

2020-21  
Minutes of the Meeting  
14<sup>th</sup> July, 2020

Agenda for the meeting:

- 1) Confirmation of the Minutes of the previous meeting.
- 2) Appreciation of work done during lockdown
- 3) Building plan / construction of building in college premises
- 4) NAAC new guidelines
- 5) FDP on preparation of study material, videos using CAM Studio software.
- 6) Faculty Development Programmes (FDP).
- 7) Academic Calendar.
- 8) Starting of new courses.
- 9) Mentoring
- 10) Online teaching
- 11) Webinar on 'Work-life Balance Through Bhagvad Gita'
- 12) Environment Protection.
- 13) Online exam
- 14) AQAR 2019-20.
- 15) IQAC Webinar proposal
- 16) Any other matter with the permission of chairperson.

Minutes of the meeting:

1. The minutes of the previous meeting were readout and confirmed.
2. The Principal informed all that college will be closed due to Covid19 pandemic till the next circular from the university. All the faculty members have to train themselves for online teaching.  
The Principal appreciated the initiatives taken by faculty regarding online teaching. It was strongly felt that faculty should keep updating their skills for online teaching by participating in webinars and practicing. It was appreciated that the blocks to online teaching are gradually being overcome by faculty who were initially worried about lack of skills of online teaching.
3. Building plan / construction of building in college premises: The building construction was likely to be passed and this development was highly appreciated by all present.

4. NAAC new guidelines: The IQAC coordinator informed that 2019, 20, 21 onwards a new format of the AQAR would apply, for this a training session would be organised for all criteria in charge.
5. It was felt by all that faculty members to attend webinars and FDP's to enhance knowledge, also to conduct webinars for student's through co curriculum and extra curriculum forums.
6. Faculty Development Programmes (FDP): The Principal put on record that three Online FDP's on "Research Methods and Techniques" i.e., National FDP/PHD Course Work were organised. The feedback received of online workshop were very encouraging.

The IQAC co Ordinator said that,

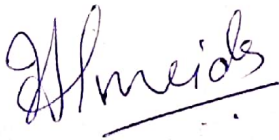
As these FDP's were organised online, we were able to get resource person who may not have otherwise travelled all the way to our college for the course. Eminent Academician were the resource person for the FDP's

7. Academic Calendar: Mrs Grace Verghese expressed that due to the pandemic and online classes for this year the Academic calendar is subject to major change so only an outline has been prepared which is most likely subject to major changes.
8. Started of New Courses: The vice Principal said that each department is requested to finalize their provisional Board of Studies and the courses which are proposed to be introduced. These should help our students for skill development and employability. These courses being suggested should be emailed to the IQAC coordinator.
9. Mrs Grace Verghese said that faculty are often confused about mentoring. Inputs by experts would help faculty to clarify their concepts and be better mentors. the IQAC coordinator said that we would invite an expert regarding this to guide our faculty.
10. Online Teaching: fears were expressed regarding whether all students would have access to the online platform for financial reasons or even for reasons like having gone to their native place in the vacations /lockdown and not having access to the internet due to connectivity issues. Google Classroom was suggested as one of the platforms which could be used for assisting the teaching learning process in a bigger way than before as offline teaching may soon become the norm.  
The Principal said that if online teaching has to be organised for our students training would be given to the teachers for use of the online platform chosen by the college and all faculty would be registered as official users end classes can then be organised by creating links for their lectures.
11. Webinar on 'Work-life Balance Through Bhagvad Gita': - The feedback received for the One Day National Webinar on 'Work-life Balance Through Bhagvad Gita' was very encouraging especially in these troubled time when everyone is facing so much stress said CA Rajeev Khurana.
12. Contribution to Protecting the Environment: As this year visit to the orphanage was not possible due to pandemic it was discussed we introduce get another best practice of multi layered plastic waste collection and donate the collected waste to Safai Bank,



this best practice would be a big contribution to protecting the environment. This was endorsed by all.

13. The Vice Principal said that the college will have to explore possibilities various software's for conducting the online examination and train the students in the use of that software. Multiple choice questions were suggested as a tool to prepare students for the examination. Students could be given quizzes where by students are able to test their knowledge find faculty would get a feedback on the performance of students our college being the cluster in charge college that is the lead college, we would take the initiative to make arrangements for how exactly the exams in our cluster would be organised. a technical team should be set up to assist students in the difficulties they faced when answering online examinations
14. The IQAC coordinator informed that all the faculty in charge of each criteria were at the AQAR requested to compile information from reports received and programs organised and start filling the AQAR for the year 2019-20 using the same format same as 2018-19.
15. The IQAC coordinator send that she would take a lead in organising a webinar on a theme useful for faculty. Once the resource person is finalised, a proposal would be put before the management
16. The Meeting ended with the vote of thanks.



Ms Janine Almeida  
IQAC Co-ordinator



Prin. Dr. Ajay M. Bhamare  
Chairperson