

**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 02/05/2020 at 11.30 a.m.

Agenda: -

Discussion on: -

- 1. Organizing and executing online activities for students on various topics across all streams to constructively engage them**
- 2. Planning of online events for faculty members and non- teaching staff members by IQAC and all departments in pandemic times of COVID - 19**
- 3. Review of new AQAR guidelines by NAAC for 2020-21 and compilation of data and documentation for AQAR 2019-20 by IQAC team**
- 4. Discussion on role of non-teaching staff members in revised AQAR and SSR guidelines**
- 5. Status of Online Courses of faculty members and students**
- 6. New module implementation and pedagogy for Positive Psychology sessions**
- 7. Discussion on e-content development for the upcoming academic year**
- 8. 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-convenor

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:

- One-week International Online FDP on Innovation, IPR & Entrepreneurship will be organized by IQAC from 04 – 10 May 2020 in association with Patlex Business Solutions
- FY and SY Semester End Examinations cancelled as notified from government and University of Mumbai

III. Report

The following points were discussed:

Agenda – 1 (Organizing and executing online activities for students)

The focus of the meeting was to continue organizing online activities regularly across all streams to make sure that students will be constructively engaged even during COVID – 19 pandemic times. IQAC discussed on documentation of e-activities department wise or under various associations to assure the involvement of students throughout. The responses of students to all e-activities was also a talking point. It was encouraging to notice the active participation students in

various activities organized online till date. IQAC suggested on the best possibility of planning such activities that will challenge students intellectually and will be centered around providing knowledge.

Agenda – 2 (Planning of online events for faculty members, non- teaching staff members)

IQAC discussed on organizing faculty development programmes or webinars, collegiate and intercollegiate. The intention was to widen the branches of knowledge and productive development towards potential excellence for faculty members in challenging times of teaching and learning. The online programmes should be relevant and generate interest among faculty members. Team IQAC discussed on planning activities with perspective to involve non-teaching staff members of our college, considering the role they play in college welfare. The discussion was focused on precise steps to be taken and to take measures to make sure these activities are highly productive. The discussion also centered on how to help reduce the anxiety and stress due to corona virus lockdown for faculty members also.

Agenda – 3 (Review of new AQAR guidelines by NAAC for 2020-21 and documentation for AQAR 2019-20)

The point of discussion was the revised guidelines for AQAR framed by NAAC to be implemented from academic year 2020-21 displayed in their official website. The changes in revised version in each criterion of AQAR was discussed and points were noted to implement in the upcoming academic year. The discussion also focused on respective Criterion Heads and team members, adhering to the timelines provided by IQAC, collected details required for AQAR 2019-20 and cross verified the same. The IQAC members were suggested the modifications that may be implemented regarding the examination and results as per guidelines of University of Mumbai. All the information must be maintained on Google spreadsheets also in order to facilitate quick access. IQAC finalized on a plan to compile the data and streamline the same by MIS, Track Act.

Agenda – 4 (Discussion on role of non-teaching staff members)

Team IQAC suggested the active participation of non-teaching staff members to given duty allocation for document compilation and record keeping regarding data requirement for NAAC from administration. There are a few metrics with queries related to data that can be provided by non-teaching staff. The members discussed about the possibility of organizing a workshop for

creating awareness regarding documentation and record keeping online to make the submission of AQAR and SSR submission process smooth.

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 available for free in the online platform of Coursera, attend webinars provided by prestigious institutions in relevant and curriculum based topics and prepare for e-content development. The records for the same was recommended to maintain online department-wise and faculty-wise in the drive shared by IQAC. 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 (New module implementation and pedagogy for Positive Psychology sessions)

IQAC team led by Dr. Jayant Behera discussed on the outline of revamping of positive psychology modules, across all the three year to make it a value-added course. The plan was to develop modules to implement the gradual evolution of positive psychology from basic principles in the first year to deeper conceptual level in second and culminate in application level in the third year. The impact on EQ on students through the course was to be evaluated by assignments or quizzes and provide certificates for those who successfully complete the same. Modules are also modified the same by keeping in mind, overall personality improvement of the students.

Agenda – 7 (Discussion on e-content development for the upcoming academic year 2020 -21)

The team of IQAC discussed on the challenges to encounter in teaching learning process in the upcoming academic year with the shifting of the same online. Faculty members were suggested to work on development of e-contents of respective subjects and finalize on online platforms and tools to be applied for the same to reach to students. IQAC decided on organizing a Faculty Development Programme to acquaint the teachers on digital tools and its applications and effectively present or deliver the e-content to the students. Principal instructed to organize online orientation programme, department -wise with students and parents of second and third year to clarify on implementation of online mode of teaching and learning in academic year 2020-21.

Action Taken Report

- Multiple online intercollegiate activities were organized in the form of webinar, competitions and quizzes by various departments to constructively engage the students during the month of May and period of lockdown. The overwhelming response of the students for these activities indicated the positive feedback for the event and successful attainment of objective to develop their IQ and EQ. The records and documents were submitted to Track Act, MIS of IQAC. Many online competitions were organized to mark Red Cross Day, International Nurse Day, Mother's Day and the like to develop the sense of gratitude and responsibility in such challenging times.
- One-week International FDP was organized by IQAC FRO 04 – 10 May 2020 on the topic “Innovation, IPR & Entrepreneurship”. Department of B. Com (A&F) organized a webinar on “Health Insurance in times of COVID19” to provide a platform for providing information on the same on 04 May 2020. IQAC organised a webinar on “Me-time for Mentors - The Need of the Hour” with an intend to reduce stress level and help faculty members tackle the situation during pandemic times of COVID 19 on 12 May 2020. Department of Chemistry in association with IQAC, organized webinar on “Effective Research Paper Writing” on 23 May 2020. The faculty members were encouraged to participate in webinars organized by other prestigious institution to improve on the subject knowledge and better exposure to in-depth information.
- As notified in the NAAC Website, the IQAC team reviewed the revised AQAR guidelines streamline in accordance with SSR metrics. The feedback on the same was mailed to NAAC after incorporating the views, suggestions and recommendation shared by IQAC members on 20 May 2020. The process of finalization and modification of AQAR for 2019-20 was kept on roll to compile the best version of the same.
- 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 timeline given and coordinate with respective criterion in-charges and team of faculty members regarding suggestions, modifications and rectifications in the given schedule. 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 organized a two-day workshop for non-teaching staff members of the college to provide an outline on their role in AQAR and SSR documentation as per NAAC guidelines titled “Skill Development for NAAC Documentation Management” on 07 & 08 May 2020. A webinar on meditation and relaxation titled “Unlock the Lock of your Luck” was also organised by IQAC for non-teaching staff members on 18 May 2020 in association with Brahma Kumaris. A four-day workshop on “English for Specific Purposes” was also organised by Department of English in association with IQAC, for non-teaching staff members from 06 - 09 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.
- The revamped value-added course of Positive Psychology was classified into 3 major course topics for each year students. The modules are “Introduction to Positive Psychology” for first year, “Fundamentals in Positive Psychology” for second year and “Advanced Positive Psychology” for third year. The successful completion of the course with required attendance percentage, timely submission of assignments and appearance for examination will help the student earn the certificate for the same. As the mode of teaching is online for Academic Year of 2020-21 the contents are developed to suit the needs of

online platform. Pedagogy was also improvised with Power Point presentation, online Videos and documents on the topics will be provided for each module for the students. The E- content is also shared with the teachers for discussing the topics in online lectures. IQAC members will provide the write-ups, videos and PPT as per work allocated to each member of the team. IQAC also plans to get the course certified by a professional counsellor and modify to make it an online course in authentic online platforms. 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 for effective content delivery.

- To support and motivate faculty members to develop content for online teaching learning mode in the academic year of 2020-21, IQAC in association with Department of CS/IT organised two-day Faculty Development Program on “Remote Teaching and Learning - Challenges and Solutions” on 27 & 28 May 2020. The event provided information on different online tools such as Google meet, Google docs, meet attendance presentation and sharing of videos or PPT as well as effective documentation of the content developed in Google Classrooms. IQAC suggested that each class will have separate subject Google classrooms for effective organization of the content for reference of the students. To evaluate their performance, quizzes and online assignments are shared with the students for respective subjects and recorded.
- Realising the challenges of a potential new method of teaching and learning, IQAC in association with Library Committee organized a webinar on The topic “Search Beyond Google” to acquaint the faculty members with multiple search engines and platform for reference and development of E-content on 19 May 2020.