Meeting No. 02

		PAGE NO.
		DATE: / /
	Meeting No. 2	
	NOTICE	07-09-2019
	All the staff members are requested to attend the meeting of IQAC scheduled on 09-09-2019 in the Principals cabin at 2.00 pm	
	The agenda for the meeting is as follows -	
	AGENDA	
	1. Confirmation of minutes of previous meetings.	
	2. Discussion on Action Taken Report	
	3. Brief Discussion on result analysis of University Examination	
	4. Development in the NAAC work	
	5. Any other matter with the permission of the chairperson.	
	Kindly make it convenient to attend the meeting on the date and time specified above.	
	 Shikara coordinator IQAC	 PRINCIPAL Mangalore Mahavidyalaya, Anjapur IQAC



The meeting of Internal Quality Assurance Cell (IQAC) with staff is held on 09-09-2019 at 12.00 pm in the Principals office under the chairmanship of Hon'ble Principal Dr. S. S. Deshmukh

Following members are present in the meeting-

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

The Minutes of the IQAC Meeting held on 09/09/2019 in 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 members were present for the meeting -

1. Dr. S. S. Deshmukh - Chairperson/Principal
2. Dr. S. D. Thakare - Co.ordinator
3. Dr. A. S. Deshmukh - Member
4. Dr. C. N. Vidhale - Member
5. Dr. D. R. Bambole - Member
6. Dr. R. S. Kawale - Member
7. Mr. J. D. Sangode - Member
8. Mrs. A. P. Hashe - Member
9. Mrs. S. S. Mohod - Member
10. Mr. N. G. Mahure - Member
11. Dr. M. S. Deshmukh
12. Dr. M. M. Nandurkar
13. Mr. V. R. Thakare
14. Mr. M. P. Deshmukh
15. Dr. S. R. Kubde
16. Dr. K. E. Chaudhary
17. Ms. P. B. Bhamburkar

	<p style="text-align: center;">DATE: / /</p>	<p>PAGE NO.</p> <p>DATE: / /</p>
	<p>The following items were discussed in the meeting -</p>	
1.	<p>Confirmation of minutes of previous meeting Minutes of previous meeting held on 04-07-2019 were read by IQAC coordinator Dr. S.D. Thakare and these are confirmed by the house.</p>	
2.	<p>Discussion on Action Taken Report Action Taken Report on the previous meeting held on 04-07-2019 read by IQAC Co-ordinator Dr. S.D. Thakare was discussed and approved by the members.</p>	
3.	<p>Brief Discussion on result analysis of University Examination Co-ordinator put forth the result analysis of University Examination 2019 submitted by the Result analysis committee/ office. The overall performance of <del>three</del> faculties were satisfactory as compared to Home Science which was outstanding. IQAC appreciated the result and congratulated the students securing merit position and also congratulated the staff for hard work and achievement.</p>	
4.	<p>Discussion on the progress in NAAC work Co-ordinator Dr. S.D. Thakare put forth the problems of convenors and</p>	

members of various criterias like due to less number of staff, engaging lectures, practicals and other committee works and on time assignments, though the work is going on but the pace is slow. But even then it will be completed on time.

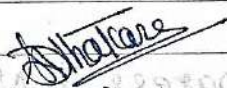
As there was no order of recruitment of CHB's for various departments like Home Science and English. The teachers are overloaded with teaching work and many of the departments of Arts are one man department.

The staff members said that they were putting their efforts to complete the work at earliest.

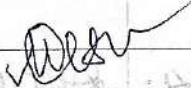
5. Any other matter with the permission of Chairperson

Chairperson informed the house that the GPF account of the staff will be updated by the office soon. The IQAC has taken note of this.

Meeting ended with vote of thanks by the IQAC co-ordinator.

  
Dr. S. D. Thakare  
Coordinator  
IQAC



  
Dr. S. S. Deshmukh  
Principal / Chairperson  
IQAC

### ACTION TAKEN REPORT

Action Taken Report on Minutes of IQAC meeting held on 09/09/2019 to be placed in the next IQAC meeting.

Item No. 3

Notice was circulated among the teachers to speed up the work of NAAC.



*Handwritten signature*

**PRINCIPAL**  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

## Meeting No. 03

PAGE NO.	
DATE: / /	
Meeting No. 3	
NOTICE	
02-12-2019	
<p>All the staff members, IQAC members are hereby requested to attend the meeting of IQAC scheduled on 04-12-2019 i.e. Wednesday at 12.00 pm in the Principals Office. (Posted on IQAC Whats App Group)</p>	
AGENDA	
1.	Confirmation of minutes of previous meeting
2.	Discussion on Action Taken Report
3.	Discussion regarding tentative dates to be fixed for submission of IQA and preparation of SSR
4.	Discussion on recommendation of previous NAAC (Cycle II)
5.	Regarding submission of AQAR-(18-19)
6.	Discussion on upgradation of college website
7.	Discussion regarding upgrading the Infrastructure and other facilities
8.	Discussion on making Alumni Association proactive
9.	Regarding students Satisfaction survey
10.	Discussion making all the committees to update their records
11.	Any other matter with the permission of the chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.

*[Handwritten Signature]*

Co-ordinator  
IOAC



*[Handwritten Signature]*

Principal  
Principal, Chairperson  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

The meeting of Internal Quality Assurance Cell (IQAC) with staff is held on 04-12-2019 at 12.00pm in the Principal's office under the chairmanship of Hon'ble principal Dr. S.S. Deshmukh

Following members are present in the meeting -

- |     |   |   |                      |
|-----|---|---|----------------------|
| 1.  | Dr. S.S. Deshmukh (Principal & chairperson) | - | <i>SSD</i>           |
| 2.  | Dr. S.D. Thakare (Coordinator IQAC)         | - | <i>Thakare</i>       |
| 3.  | Dr. A.S. Deshmukh                           | - |                      |
| 4.  | Dr. M.S. Deshmukh                           | - | <i>M.S. Deshmukh</i> |
| 5.  | Dr. C.N. Vidhale                            | - | <i>Vidhale</i>       |
| 6.  | Mrs. L.S. Tapase                            | - | <i>Tapase</i>        |
| 7.  | Dr. S.R. Gudadhe                            | - | <i>Gudadhe</i>       |
| 8.  | Dr. R.S. Kawale                             | - | <i>Kawale</i>        |
| 9.  | Dr. S.R. Kubde                              | - | Ab                   |
| 10. | Mr. V.R. Thakare                            | - | <i>Thakare</i>       |
| 11. | Dr. S.B. Watane                             | - | Ab                   |
| 12. | Mr. M.P. Deshmukh                           | - | <i>M.P. Deshmukh</i> |
| 13. | Dr. D.R. Bambale                            | - | <i>Bambale</i>       |
| 14. | Dr. M.M. Nandurkar                          | - | <i>Nandurkar</i>     |
| 15. | Mr. J.D. Sangode                            | - | <i>Sangode</i>       |
| 16. | Mrs. A.P. Hame                              | - | <i>Hame</i>          |
| 17. | Dr. K.E. Chaudhary                          | - | <i>Chaudhary</i>     |
| 18. | Mrs. S.S. Mohod                             | - | <i>Mohod</i>         |
| 19. | Ms. P.B. Bhamburkar                         | - | <i>Bhamburkar</i>    |
| 20. | Mr. N.G. Mahure                             | - | <i>Mahure</i>        |



## MINUTES

The minutes of the IQAC meeting held on 04.12.2019 in principal's office at 12.00 pm. The meeting was chaired by the Honible 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 09-09-2019 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 09-09-2019 read by IQAC Co-ordinator Dr. S. D. Thakare was discussed and approved by the members.
3. Discussion regarding tentative dates to be fixed for submission of IQA and preparation of SSR  
IQAC discussed and decided to complete the work of NAAC SSR and submit the IQA in the last week of february 2020.
4. Discussion on recommendation of previous NAAC (cycle II)

All the staff members along with the members IQAC discussed on the recommendations of NAAC peer team (cycle II) and decided to fulfill all the issues at the earliest. IQAC co-ordinator Dr. S. D. Thakare read the recommendations and the chairperson ordered the respective departments to do the needful.

5. Discussion regarding submission of AQAR (2018-19)

A detailed discussion was held in the meeting on preparation of AQAR for the year 2018-19 to be submitted to NAAC online by 31<sup>st</sup> Dec 2019. The notice was already been circulated to Heads of the department and convenors of the respective committees and criterias to collect the information in a format prepared for the same.

6. Discussion on upgradation of college website

IQAC chairperson Dr. S. S. Deshmukh told the convenor and members of the college website committee to update the information on the website and revise whatever is needed as per the requirements of NAAC.

7. Discussion regarding upgrading the Infrastructure and other facilities

It was discussed thoroughly that the Infrastructure and other facilities should be updated before NAAC peer team visit.

all the committee convenors and heads of the department were asked to demand whatever is needed to update the facilities of their departments/ committees.

8. Discussion on making Alumni Association proactive  
A deep deliberation was held for making Alumni Association proactive. It was discussed that the Alumni should be invited to the college for attending programmes like on national days, tree plantation programme, Shivotsava, annual social gathering etc. Meetings would be held.

9. Discussion regarding Students Satisfaction Survey (SSS)  
It was discussed and decided unanimously that the students WhatsApp group would be formed for the purpose of SSS and their detailed information would be sought from them only and the date was fixed on 10<sup>th</sup> Jan 2020 to take the meeting of all the students and the Principal and teachers would inform them about NAAC and the survey.

10. Discussion on Keeping the documents/record up to date  
All the department heads/ staff members/ committee members/ convenors were informed in the meeting by the IQAC to keep the perfect record of all the activities held in the Institute and by the departments. And a copy of the same should be posted on IQAC WhatsApp group in a specified format.

11. Any other matter with the permission of the chairperson

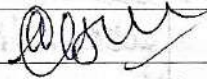
Chairperson, Dr. S.S. Deshmukh informed the house that the Birth Anniversary of Late Dr. Panjabrao Deshmukh alias Bhausaheb, Founder President of Shri Shivaji Education Society, Amravati is to be celebrated during 25<sup>th</sup> to 27<sup>th</sup> December 2019. The various programmes such as cultural programmes, Elocution, Debate competitions, sports tournaments, "Shivotsava" etc will be conducted during this program period. The various committees are constituted to shoulder the responsibilities of the same for smooth conduct of the celebration.

The IQAC have taken note of this.

Meeting ended with the vote of thanks by the IQAC Coordinator.

~~Thakare~~  
Dr. S.D. Thakare  
Coordinator  
IQAC



  
Principal & Chairperson  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

ACTION TAKEN REPORT

Action Taken Report on Minutes of IQAC meeting held on 04/12/2019 to be placed in the next IQAC meeting.

Item No. 7

Informed all the staff members in college council meeting

Item No. 9

Informed all the staff members to update the information regarding students satisfaction survey (SSS) through notice and inform students about the date of meeting.

Item No. 10

Notice was circulated regarding the responsibilities.



*[Signature]*

PRINCIPAL/  
PRINCIPAL  
Matoshree Vinayak Deshmukh  
Mahavidyalaya, Amravati.



## Meeting No. 04

DATE: / /

### Meeting No. 4

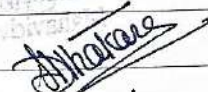
#### NOTICE

25-01-2020

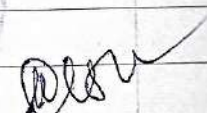
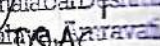
All the members of IQAC and the staff are hereby requested to attend the meeting of IQAC scheduled on 28-01-2020 i.e. Tuesday at 2.00 pm in the Principal's office.

#### AGENDA

1. Confirmation of minutes of previous meeting
2. Discussion on Action Taken Report
3. Regarding submission of AQAR (2018-19)
4. Discussion on status of SSR preparation
5. Discussion regarding submission of IQA and SSR
6. Discussion regarding MOUs to be established
7. Discussion related financial/technical assistance to IQAC
8. Any other matter with the permission of the chairperson.

  
Coordinator  
IQAC



  
PRINCIPAL  
Principal / Chairperson  
Mahavidyalaya, 

The meeting of Internal Quality Assurance Cell (IQAC) with staff is held on 28-01-2020 at 2.00pm in the Principal's office under the chairmanship of Hon'ble principal Dr. S.S. Deshmukh

Following members are present in the meeting -

- |     |   |                              |
|-----|---|------------------------------|
| 1.  | Dr. S. S. Deshmukh (Principal & Chairperson IQAC) | <i>[Signature]</i>           |
| 2.  | Dr. S. D. Thakare (Co-ordinator, IQAC)            | <i>[Signature]</i>           |
| 3.  | Dr. A.S. Deshmukh                                 | A.S.D.<br><i>[Signature]</i> |
| 4.  | Dr. M.S. Deshmukh                                 | <i>[Signature]</i>           |
| 5.  | Dr. C.N. Vidhale                                  | <i>[Signature]</i>           |
| 6.  | Dr. S.R. Gudadhe                                  | <i>[Signature]</i>           |
| 7.  | Dr. R.S. Kawale                                   | <i>[Signature]</i>           |
| 8.  | Dr. S.R. Kubade                                   | Absent                       |
| 9.  | Mr. V.R. Thakare                                  | <i>[Signature]</i>           |
| 10. | Dr. S.B. Watane                                   | <i>[Signature]</i>           |
| 11. | Mr. M.P. Deshmukh                                 | <i>[Signature]</i>           |
| 12. | Dr. D.R. Bambole                                  | <i>[Signature]</i>           |
| 13. | Dr. M.M. Nandurkar                                | <i>[Signature]</i>           |
| 14. | Mr. J.D. Sangode                                  | <i>[Signature]</i>           |
| 15. | Mrs. A.P. Hame                                    | Ahame                        |
| 16. | Dr. K.F. Chaudhary                                | <i>[Signature]</i>           |
| 17. | Mrs. S.S. Mohod                                   | <i>[Signature]</i>           |
| 18. | Ms. P. B. Bhamburkar                              | <i>[Signature]</i>           |
| 19. | Mr. A. I. Dethé                                   | Absent                       |
| 20. | Mr. N.G. Mahure                                   | <i>[Signature]</i>           |

## MINUTES

The minutes of the IQAC meeting held on 28-01-2020 in the Principals 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 04-12-2019 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 04-12-19 read by IQAC co-ordinator Dr. S.D. Thakare was discussed and approved by the members.
3. Discussion regarding submission of AQAR (2018-19)  
As per the discussion and the decision taken in the previous meeting the online submission of AQAR (2018-19) didn't materialize as it was not open for those due for NAAC Re-accrediation. So it was unanimously decided to submit IIAA and SSR within due date and work for the same on wax footing -- the IQAC co-ordinator



reiterated.

4. Discussion on the status of SSR preparation

The work of SSR could not gain momentum due to the number of programmes in the month of December i.e. "Shivotsav" and "Celebration of Bhausaheb's Birth Anniversary" and in the Month of January, the annual social gathering, most of the staff members were busy in that still it was discussed in the meeting that ~~to~~ try our best to complete it in due time.

5. Discussion regarding submission of IICA and SSR

It was decided that IICA will be send in the month of July, SSR in the month of August and Peer Team visit will be in the month of September 2020. The chairperson asked each convenor of the criterias to work and ask for any query arises with regards to office.

The criteria convenors discussed some of the questions related to Budgetary provision (IV criteria) Best Practices (II criteria) Green Audit (V<sup>th</sup> criteria) faculty Exchange Programme (III criteria) Skill development courses (I<sup>st</sup> criteria) and so on.

6. Discussion regarding MOUs to be established

It was discussed that the departments should establish MOUs with various institutions and hold programmes like faculty exchange. MOU with the University Women Study Centre,

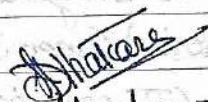
7. Discussion regarding financial / technical assistance to IQAC

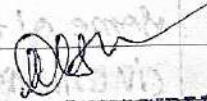
The IQAC Coordinator requested the chairperson to provide financial and technical assistance to IQAC for the smooth conduct and functioning of the NAAC work, like a computer hand, techno savvy assistant and wi-fi facility etc. The chairperson agreed to provide the same at earliest.

8. Any other matter with the permission of the chairperson

The chairperson informed all the staff members to send the proposals for Research Project, Those who are not Ph.D should do the same, send the proposal for Research Centre, send proposal for Research Guide...

IQAC has taken note of this  
Meeting ended with vote of thanks.  
Read & Confirmed

  
Co-ordinator, IQAC

  
PRINCIPAL  
Chairperson  
Mahavidyalaya, Amravati  
IQAC



## ACTION TAKEN REPORT

Action Taken Report on minutes of IQAC meeting held on 28-01-2020 to be placed in the next IQAC meeting

Issue No. 6

Notice was circulated regarding establishing MOU's with other institutions or organization by the departments or committees by the MOU committee of the college.

Issue No. 8

All the teachers were informed regarding sending proposals for Projects, Research Centre and apply for Research Guides.



PRINCIPAL

Mascha Vithal Deshpande  
Mahavidyalaya, Aravati.

IQAC

## Action Taken Report 2019-20

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

**Academic Session (2019-20)**

**Meeting**

**Action Taken Report (ATR)**

<b>Meeting No. 01</b>		<b>Date: 04<sup>th</sup> July 2019</b>	<b>Time: 12.00 P.M.</b>
Issues Discussed	<b>Action Taken Report (ATR)</b>		
Regarding status of admissions	Informed all the heads and members of the faculty to contribute in the admission process regarding quality aspect and strength.		
Regarding preparation of calendar & Annual Action Plan	It was informed to all the subject teachers / Staff members to prepare the departmental calendar and annual action plan of the current session and submit to IQAC.		
Regarding Progression in NAAC work	Informed all the members to start collecting information for the criterion of NAAC allotted to them in the previous session and speed up the work.		
<b>Meeting No. 02</b>		<b>Date: 09<sup>th</sup> September 2019</b>	<b>Time: 02.00 P.M.</b>
Regarding progress in NAAC work	Notice was circulated among the teachers to speed up the work of NAAC.		
<b>Meeting No. 03</b>		<b>Date: 04<sup>th</sup> December 2019</b>	<b>Time: 12.00 P.M.</b>
Regarding upgrading of infrastructure	Informed all the staff members in college council meeting regarding upgrading the infrastructure & other facilities.		
Regarding SSS	Informed all the staff members to update the information regarding Students Satisfaction Survey (SSS) through notice and inform students about the date of meeting.		
Regarding updation of website	Notice was circulated regarding the responsibilities of uploading the records of all departmental / committee activities on website		
<b>Meeting No. 04</b>		<b>Date: 28<sup>th</sup> January 2020</b>	<b>Time: 02.00 P.M.</b>
Regarding establishment of MOUs	Notice was circulated regarding establishing MoU's with other institutions or Organization by the departments or Committee by the MoU committee of the college.		
Regarding sending proposals for projects, Research Center & Research guides.	All the teachers were informed regarding sending proposal for Projects, Research Centre and apply for Research Guides.		



*Alu*

**PRINCIPAL**  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.