

Internal Quality Assurance Cell**Proceeding of the Meeting****Place: Room No. 40****Date: 1/07/2020**

Introduction: IQAC meeting was held on 1/07/2020 at 11:00 am in online mode using Google meet.

At the outset Dr. P. S. Tambade, Co-Ordinator (IQAC) welcomed special Invitee Dr. M. G. Chaskar (Dean Science and Technology) and the Chairperson (IQAC), Dr. A. J. Khandagle and members of the Internal Quality Assurance Cell (IQAC).

Dr. A. J. Khandagle, Chairperson (IQAC) in his introductory remarks appreciated the efforts being made by the members of IQAC and the decisions taken in the last meeting held on 13/3/2020 of IQAC and the activities during the last year.

The steps taken by the institute towards quality assurance are mentioned below.

Agenda 1: **Approval of the previous meeting minutes held on 13/3/2020.**
The minutes of the previous meetings were read out by the Dr. P. S. Tambade, Coordinator IQAC. As decided in the previous meeting, all agenda items were discussed and the action taken plan was presented.

Decision: IQAC discussed and approved the minutes of meeting and Action Taken report held on 13/3/2020.

Proposed by: H. B. Sonawane Seconded by : B. G. Lobo

Agenda 2: **Annual Quality Assurance Report of academic year 2019-20.**
Director (IQAC) informed the members that the preparation of Annual Quality Assurance Report (2019-20) of the college is in progress and same to be submitted to National Accreditation Academic Council (NAAC), Bangalore. The information required for AQAR is to be collected from stakeholders in online mode due to lockdown.

IQAC Coordinator took the review of activities conducted during the academic year 2019-20 and which are the part of AQAR report.

Decision: The IQAC members discussed the AQAR guidelines. IQAC coordinator explained the work done till date on AQAR. The IQAC committee decided to make upload AQAR online on NAAC portal before stipulated date given by NAAC.

Proposed by: Dr. Dhumal M.K. Seconded by: Dr. Tambade P.S.

Agenda 3: **Regarding teaching-learning activity in online mode.**
Dr. M. G. Chaskar, Dean of SPPU discussed COVID pandemic situation. He discussed Central Government, UGC and state government guidelines regarding online teaching-learning activities.



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IQAC coordinator discussed about proposed format in which online teaching-learning activity to be carried out. He discussed that IQAC has made certain guidelines for online lectures. Which platform that can be used in online teaching is also discussed.

Decision: IQAC unanimously decided that the faculty members will use Google meet for online lectures. IQAC will provide Google Suit ID for each teacher of the college. Online meetings of teachers will be conducted and teachers will be advised on the following
Teachers will be advised to use Google meet through Google suit.
Prepare PowerPoint presentations for lectures.
Prepare study material in e-format to be provided to students
Make single WhatsApp group of each class with all teachers of that class are members and provide link of online lectures, notices and any other information on that group only.
Prepare video lectures that can be provided to students.

Proposed by: L. V. Rane

Seconded by : Dhumal M. K.

Agenda 4: **Organization of continuous internal evaluation in online mode**
Teaching learning process will be online due to COVID pandemic. Since there is no specific time in which this pandemic will end. Dr. A. J. Khandagle discussed that the internal evaluation may be required to be taken in online mode. Dr. P. S. Tambade discussed the online platforms available for examinations.

Decision: The IQAC unanimously decided that the faculty members should arrange internal evaluation for students in online mode. Online meetings of teachers will be conducted and teachers will be advised on the following
Teachers will be advised to prepare MCQ based exam papers using Google forms.
The links of these exams will be shared to students through email or WhatsApp groups.
Seminars and orals will also be taken using Google meet.

Proposed by: A. S. Shinde

Seconded by : R. A. Morey

Agenda 5: **Teacher training programs for online teaching-learning.**
Since COVID pandemic is there and teaching-learning activity be taken in online mode. Every teachers is not well verse of ICT tools and online platforms. So it is necessary to give training for teachers. Dr. H. B. Sonawane discussed the plan of such activities.

Decision: IQAC unanimously decided to arrage online training sessions for teachers. Training will be given to teachers on following topics.

1. Preparation of effective PowerPoint presentations for teaching
2. Use of Moodle as LMS.
3. Preparation of video lectures using OBS and other tools



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4. Preparation of question papers using google forms and taking online exams.

Proposed by: D. P. Chimte

Seconded by : P. S. Ingole

Agenda 6:

Extension of perspective plan 2015-20.

The college had prepared perspective plan 2015-20 and worked according to the plan. Most of the activities proposed in the plan are completed during the period. But at the end of academic year 2019-20 the lockdown due to pandemic started and some activities are not completed. Also pandemic is going on there is no sight when this will end. The activities could not be arranged in Physical mode. So the IQAC of the college is of the view that the plan must be given extension upto the end of pandemic. The new perspective plan be prepared after pandemic is over.

Decision:

After thorough discussion on situation of pandemic, IQAC decided that the perspective plan be extended up to the end of pandemic and new perspective plan for next five years be prepared immediately after pandemic is over and college is started in offline mode.

Proposed by: A. V. Jadhav

Seconded by : H. B. Sonawane

With all these discussions and decisions the meeting ended with thanks giving by Dr. R. A. More.




Co-Ordinator

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PRINCIPAL

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Internal Quality Assurance Cell

Action Taken Report
IQAC Meeting

Place: Google Meet

Date: 1/07/2020

- This is the action taken report of the IQAC meeting held on 01/07/2020 in online mode
- Agenda 1:** Approval of the previous meeting minutes held on 13/3/2020.
- Decision:** IQAC discussed and approved the minutes of meeting and Action Taken report held on 13/3/2020.
- Action Taken:** Minute of meeting approved
- Agenda 2:** Annual Quality Assurance Report of academic year 2019-20.
- Decision:** The IQAC members discussed the AQAR guidelines. IQAC coordinator explained the work done till date on AQAR. The IQAC committee decided to make upload AQAR online on NAAC portal before stipulated date given by NAAC.
- Action Taken:** AQAR for 2019-20 prepared and submitted in online mode to NAAC. It is accepted by NAAC.
- Agenda 3:** Regarding teaching-learning activity in online mode.
- Decision:** IQAC unanimously decided that the faculty members will use Google meet for online lectures. IQAC will provide Google Suit ID for each teacher of the college. Online meetings of teachers will be conducted and teachers will be advised on the following
- Teachers will be advised to use Google meet through Google suit.
 - Prepare PowerPoint presentations for lectures.
 - Prepare study material in e-format to be provided to students
 - Make single WhatsApp group of each class with all teachers of that class are members and provide link of online lectures, notices and any other information on that group only.
 - Prepare video lectures that can be provided to students.
- Action Taken:**
- Google Suit Id provided to all teachers
 - WhatsApp groups formed for each class after admission
 - Teachers took online lectures using Google meet.
 - PowerPoints were used by teachers
 - Study material and notes are provided to the students in e-format
 - Teachers have prepared video lectures and provided to students.
- Agenda 4:** Organization of continuous internal evaluation in online mode
- Decision:** The IQAC unanimously decided that the faculty members should arrange internal evaluation for students in online mode. Online meetings of teachers will be conducted and teachers will be advised on the following
- Teachers will be advised to prepare MCQ based exam papers using Google forms.
 - The links of these exams will be shared to students through email or WhatsApp groups.
 - Seminars and orals will also be taken using Google meet.



**Action
Taken**
**Agenda 5:
Decision:**

Time table was prepared for online internal examinations.

Teacher training programs for online teaching-learning.

IQAC unanimously decided to arrange online training sessions for teachers. Training will be given to teachers on following topics.

1. Preparation of effective PowerPoint presentations for teaching
 2. Use of Moodle as LMS.
 3. Preparation of video lectures using OBS and other tools
 4. Preparation of question papers using google forms and taking online exams.
- Action
Taken**
1. Workshop on "Moodle LMS" was organized for faculty members on 30/06/2020, 01/07/2020 and 04/07/2020.
 2. Faculty development program on "Effective Use of PowerPoint in e-content development" was arranged on 08/07/2020 for all faculty members.
 3. Organized online education content development session for faculty members on 24/10/2020 with association of Savitribai Phule Pune University, Pune
 4. Organized online teaching training through BB server for faculty members on 7/11/2020.
 5. Organized two days training program on "Designing Interactive virtual chemistry practical using PowerPoint" on 7th and 8th May 2021 in association with BOS, SPPU, Pune
 6. Lecture on Development of Video Lectures in Chunks, by Rajesh Vartak, Savitribai Phule Pune University, Pune, on 24th Oct.2020
 7. Lecture by Amit Patwardhan on Preparation of Video lectures Savitribai Phule Pune University, Pune on 24th Oct.2020

**Agenda 6:
Decision:**

Extension of perspective plan 2015-20.

After thorough discussion on situation of pandemic, IQAC decided that the perspective plan be extended up to the end of pandemic and new perspective plan for next five years be prepared immediately after pandemic is over and college is started in offline mode.

**Action
Taken**

The plan will be prepared once college starts in offline mode.




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