

## Minutes of Meetings

The IQAC coordinator, Mrs. Shinde P.R. welcomed the members and the meeting started at 11:00 AM informed the members that due the unprecedented situation created by the pandemic the IQAC meeting was being held in seminar hall along with taking proper safety measures, for discussion of main point for being the challenges faced in teaching learning during the pandemic.

### **Agenda Item 1: Approval of last of meeting held on 17/03/2020.**

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

### **Agenda Item 2: Brief report on the IQAC activities.**

Mrs. Shinde P.R. informed the members that in order to follow up on Points for Action decided in the IQAC meetings, from this year, an internal IQAC committee was formed. Three meetings of this internal committee were held one on 20 August 2019, 22 January 2020 and second on 17 March 2020. A few important decisions implemented as a result of these meetings were –

- a) Identifying weak and slow learners and follow up on their progress.
- b) All faculties uploaded their teaching material on LMS-MOODLE.
- c) All faculties enrolled for the SWYAM course.
- d) A Student satisfaction Survey using the NAAC format was carried out on first year students. A summary of the feedback showed on an average 75 % students are satisfied with the teaching learning activities at MCOP.
- e) Institute's Vision and Mission statements were updated.
- f) Appointing new NAAC coordinator: Dr Talele G.S. declare Dr. Malpure Prashant has been new coordinator for NAAC.
- g) Discussion related to timeline for submission of IQA and SSR for first cycle of accreditation. Principal had suggested submitting IQA at the end of November 2020. It was decided to compile the quantitative metrics for SSR as per new health manual and data shall be verified by Dr. Malpure Prashant and weblink to be generated by Mrs. Indhe. Also it was decided to send a letter to NAAC, Bangalore for beginning of NAAC accreditation.

- h) Discussion related to evaluation of SSR and DVV requirements. It was with all faculty members to verify all quantitative data related to SSR and also need to verify the documents that are to be uploaded with SSR.
- i) Website updation with reference to weblink and SSR requirements: Majority of the tabs in website required updation which was discussed in detail, and some tabs were to be converted from static to dynamic.
- j) Completion of qualitative merits for SSR as per new health manual: It was decided that both Dr.Malpure Prashant and Mrs. Shinde P.R. are both involved in completion of SSR for qualitative metrics as per new manual format.

### **Agenda Item 3: Challenges in Teaching Learning during the pandemic**

The teaching learning techniques used during the lockdown period and plan for upcoming semester was illustrated to all members as follows:

- a) Teachers were using LMS- MOODLE where the teaching material – PPTs, videos and video links were already uploaded.
- b) In addition teachers uploaded their notes and PPTs on ERP. Many classes created Google classroom groups for the benefit of students.
- c) Assignments were uploaded on ERP and on an average 85% students submitted the assignments. Teachers and Counselors called up parents of defaulters resulting in almost 95% submissions. Few students faced problems of internet connectivity.
- d) Assignments and teaching material was also shared on email and intimated to students through phone messaging by every counselor.
- e) Teachers prepared MCQ bank and made it available to students in anticipation of online university exams due to the pandemic.
- f) Prelim examination was conducted on MCQs using VM-Edulife software. Results were used in compiling Term Work Marks.
- g) Class wise WhatsApp groups were created where students discussed their problems with teachers.
- h) Some teachers made videos and uploaded them on YouTube.
- i) Project reviews were taken on Zoom.

### Teaching Learning Plan for upcoming semester

- a) LMS is being upgraded to purchasing latest version of Google suit, which will enable the teacher to make the class more interactive.
- b) VM-Edulife - learning and delivery platform, will be shortly made available to teachers for creating their teaching material and conducting live classes with real time assessment facility.
- c) Virtual Labs will be used for conduction of Practical Lab sessions.

### **Agenda 4: Ongoing Initiatives**

- a) **Paperless Campus:** The college is now proceeding through the period of 1<sup>st</sup> " cycle of accreditation. Our target is to make 75% paperless campus before next accreditation and also to complete the tracking system project.
- b) **Alumni Registration:** The IQAC has taken initiative to make register all the alumni through the google format made available in the University website. Also requested that all HODs will be directed to follow up this initiative.
- c) **Online Certificate Courses:** Considering the Pandemic situation, it's time to think of online certificate courses. This would certainly attract the general public to join the courses. If this committee approves this agenda, we can issue circular, in this regard, to all departments.
- d) **Green Audit:** The University should definitely take a move for the conduct of Green Audit. The assistance of Green Policy committee may be utilized for the audit.

### **Agenda Item 5: Any other matter with permission of the Chair.**

The meeting was then opened up for discussion. Details of points raised by members are as follows:

- Regarding the challenges faced in teaching during the pandemic Mrs. Sangle Shradha recommended Microsoft white board for online teaching. She mentioned that Microsoft had taken a good initiative for real time assessment and involvement and appreciation as well mentioned that A to Z screen recorder, Apower screen recorder software, Blender , the software has similar features it may be used for making videos effectively.
- Mr. Kapse SN mentioned that in online teaching it may be difficult for teachers to gauge if all the students were understanding or paying attention. So it would be a good idea to

put in MCQ with in the class itself. It is a good idea to devote the last 15 minutes of the class in revision.

- Principal said that college plans to start classes by 1<sup>st</sup> August July according to updated circular by SPPU. First students will undergo orientation and faculty will be trained and then classes will start. Principal said that faculty should be trained for at least one week before using the software.
- Mrs. Shinde PR said that teachers should upload the PPT/study material on the Google classroom, so that even if there is a connectivity issue the students could access the material and the learning could be self-paced. He wanted that submissions should be allowed in soft copies and hand written work should not be insisted on.

The meeting concluded at 12:30 pm., with Mrs. Shinde P.R. IQAC coordinator thanking all members and informing everybody that the minutes will be uploaded on AIT website shortly.



Mrs. Shinde P.R.  
IQAC Coordinator



Dr. Talele G.S.  
IQAC Chairperson & Principal

