

## Internal Quality Assurance Cell

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### IQAC Meetings: AY 2020-21

#### **IQAC Meeting on 5<sup>th</sup> July 2020**

Venue: Online on Zoom Platform Time 1:00 pm

#### Minutes of the IQAC Meeting

Online IQAC Meeting was held on Wednesday, 5<sup>th</sup> July 2020 at 1:00 pm on ZOOM platform. The meeting was presided over by the Chairperson, IQAC, Principal Dr. Swati Wavhal. IQAC Committee, Head of the departments, Coordinators for SFC and faculty members were present for the meeting:

#### Agenda:

1. Online ATKT Examination for Semester VI students.
2. Online mode of teaching
3. Online Admission.

#### Proceedings:

##### **1. Online ATKT Examination for Semester VI students:**

- i. Prof. Arvind Luhar briefed the committee about the proposal to conduct online ATKT examinations for Semester VI students as per the University Circular.
- ii. Dr. Amit Saraf suggested conducting a technical session for all faculty members to make them understand different facets of Proctored Online Examinations.
- iii. Mr. Amol Sonawane and Ms. Sybal Dias was entrusted with the responsibility to elaborate on various online platforms for conducting online sessions.
- iv. The members discussed the feasibility and challenges associated with conducting online examinations.
- v. It was suggested to implement a uniform assessment method to ensure fairness and transparency in the evaluation process.
- vi. It was unanimously decided to conduct online examination on Google Meet/ZOOM platform as per the convenience of individual faculty.

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### **2. Online mode of teaching:**

- i. Prof. Arvind Luhar highlighted the importance of enhancing the online mode of teaching to ensure uninterrupted learning during the ongoing pandemic.
- ii. The committee discussed the need for faculty training on effective online teaching methodologies and technologies.
- iii. It was decided to organize workshops and training sessions for faculty members to familiarize them with online teaching tools and techniques.
- iv. Mr. Amol Sonawane and Ms. Sybal Dias were entrusted with the responsibility to elaborate on various online platforms for conducting online sessions.
- v. Dr. Parkhe suggested that since the student strength of many classes is 120, it is not possible to conduct online teaching on free version of ZOON/Google Meet.
- vi. Principal Dr. Swati Wavhal agreed to purchase a paid version of ZOOM since most of the online teaching tools had a limit of 100 participants.

### **3. Online Admission:**

- i. Prof. Arvind Luhar presented the proposal for conducting online admission processes for the upcoming academic year.
- ii. Dr. Amit Saraf discussed the technical requirements and security measures needed for smooth online admissions.
- iii. It was agreed that all Admission Sub-Committees to have one member from CS department to overcome any technical difficulty.
- iv. The College has already procured a user-friendly online admission portal for smooth Online Admission process.

### **Action Taken Report:**

#### **1. Online ATKT Examination for Semester VI students:**

1. Online ATKT examinations were conducted smoothly, ensuring complete fairness in evaluation.

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### IQAC Meeting on 12<sup>th</sup> August 2020

Venue: Online on Zoom Platform Time 1:00 pm

#### Minutes of the IQAC Meeting

Online IQAC Meeting was held on Wednesday, 12<sup>th</sup> August 2020 at 1:00 pm on ZOOM platform. The meeting was presided over by the Chairperson, IQAC, Principal Dr. Swati Wavhal. IQAC Committee, Head of the departments, Coordinators for SFC and faculty members were present for the meeting:

#### Agenda:

1. Review of Online teaching
2. Online courses/training for students
3. Any other matter with the permission of Chairperson.

#### Proceedings:

##### 1. Review of Online teaching:

- i. Principal Dr. Swati Wavhal initiated the discussion by reviewing the effectiveness of online teaching methods being implemented during the lockdown.
- ii. Faculty members shared their experiences and challenges faced during online teaching.
- iii. Dr. Amit Saraf suggested utilizing options available for conducting online practicals for Science Departments.
- iv. It was noted that while online teaching provided flexibility, maintaining student engagement and interaction remained a challenge.

##### 2. Online courses/training for students:

- i. Prof. Arvind Luhar presented a proposal for offering online courses and training programs to students to enhance their skills and employability.
- ii. Dr. Amit Saraf suggested that Ismail Yusuf College should apply for getting a Nodal Centre for conducting various Online Courses by Indian Institute of Remote Sensing and Indian Space Research Organization (IIRS-ISRO).
- iii. It was suggested to conduct a survey among students to identify their preferences and requirements for online courses.
- iv. Dr. Anjali Alekar suggested having a MoU for conducting online courses.

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2. The Results of online exams were submitted to the University

### **2. Online mode of teaching:**

Mr. Amol Sonawane and Ms. Sybal Dias coordinated three faculty training sessions on effective online teaching methodologies and technologies.

02 Paid versions of ZOOM Meetings were subscribed since most of the online teaching tools had a limit of 100 participants.

The paid version of ZOOM was shared among faculty members as per their need.

### **3. Online Admission:**

Prof. Arvind Luhar and Dr. Amit Saraf overlooked the entire online portal and ensured smooth conduct of admission process.

All faculty members actively supported and promoted the implementation of online teaching and admission processes.

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### **Action Taken Report:**

#### **1. Review of Online teaching:**

Online teaching was being conducted as per the Timetable circulated.

Record on monthly online activities was submitted by all the Head of the Department.

Faculty member from the Biotechnology Department conducted sessions on Virtual Lab which was effectively utilized in conduction of online practicals.

Department of Botany and Zoology have conducted few online practicals using open access Virtual Labs at Amrita VishwaVidyapeetham.

Online teaching and evaluation was smoothly conducted as per the instruction received from the University.

#### **2. Online courses/training for students:**

IIRS-ISRO Online Courses:

Ismail Yusuf College is a Nodal Centre for conducting various Online Courses by Indian Institute of Remote Sensing and Indian Space Research Organization (IIRS-ISRO). 93 students enrolled for 03 Online Courses.

TISS-NUSSD PROGRAMME: MoU was renewed for the current academic year. Following courses were conducted on online mode

- 1) Digital Marketing
- 2) Banking and Finance:
- 3) Entrepreneurship:
- 4) Import Export management
- 5) Communication Management

219 students enrolled for the program.

Antarang Foundation:

CareeReady (CR) program was conducted under MoU and 273 benefitted from the program.

United Nation Women and PRADAN:

146 students enrolled for the program.

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### IQAC Meeting on 4<sup>th</sup> February 2021

Venue: Online on Zoom Platform Time 1:00 pm

#### Minutes of the IQAC Meeting

Online IQAC Meeting was held on Wednesday, 4<sup>th</sup> February 2021 at 1:00 pm on ZOOM platform. The meeting was presided over by the Chairperson, IQAC, Principal Dr. Swati Wavhal. IQAC Committee, Head of the departments, Coordinators for SFC and faculty members were present for the meeting:

#### Agenda:

1. Review of Online teaching
2. Conduct of Examination as per the University Guidelines
3. Online Co-curricular and extracurricular activities
4. Any other matter with the permission of Chairperson.

#### Proceedings:

##### 1. Review of Online teaching

- i. Principal Dr. Swati Wavhal asked to share the experiences and issues in conducting online teaching.
- ii. She also informed that its mandatory for all the departments to send their monthly report of online teaching.
- iii. Faculty members expressed satisfactory conduct of online teaching.

##### 2. Conduct of Examination as per the University Guidelines

- i. Prof. Arvind Luhar informed that the College examinations are to be conducted in Online Mode and University has issued guidelines regarding the same.
- ii. Principal Dr. Swati Wavhal informed that all Online examinations shall be conducted by all the departments following uniform pattern.
- iii. Dr. Anjali Alekar proposed to conduct examination by distributing Google Form links.
- iv. Prof. Arvind Luhar instructed Exam Section to collect all the Google Form responses received from students.
- v. Result Committee was instructed to accept the Marksheets from Heads of the Departments/Coordinators of SFC's.

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- vi. Results Committee was also instructed to circulate list of eligible students for the upcoming ATKT and Regular Examinations.
- vii. Examination Department was instructed to conduct separate meeting of all the faculty members for the smooth conduct of Examinations.

### 3. Online Co-curricular and extracurricular activities:

- i. Prof. Arvind Luhar proposed organizing online co-curricular and extracurricular activities to promote holistic development among students.
- ii. The committee discussed various activities such as online workshops, competitions, sports and cultural events that could be conducted virtually.
- iii. It was agreed to form a subcommittee to plan and coordinate online co-curricular and extracurricular activities.

### Action Taken Report:

#### 1. Review of Online teaching:

- i. All HoD.s/Coordinators were submitting their monthly report of teaching activities.
- ii. Online teaching and evaluation was smoothly conducted as per the instruction received from the University.

#### 2. Conduct of Examination as per the University Guidelines

- i. Prof. Arvind Luhar conducted a meeting of all faculty members to explain the nitty-gritty of conducting online examinations. A uniform way of conducting online exams were discussed in details.
- ii. Departmental Meetings were conducted for carrying out examination work.
- iii. Google Forms were submitted to the exam committee after closing the link for fair practice.
- iv. All marksheets were duly submitted to the result committee.
- v. Results for the college exams were declared online and students can access them on their mobile app.

#### 3. Online Co-curricular and extracurricular activities:

Dr. Sheetal Panchikar and entire cultural Committee conducted online cultural event "PALMS" on 26<sup>th</sup> and 27<sup>th</sup> February 2021. 259 students registered for the online cultural events by performing live in front of judges and other students.

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Smt. Pratiksha Phadnis also conducted Online Sports Events on 1<sup>st</sup> and 2<sup>nd</sup> March 2021. 07 events were conducted where students gave live demonstration before the panel of judges. 270 students registered for the online sports event.

08 Online Events were organised by the College.

Many faculty members were invited as Resource Persons at various Online International/National events, organized by other Institutions.



**IQAC, Coordinator**



**Principal  
PRINCIPAL**

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