

**Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
RASAYANI**

IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Google Hangout Online meeting due to COVID 19 lockdown, held on 16/04/2020 at 11.00 a.m.

Agenda: -

Discussion on: -

- 1. Status of online curricular activities across all streams**
- 2. Planning for regular and smooth interaction with students by e-trivariate mentoring**
- 3. Organizing online activities for faculty members and students, by IQAC and all departments in pandemic times of COVID - 19**
- 4. Review of compilation of data and documentation for AQAR 2019-20 by IQAC team**
- 5. Status of Online Courses of faculty members and students**
- 6. Introduce possible methods to improvise on Positive Psychology session**
- 7. Any other matter which finds relevance in the discussion.**

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Swati Mishra, IQAC Convener

Ms. Sujith Babu, IQAC Co-convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Remya Madangopal

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

I. The Chairperson read the Minutes of the previous meetings.

II. Announcement:

- A one-week Faculty Development Programme on Intellectual Property Rights (IPR) will be organized by IQAC & R & D Cell from 20 – 26 April 2020
- Online Video Making Competition to mark World Earth Day titled “Mother Earth is Healing – The Brighter Side of COVID – 19” from 22 – 24 April 2020
- FY and SY Semester End Examinations postpone till further notice from government and University of Mumbai

III. Report

The following points were discussed:

Agenda – 1 (Status of online curricular activities across all streams)

Curricular e-activities were organized regularly across all streams to make sure that students will not miss out on academics due to COVID – 19 pandemic. Principal instructed IQAC to compile and document all e-activities faculty wise and department wise to assure revision and recapitulation of topics in each class. The responses of students to all e-activities were also discussed about. Directions were given to maintain the records of e- student responses as e-

preliminary solved papers, assignments, projects or PPTs as assigned subject-wise under each department.

Agenda – 2 (Planning for regular and smooth interaction with students by e-trivariate mentoring)

IQAC discussed and finalized an organizing method to constantly interact with students using WhatsApp, zoom or Google hangout apps to help students be in touch with subjects and academics and maintain connection in a difficult pandemic situation. E-Mentoring was also suggested to create normalcy in crisis and discuss on any sense of stress or other issues. Class coordinators were requested to scheduled e-trivariate mentoring to discuss on academic progress and personal development in the form of e- Mentor Mentee Mode (e-MMM), e- Mentoring through Peer Groups (e-MPG) and e-Vertical Mentoring (e-VM). Schedules should be set class-wise for all the three practices of e- mentoring on online platform, by sharing the invite google hangout meet to the students in the official whatsapp groups across all streams. Department Coordinators are suggested to preserve the documentations for the same. E-Mentoring session should also use for imparting information regarding the precautions to be taken during pandemic, suggested by Principal.

Agenda – 3 (Organizing online activities for faculty members and students)

IQAC discussed on organizing online activities, collegiate and intercollegiate. The intention was to engage students in constructive activities and keep their focus steady, given the testing circumstances. The online activities should be relevant and generate interest, inquisitiveness and develop creative mindset among students. The discussion was focused on precise steps to be taken and to take measures to make sure these activities reach out to students at the right time. The discussion also centered on how to help students maintain stability and reduce the anxiety and stress due to corona virus lockdown.

Agenda – 4 (Planning on compilation of data and documentation for AQAR 2019-20)

The discussion focused on respective Criterion Heads and team members, adhering to the timelines provided by IQAC, collected and compiled all possible information and details required for preparation of AQAR for Academic year 2019-20 online. The IQAC members were suggested

to go review and cross verify the compiled data and supporting documents for the same. A timeline chart to execute the same will be shared by IQAC through online platforms to make sure data compilation is done well. All the information has to be maintained on Google spreadsheets also in order to facilitate quick access reference whenever needed. IQAC finalised on a plan to compile the data and streamline the same utilizing all available online resources and MIS.

Agenda – 5 (Status of Online Courses of faculty members and students)

IQAC recommended that the given time should be maximally utilized by faculty members to explore and enroll for online courses, online activities & webinars provided by prestigious institutions in relevant and curriculum based topics. The records for the same was recommended to maintain online department-wise and faculty-wise. The class coordinators and mentors were also suggested to discuss the status of students enrolled for online courses. The team also suggested making students realize the prospects of certified online courses and motivate them to improve their educational skills and overall personality.

Agenda – 6 (Introduce possible methods to improvise on Positive Psychology session)

IQAC recommended Dr. Jayant Behera to be in-charge to revamp and stream line positive psychology modules, session and content delivery. It was also suggested to modify the same by keeping in mind, overall soft skills and personality improvement of the students and they be maximally benefited out of the sessions.

Action Taken Report

- The Department Coordinators prepared and shared the drive to upload subject-wise e-content shared by faculty members, class wise. The subject teachers uploaded the e-notes, handouts, previous question papers, model answers, e-revision and recapitulation sessions, videos and other e-content shared. The students' responses for e-study camp, e-assignment submissions and solved papers for e-preliminary examination along with ppts or projects were also uploaded subject-wise by respective faculty members across all streams. Day wise activity reports were also compiled department wise and faculty wise to streamline the process and make it meticulous.
- The e-trivariate mentoring was scheduled on the virtue of time tables set for e-MMM, e-MPG and e-VM by respective class coordinators with the guidance from department coordinators. The timetable and student responses of each session were recorded in google sheets shared by class coordinators to concerned faculty members. The faculty members assigned for e-trivariate mentoring provided a google link invite in official group to organise e-meets for mentoring. Screenshots of e-mentoring were also uploaded subject-wise in department drives across all streams by all faculty members.
- Subject wise e-mentoring sessions were used as a platform for doubt clearing and e-vertical mentoring sessions. Online MMM sessions were organised for personal interaction of the mentor with mentees to discuss on their academic and personal status in the given situation. The e-MPG Sessions were organized by student mentors for each subject in each class to compile and discuss on important questions as a part of peer mentoring, followed by doubt solving sessions. The responses of students for e-mentoring platforms are also documented.
- All faculty members regularly interacted with the student in official whatsapp groups and mentor-mentee groups to maintain connect with the students. Many departments conducted google hangout meet sessions and zoom sessions with respective faculty members and students which were well documented.

- IQAC organizing a **one-week online Faculty Development Programme** on **‘Intellectual Property Rights’ from 20 – 26 April, 2020**. The online notice, online google registration forms and schedule were shared all over India. More than 250 delegates from various higher educational institutions participated for the online FDP. The resource person for the same was **Adv. Pranit Dhanawade**, Lawgical Legal Solutions, Navi Mumbai
- The duration and schedule of FDP on **Intellectual Property Rights’** was organized as a part of celebration of **‘World Intellectual Property Day’**, which falls on 26 April, the final day of the same
- IQAC also organized a video making competition for students all across India on the topic **‘Mother Earth is Healing : The Brighter Side of COVID – 19!’** as a part of World Earth Day Celebration on 22 April, 2020. The winners and participants were awarded e-certificates. The event also witnessed an overwhelming response from students of various educational institutions.
- Timelines were given for review and cross verification of completion and compilation of criterion-wise data for AQAR, 2019-20 which were uploaded online in the drive shared by IQAC to respective criterion in-charges. IQAC members were divided into teams to complete the assigned duties adhering to time line given and coordinate with respective criterion in-charges and team of faculty members regarding suggestions, modifications and rectifications in the given schedule.
- IQAC decided on cross verifying compiling online data and documentation of AQAR till date with the help of track act, and MIS and review inputs from respective Criterion in the given time line from the time of lockdown. The entire online procedure of compilation of data considering limitations to data access and space constraints were to be reviewed by IQAC by 04 May, 2020
- IQAC recommended faculty members to update the status of completion of certified online courses. Many faculty members enrolled for MOOC online courses, in NTPL, Swayam,

Coursera, Udemy, edx and other authentic online platforms which were well documented in AQAR and compiled by google sheets shared for the same.

- Our management, MES, was also in collaboration with an online platform ‘Coursera’, that offered certified online courses from prestigious institutions all over the world on every possible topic. This collaboration helped faculty members and students to register for various online courses provided in their field of interest, online free of cost.
- As a pioneer step towards revamping Positive Psychology Sessions, all the faculty members were informed about a 6-week online course on Positive Psychology by University of North Carolina provided by online course provider. Faculty members showed inquisitiveness and enthusiasm to register for the same. The IQAC suggested the faculty members to enroll for the course with an intent to generate novel idea and have a new perspective for the concept and efficient and effective content delivery in Positive Psychology sessions to instigate perfection in one of our best practices.