

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

IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Zoom Online meeting due to COVID 19 lockdown, held on 27/03/2020 at 1.00 p.m.

Agenda: -

Discussion on: -

- 1. Status of syllabus completion of students across all streams**
- 2. Planning for regular and smooth interaction with students**
- 3. Awareness Programmes on COVID 19 for faculty members and students**
- 4. Planning on compilation of data and documentation for AQAR 2019-20**
- 5. Online Courses and platforms for faculty members and students**
- 6. 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. Sindhuja Joshi

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:

- All events to be organized by IQAC, or any association stands cancelled
- FY and SY Semester End Examinations postponed till further notice from government and University of Mumbai

III. Report

The following points were discussed:

Agenda – 1 (Status of syllabus completion of students across all streams)

Syllabus completion status was discussed class-wise and stream-wise with respective programme coordinators by IQAC. As personal interactions were to be avoided to maintain social distancing due to COVID 19, all Programme Coordinators were suggested to organize online classes, and other methods for smooth syllabus completion. Study camps and remedial lectures were suggested to be scheduled department-wise online to make sure students do not suffer academic loss. Project submissions and corrections and preliminary examinations were also suggested to conduct online.

Agenda – 2 (Planning for regular and smooth interaction with students)

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. The idea was also to generate maximum participation of the students and involvement in e-teaching and learning methodology. E-Mentoring was also suggested to create normalcy in crisis and discuss on any sense of stress or other issues.

Agenda – 3 (Awareness Programmes on COVID 19 for faculty members and students)

IQAC discussed on imparting information regarding the precautions to be taken during pandemic. The discussion was focused on precise steps to be taken and to take measures to make sure these information reach 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)

Heads and mentors of various criterions shall collate all information and details required for preparation of AQAR for Academic year 2019-20 online. A timeline chart to execute the same will be shared by IQAC through online platforms to make sure data compilation is done. 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 sme utilizing all available online resources and MIS.

Agenda – 5 (Online Courses and platforms for faculty members and students)

IQAC recommended that the given time should be maximally utilized by faculty members to explore and enroll for online courses provided by prestigious institutions in relevant and curriculum based topics. The mentors were also suggested to discuss the prospects of certified online courses to the students and motivate them to improve their educational skills and personality.

Action Taken Report

- The Programme Coordinators prepared a time table to be followed for e-study camp, e-assignment submissions and sharing of e-notes and e-handouts for those classes where syllabus was completed. The timetables were designed as e-revision for students on all given subjects. For those classes, where syllabus was to be completed, subject teachers were given slots to complete the topics by sharing videos or conducting virtual classes.
- The subject teachers were also given time slots to discuss and clarify doubts. All online platforms such as whatsapp, e-mail and zoom class rooms were utilized to do the same and maintain connect with the students. The day wise e-activities were recorded class-wise and subject-wise by each programme coordinator using google spreadsheets shared with faculty members.
- In addition o the above, e- preliminary examinations were also conducted for all TY, SY and FY classes in line with the timetable shared with the students.
- The responses of students for e-platform curricular activities are also recorded for e-preliminary solved answer papers, e-assignments, e-ppts, e- doubt solving sessions and e-project viva sessions were 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 students which were well documented.
- Our Principal along with subject teachers also had a google hangout app meet with TY classes across all streams to interact with them on various time slots on 08-09 April, 2020. Principal also called for department wise faculty meeting on various time slots on 04 April, 2020 to discuss on syllabus, e-classes and online courses

- Considering the pandemic outbreak of Corona Virus, IQAC suggested to take the help of professional Counsellor, if need be associated with Management Ms. Yvette Lee to deal with the overwhelming situation for students or faculty members on 29 March, 2020. Our website also projected basic precautions to prevent ourselves from getting infected by Corona virus on 01 April, 2020 in addition to awareness campaign organized in the campus before lockdown.
- Timelines are given for completion and compilation of criterion-wise data for AQAR, 2019-20. Respective criterion in-charges and team of faculty members are instructed to adhere to the given schedule to submit the same.
- IQAC decided on compiling online data and documentation of AQAR till date with the help of track act, and MIS with 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 constrains were to reviewed by IQAC by 18 April, 2020
- IQAC recommended faculty members to enroll for certified online courses to improve on the subject knowledge and explore greater depth of the same. Many faculty members enrolled for MOOC online courses, in NTPL, Swayam, Udemy, edx, coursera and other authentic online platforms which were well documented in AQAR.
- The Mentor- Mentee online sessions were also used as a platform to motivate the students to register for online courses and department and class wise records of the same were documented. Our management was also in collaboration with online course providers, 'Coursera' for students to enroll for a wide array of online certification courses provided free of cost.