

Motiwala Education & Welfare Trust's

NCTE CODE NO.: APW06132/123757

MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES

Motiwala Nagar, Gangapur -Satpur Link Road, Via Ashok Nagar Gangapur, Nashik - 422 012

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MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK
Motiwala Nagar, Satpur Gangapur Link Road via Ashok Nagar

Action Taken Report of IQAC

Date of the meeting: 05/10/2017

Time: 11a.m. to 12p.m.

Venue: Board Room

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting Planning of Rangoli & Diya making activity	a.Date is finalized for the activity. b.IDN is given for the arrangement of activity to the Admin department Mr.Azhar Sayyed c.work responsibilities distributed among the faculties.	All Faculty members	14/10/2017
2	Practice Lesson Planning	Practice lesson In charge distributed the groups of mentors and mentees.	Asst. Prof. Sunita Awandkar	20/10/2017
3	Course related activities	instructions are given to the faculty members to conduct CCE activities also to give notices to students and Submit the planning of activities to principal	All Faculty members	25/10/2017
4	Reformation of IQAC	IQAC has been reformed as per the guidelines given by Maharastra Act No. VI of 2017	IQAC coordinator	05/10/2017




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Motiwala Nagar, Satpur Gangapur Link Road via Ashok Nagar

Action Taken Report of IQAC

Date of the meeting: 12/02/2018

Time: 11a.m. to 12p.m.

Venue: Board Room

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting. Final Submissions of Practical	Review of Last meeting is taken. Date is finalized for the Final Submissions of Practical work responsibilities distributed among the faculties.	All Faculty members	01/03/2018
2	Organization of cultural Program (Annual Gathering)	For the Practice of Annual Gathering students will be allotted the time. Notice and instructions will be given to the students for the performance. Auditions will be taken by Chairman Dr. Mrs F.F. Motiwala	All Faculty members	03/03/2018
3	Reformation of Library Committee	Reformation is done as per the guidance provided by Librarian Mr. Rajendra Gavali	All Faculty members	12/02/2018
4	Formation of different committees	IQAC has been reformed as per the guidelines given by Maharashtra Act No. VI of 2017	IQAC coordinator	12/02/2018




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Motiwala Nagar, Satpur Gangapur Link Road via Ashok Nagar

Action Taken Report of IQAC

Date of the meeting: 04/05/2018

Time: 11a.m. to 12p.m.

Venue: Board Room -

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting. Follow up of academic year 2017-18	Review of Last meeting is taken. All the programs and activities have been reviewed and the feedback of Internal Assessment committee has been taken into consideration	All Faculty members	04/05/2018
2	Curriculum implementation planning for 2018-19	a. Field visits related to Entrepreneurship development, Inclusive education, Social service, Cultural Activities have been discussed and taken the opinion of all staff members. b. Permission process has to be started by the concern faculties. c. Faculty members are instructed about syllabus completion in the coming academic year and preparation of question bank for the students learning. d. Planning of orientation program with respect to B.Ed. papers have to be done.	All Faculty members	04/07/2018
3	Awareness program for Vishakha Committee	SOP is prepared for it.	All Faculty members	11/07/2018



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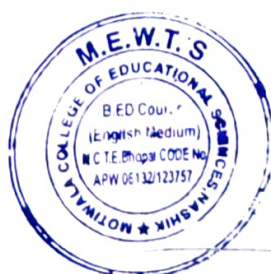
Action Taken Report of IQAC

Date of the meeting: 08/06/2018

Time: 11a.m. to 12p.m.

Venue: Board Room

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting.	Review of Last meeting is taken. All the programs and activities have been reviewed and the feedback of Internal Assessment committee has been taken into consideration	All Faculty members	04/05/2018
2	Curriculum planning for 2018-19	Field visit is decided to conduct to Inclusive school. Related to B.Ed. 203. Skill development visit for B.Ed. 212 to Government Industry Social service – all faculties opinion taken and ideas are taken into consideration. Cultural Activities have been discussed and taken the opinion of all staff members. .. Permission process has to be started by the concern faculties. .. Planning of orientation program with respect to B.Ed. papers have to be done.	Incharge of B.Ed. 203 Asst prof. Sunita Awandkar Incharge/coordinator Social service Asst. Prof. Mahendra Gaikwad All Faculty members	10/08/2018



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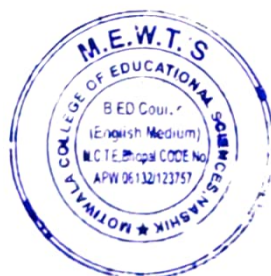
Action Taken Report of IQAC

Date of the meeting: 10/10/2018

Time: 11a.m. to 12p.m.

Venue: Board Room

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting.	Discussion about last meeting took place and the Review of Last meeting is taken. All the programs and activities have been reviewed and the feedback of Internal Assessment committee has been taken into consideration	All Faculty members	10/10/2018
2	Participation in the Programs & activities organized by M.E.W.T	Annual Gathering and cultural activities will be implemented with Motiwala Homoeopathic medical college It will be organized at Kalidas Kalamandir Faculties should observe and guide the students for the performances. Auditions will be taken by Dr. Mrs. Motiwala Madam. Notices are given to students and teachers	All Faculty members	15/10/2018



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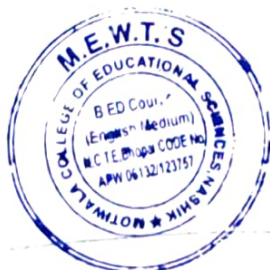
Action Taken Report of IQAC

Date of the meeting: 25/01/2019

Time: 1:30p.m. to 2:30p.m.

Venue: Principal Cabin

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting.	<p>Last meeting decisions and implementation has been reviewed by the Principal Dr. Swapnil Nirmal</p> <p>All the programs and activities have been reviewed and the feedback of Internal Assessment committee has been taken into consideration and informed the faculties to make necessary changes.</p>	<p>Principal Dr. Swapnil Nirmal</p> <p>All Faculty members</p>	25/01/2019
2	Curriculum Implementation planning	<p>Feedback of Internship of F.Y. B.Ed. has been taken by Principal Dr. Nirmal</p> <p>Review is taken for Practical submissions by the students</p> <p>For S.Y. B.Ed. Preliminary examination planning is done and date and timetable has been finalized.</p> <p>Incharge will take care and will circulate the timetable.</p>	<p>Examination In charge</p> <p>Asst. Prof. Sushruth Kalamkar</p>	<p>Date of Prelim exam</p> <p>02/03/2019 to 09/03/2019</p>
3	Reformation of IQAC	IQAC has been reformed	Dr. Nirmal Swapnil	25/01/2019




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Action Taken Report of IQAC**Date of the meeting: 18/04/2019****Time: 10:30p.m. to 11:30p.m.****Venue: Principal Cabin**

Sr. No.	Minutes of the meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting.	Last meeting decisions and implementation has been reviewed by the Principal Dr. Swapnil Nirmal All the programs and activities have been reviewed and the feedback of Internal Assessment committee has been taken into consideration and informed the faculties to make necessary changes.	Principal Dr. Swapnil Nirmal All Faculty members	25/01/2019
2	University Examination planning & preparation	Due to Covid -19 situation University examination may be conducted online. All faculties will have to prepare MCQ of their teaching B.Ed. papers University is going to organize Online meeting How to prepare Multiple choice questions. All teaching faculties will attend online meeting. Incharge will take care and will circulate the timetable of submission of question bank.	Examination In charge Asst. Prof. Sadashiv Kalamkar	Date of Prelim exam 02/03/2019 to 09/03/2019 University Exam by SPPU (June/ July)




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M.E.W.T'S
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC

Date of Meeting: 08/07/2019

Time: 1:00a.m. to 2:00p.m.

Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	08/07/2019
2	Curriculum planning for F.Y. and S.Y. B.Ed. 2020-21	Academic calendar is prepared. It is decided to conduct and observe the students 'practice teaching under Microteaching program, on Zoom App. Teachers are guided to prepare Google classroom. All orientations of practical Schedule is prepared. For Health and yoga week celebration sop is prepared to conduct online session. Internship program groups have been formed and instructions have been given to faculties. For .	All faculties All faculties	28/09/2019 30/09/2019
3	Induction program for F.Y. B.Ed.	Induction program and syllabus orientation will be conducted online.	All faculties	21/09/2019
4	Planning of value added curriculum	Fostering Harmony workshop will be organized under the guidance of Mr. Suraj Motiwala for S.Y. and F.Y B.Ed.(Workshop will be conducted offline)	Asst. Prof. SunitaAwandkar	09/10/2019 to 16/10/2019
5	Planning cooperative learning	Cooperative games under B.Ed. 209 Understanding self will be organized on MCES ground.	M.Sumit Singh & Asst. Prof. SunitaAwandkar	07/09/2019



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M.E.W.T'S
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Action Taken Report of IQAC

Date of Meeting: 19/10/2019 Time: 1:00-2:00p.m. Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal and necessary suggestions are given	Chairperson Dr. Nirmal	19/10/2019
23	Planning of Medical camp during covid-19	It has been decided in the meeting that B.Ed. staff will participate in medical camp to help the Doctors in health check up of villagers and distribute the medicine Arsenic -30 Place of social service- Jalalpur Month- May	All faculties	Camp will be organized probably in the month of May
3	Workshop on Youth Empowerment	Workshop will be conducted by the Resource person Dr. LatikaShanbag	Subject incharge Asst. Prof. Mahendra Gaikwad	12/01/2020

Members attended the meeting:

Sr. No.	Name of the Member	Signature
1	Dr. SwapnilNirmal	
2	Asst.Prof. SunitaAwandkar	
3	Dr. SubhashSonune	
4	Mr. Sameer V. Khare	
5	Mrs. Tatiana Motiwala	
6	Mr. AzharSayyed	
7	Mr. Sumit Singh	



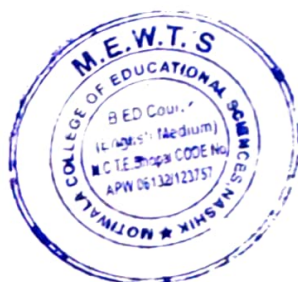
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Action Taken Report of IQAC

Date of Meeting: 07/01/2020 Time: 11:00a.m.-12:00p.m. Venue: Zoom App

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started with unity prayer. Follow up of previous meeting has been taken by Principal and Chairperson Dr. Swapnil Nirmal	Chairperson Dr. Nirmal	07/01/2020
2	Curriculum implementation policies for F.Y. and S.Y. B.Ed.	Teachers are guided to prepare Google classroom. All the content related to subject will be send on what's app group of F.Y. and S.Y. B.Ed. All orientations of practical Schedule is prepared. All the project and practical evaluation policies have been discussed and as per the guidelines provided by University the evaluation will be done. The students who need revision of content related to subject and the guidelines for practical preparation, revision will be done by the faculties	All faculties All faculties	13/01/2020 As per the need of the students
3	Planning of online teaching	Faculties are permitted to attend the webinars /conferences/ workshop related to online teaching learning resources. Teacher training program will be conducted in the college. S.O.P. is prepared to conduct the session for students.	All faculties Asst. Prof. Sunita Awandkar	07/01/2020 12/03/2020
4	Anti-ragging awareness program and Youth Empowerment			



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M.E.W.T'S
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC

Date of Meeting: 08/05/2020

Time: 11:00 a.m.-12:00p.m.

Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started with the unity prayer. Then the follow up of previous meeting by Chairperson Dr. Nirmal and necessary suggestions are given	Chairperson Dr. Nirmal	08/05/2020
2	Teachers feedback about Online Teaching learning Process	All teachers shared their experiences and feedback about online teaching learning process. To increase Students' attendance and active involvement in online teaching, some rules are prepared and communicate with the students through notice.	All faculties	Camp will be organized probably in the month of May
3	Online examination planning	Faculties are informed to prepare Multiple choice questions for F.Y. and S.Y. For the preparation of University exam, Revision of the subjects will be taken	All faculties Typing work will be done by clerk Mr. Hiranman Kamdi	June 2020

Members attended the meeting:

Sr. No.	Name of the Member	Signature
1	Dr. Swapnil Nirmal	
2	Asst.Prof. Sunita Awaradkar	
3	Dr. Subhash Sonune	
4	Mr. Sameer V. Khare	
5	Mrs. Tatiana Motiwala	
6	Mr. Sumit Singh	
7	Mr. Azhar Sayyed	



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Action Taken Report of IQAC

Date of Meeting: 13/08/2020, Time: 11:00a.m. to 12:00p.m., Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	13/08/2020
2	Curriculum planning for F.Y. and S.Y. B.Ed. 2020-21	Academic calendar is prepared. Faculties are informed to orient the practical and decide the deadline for the submission. CCE Activities have been discussed and finalized. It will have been communicated to the students.	All faculties	23/08/2020
3	Induction program for F.Y. B.Ed.	Induction program and syllabus orientation will be conducted online.	All faculties	14/08/2020
4	Formation of Students Council	The orientation and awareness program will be conducted for the students.	Asst. Prof. Mahendra Gaikwad	14/08/2020
5	Formation and Review of all committees	Responsibilities have been given to the committees to conduct awareness program. Antiragging, Redressal, placement cell	Asst. Prof. Mahendra Gaikwad & Asst. Prof. Sunita Awandkar	13/08/2020
6	Planning of Mental Health Program	Mental health program SOP Prepared	Prof. Sunita Awandkar	30/08/2020




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Action Taken Report of IQAC

Date of Meeting: 20/11/2020, Time: 11:00a.m. to 12:00p.m., Venue: Board Room

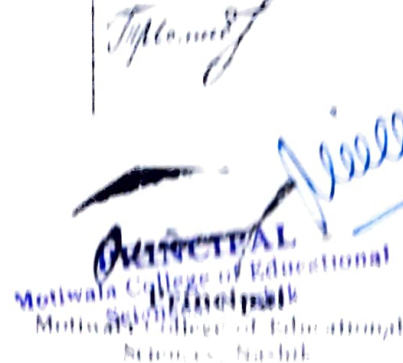
Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	20/11/2020
Participation in M.E.W.T.S Programs	Medical camp, Cooperative learning activities, Reading Inspiration Day, Blood donation camp, cultural activities will be organized in collaboration with Motiwala Junior College, Motiwala Homoeopathic Medical college Few activities will be organized online	All faculties	30/12/2020
Online session on mental health	Meditation workshop for students will be organized in collaboration with the other institutions of Motiwala Education and Welfare Trust.	All faculties	12/02/2021
Submission of self-Appraisal by Faculties	The orientation and awareness program will be conducted for the students.	Asst. Prof. Mahendra Garkwad	16/12/2020

Members attended the meeting:

Sl. No.	Name of the Member
1	Dr. Swapnil Nirmal
2	Asst Prof. Sunita Awandkar
3	Dr. Subhash Sonune
4	Mr. Sameer V. Khare
5	Mrs. Tatiana Motiwala
6	Mr. Azhar Sayyed

Signature





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M.E.W.T'S
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC

Date of Meeting: 29/12/2020, Time: 11:00a.m. to 12:00p.m., Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	29/12/2020
2	Curriculum implementation planning F.Y. and S.Y.B.Ed.	Review of Internship has been taken. The problems have been identified and solved. Mentors will take care of their manteees of Intersship and practice lesson groups. Competitive examination Cell has been established in the college and guidance session will be conducted on the topics TET, CTET, SET, NET	All faculties	29/12/2020
3	Preliminary Examination planning	Notice has been given to the faculties to mention the completed syllabus and remaining one. The planning and Timetable has been prepared for the exam.	Examination In charge Asst. Prof. Sadashiv Kalamkar	In the first week of April
4	Submission of self-Appraisal by Faculties	Faculties are informed to maintain self-Appraisal file and submit to Mr. Sumit Singh Guidance has been provided by Mr. Sumit Singh Sir about how to fill self-Appraisal form	Mr. Sumit Singh	31/12/2020
5	Planning of Social Service	Discussion has been done on previous years social service Discussion took place on different activities of which has to be conducted by the College.	Asst. Prof. Mahendra Gaikwad	



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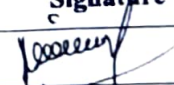
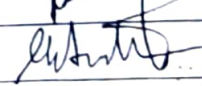

M.E.W.T'S
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC


Date of Meeting: 15/04/2021, **Time:** 11:00a.m. to 12:00p.m., **Venue:** Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	15/04/2021
2	Preparation of University Examination	Examination in charge Asst. Prof. Sadashiv Kalamkar has presented the norms and rules and timetable of University examination Invigilator schedule, seating arrangement, requirement of nonteaching staff has been discussed and IDN is given to the Admin department.	Examination In charge Asst. Prof. Sadashiv Kalamkar	15/04/2021
3	Planning of World Book Day	World Book day planning is done. Venue and date, sop is finalized.	Asst. Prof Mahendra Gaikwad	23/04/2020
4	Planning of Online Campus Interview	Online campus interview planning and schedule is prepared. It is decided that Students training program for the interview has be conducted	Asst. Prof. Sunita Awandkar	14/07/2021

Members attended the meeting:

Sr. No.	Name of the Member	Signature
1	Dr. Swapnil Nirmal	
2	Asst. Prof. Sunita Awandkar	
3	Dr. Subhash Sonune	
4	Mr. Sameer V. Khare	
5	Mrs. Tatiana Motiwala	
6	Mr. Sumit Singh	
7	Mr. Azhar Sayyed	




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M.E.W.T'S

MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC

Date of Meeting: 10/02/2022, Time:01:00pm. to 02:00p.m., Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	10/02/2022
2	Induction program for F.Y. B.Ed.	SOP is prepared and planning is done. Code of conduct for students and staff is prepared	All Faculties	15/02/2022
3	Curriculum planning for F.Y. S.Y.B.Ed. Groups preparation of the Mentors and Mentees	Microteaching, simulation, Practice teaching, Internship groups have been prepared and handover to the Mentors. Discussion took place on the different activities to be conducted throughout the academic year. Notice has been circulated to take faculties' opinion.	All Faculties	10/02/2022
4	Planning of practice Lessons, activities, internal examination	Schools are distributed among the faculties. Internal examination Notice is given to the examination about the preparation and submission of question papers	All Faculties	17/02/2022



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M.E.W.T'S
MOTIWALA COLLEGE OF EDUCATIONAL SCIENCES, NASHIK

Action Taken Report of IQAC

Date of Meeting: 15/05/2022,

Time: 01:00pm. to 02:00p.m.

Venue: Board Room

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date of completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	15/05/2022
2	Participation in M.E.W.T's Programs FDP	Faculty development program will be organized for all the institutions of Motiwala Education and Welfare Trust Theme of FDP : TQM TOTAL QUALITY MANAGEMENT	All Faculties	24/06/2022 25/06/2022 26/06/2022
3	Yoga day celebration	SOP is prepared and it has been circulated in the staff	All Faculties	21/06/2022
4	NAAC work distribution	SSR have been studied and criteria have been distributed. It is decided to conduct a separate meeting for the discussion and planning of NAAC	All Faculties	15/05/2022
5	Planning of Faculty development program	FDP will be conducted for all the faculties of Motiwala Homoeopathic Medical college and the subject will be :Models of Teaching All B.Ed. Teaching staff will be the resource persons.	Asst. Prof. Sunita Awandkar	October 2022



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Action Taken Report of IQAC

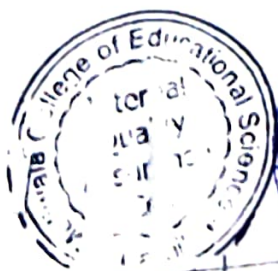
Date of Meeting: 11/07/2022,

Time: 11:00a.m. to 12:00p.m., Venue: Principal's cabin

Sr. No.	Minutes of the Meeting	Action Taken	Responsibility given	Target date completion
1	Follow up of previous meeting	Meeting started by taking the follow up of previous meeting by Chairperson Dr. Nirmal	Chairperson Dr. Nirmal	11/07/2022
2	Practical and project submission planning S.Y. B.Ed.	The orientations date and submission date of practical has to be decided and submitted by subject teacher. The submission Notice will be given to the students and deadline has been decided for the submission of the practical and projects.	All Faculties	November 2022
3	Social Service planning	SOP is prepared and it has been circulated in the staff *Social service in Adharashrm and Z.P. School	All Faculties	September 2022
4	Internship program F.Y. and S.Y.	Schools are distributed in the faculties	All Faculties	F.Y. Internship : December S.Y. November : February
5	National Education Day celebration	SOP is prepared.	All Faculties	11/11/2022

Members attended the meeting

Sr. No.	Name of the Member	Signature
1	Dr. Swapnil Nirmal	
2	Dr. Sunita Awandkar	
3	Dr. Subhash Sonune	
4	Mr. Sameer V. Khare	
5	Mrs. Tatiana Motiwala	
6	Mr. Sumit Singh	
7	Mr. Azhar Sayyed	



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