

Minutes of Meetings

The meeting began by the Principal, Dr. Talele G.S. Welcoming all to the IQAC meeting. The IQAC coordinator started reading out the points of the agenda of the meeting. Dr. Talele G.S. started by saying that this meeting coincides due to the current pandemic situation Covid -19.

Dr. Talele G.S. Principal & chaiperson, Mrs. Shinde P.R. IQAC and Academic coordinator, Matoshri college of Pharmacy presented the following agenda item in view of COVID-19 lockdown.

Agenda Item 1: Confirmation of last of meeting held on 03/01/2020.

All the resolutions taken in the meeting held on 22 January 2020 are hereby unanimously confirmed.

Agenda Item 2: Action plan to completion the pending syllabus and conduct Internal examinations online.

a) Syllabus coverage:

Mrs. Shinde P.R. requested the heads of the various departments to present the status of syllabus coverage in on-going even semester of 2019-20. Responding to this, all the heads of the departments have informed their syllabus coverage. The essence of it is about 70% to 80% of the syllabus of 2nd, 4th, 6th and 8th semester was covered in the regular mode in the on-going even semester. While 20% to 30% of syllabus covered since, the class work was commenced little later in the academic year 2019-20.

Therefore, Mrs. Shinde Poonam directed to complete the rest of the syllabus by 30th May 2020 through online classes utilizing digital platform such as VM Edulife , Google meet, Zoom etc.

IQAC coordinator proposed an online training session to all faculties to training them in "online teaching through digital platform". The responsibility was given to IT heads and Mr. Vyavhare P.V.

Dr. Talele G.S. principal requested all the Heads to circulate the class wise scheduled to all students in advance and ensure 80% of student attendance.

b) Internal Examination:

Second internal examinations for semester II, IV, VI & VIII semester were pending. The Heads of IT and CEO recommended the VM-Edulife platform to conduct the online internal examination. Dr. Talele G.S. asked to complete internal examinations before 10th May 2020.

Regarding continuous evaluation of laboratory courses, all Heads informed that it is almost completed for all classes before lockdown. However Mrs. Shinde P.R. directed to heads to complete through online interaction in the laboratory courses.

Finally Dr. Talele G.S. Principal, requested to all heads that no students will suffer either in online classes or online assessment.

Agenda Item 3: Action plan to engage the faculty and students effectively during lockdown through online courses.

Dr. Talele G.S. Principal, directed all heads to utilize the lockdown situation effectively by roistering online courses, webinars, workshop, quizzes for advancement of knowledge and keeping the following points in mind.

- They enhance the emerging skills required for the current industry for better employment and opportunities in higher education to students.
- They provide pathway for knowledge in advanced technologies.

He requested all, to follow up online courses, webinar and workshop registration of students. He also made it mandatory for faculty to register at least one online advance "Faculty Development programme" during Lockdown.

Finally it is resolved to...

- Complete the rest syllabus by 30th May 2020 through online classes utilizing digital platform such as Google meet, Zoom, Cisco WebEx etc.

- Complete all internal pending examination for II, IV, VI, and VIII semester through VM Edulife digital platform before 10th May 2020.
- Utilize the lockdown situation effectively by registering online courses for advancement of knowledge for faculty and better employment and opportunities in higher education to students.

Agenda Item 4: Any other matter with permission of the Chair.

The meeting was concluded with vote of thanks by Mrs. Shinde P.R. IQAC coordinator to Honorable President and all the members for their valuable contribution in meeting of IQAC.



Mrs. Shinde P.R.
IQAC Coordinator



Dr. Talele G.S.
IQAC Chairperson & Principal

