

Mahatma Education Society's

**Mahatma Night Degree College of Arts and Commerce**

Chembur Naka, Mumbai- 400 071

**NOTICE**

Date: 26<sup>th</sup> April, 2020

All the IQAC Members of our college are hereby informed that the meeting of IQAC for the academic year 2019-20 will be held on 27<sup>th</sup> April, 2020, Monday at 7.00 pm through online mode.

**Agenda:**

1. To discussed and plan the “**Webinar Series**” to be organised during Covid-19 lockdown period.
2. To plan the Academic Calendar and online lectures for next academic year.
3. Any other matter with the permission of chair.

**IQAC Chairperson**

(Principal Dr. Padma Rangan)

**IQAC Coordinator**

(Dr. Eknath K. Zhrekar)

## **MINUTES FOR THE IQAC MEETING HELD ON 27<sup>th</sup> APRIL, 2020, MONDAY**

The following are the minutes of the IQAC meeting held on 27<sup>th</sup> April, 2020, Monday at 7.00 pm through online mode (Zoom Platform), under the chairmanship of Principal Dr. Padma Rangan. All the members are hereby requested to read and approve the same. Suggestions if any are welcome.

Following members were present during IQAC meeting.

1. Principal Dr. Padma Rangan
2. Dr. Eknath K. Zhrekar- IQAC Coordinator
3. Dr. Lata Krishnan- Member
4. Dr. Anaya Markandeya- Member
5. Asst. Prof. Tushar Pawar- Member
6. Asst. prof. Harsh Shukla- Member
7. Mrs. Parveen Arif- Member

Principal Dr. Padma Rangan welcome all the members of IQAC for the meeting. The IQAC coordinator Dr. Eknath Zhrekar also welcome all the members for 1<sup>st</sup> IQAC the meeting which was schedule online due to COVID-19 in Lockdown period. Meeting was started at 7.15 pm.

### **Point 1:**

The IQAC Coordinator Dr. Eknath Zhrekar explained that due to Lockdown in India, all the activities of the colleges had been stopped. Though during the lockdown period, the colleges were not taking any lectures. But some colleges had started conducting webinar, so on the same line Dr. Eknath Zhrekar suggested that our college should also organize Webinars.

The IQAC coordinator came up with the plan for conducting a series of Webinar. He suggested the list of the webinars as under:

<b>Title of the Webinar</b>	<b>Resource person</b>	<b>Propose Date</b>
Financial wellness-Part-I	Dr. Prithviraj Desai	2 <sup>nd</sup> May, 2020
Financial Wellness- Part-II	Dr. Prithviraj Desai	3 <sup>rd</sup> May, 2020
Online Teaching tools and Techniques	Asst. Prof. Ramakant Navghare	4 <sup>th</sup> May, 2020
Disaster Management with special reference to COVID-19	Dr. Pramod H. Patil	5 <sup>th</sup> May, 2020
Writing of Literature Review	Dr. Kishori Bhagat	6 <sup>th</sup> May, 2020
Indian Patent System: Important technical Details	Dr. Pramod Bhagwan Thakur	7 <sup>th</sup> May, 2020

After suggesting topics and resource persons, he asked the members to contribute their suggestions for further improvement. Dr. Anaya Markandeya suggested the Theme for the series of Webinar “**Stay Home, Stay Safe and Stay Updated**”.

To organized the Series of webinar all the planning was done by IQAC Coordinator Dr. Eknath Zhrekar and accordingly requested Principal Madam to subscribe for the Zoom platform as the Webinars were planned to conduct on Zoom Platform. Principal Dr. Padma Rangan agreed for all the support to organize a Series of Webinar.

IQAC Coordinator Dr. Eknath Zhrekar took all the responsibilities related to webinars like preparation of brochure, registration of the participants, issuance of participation certificates, technical support etc.

**Point 2:**

Principal Dr. Padma Rangan suggested that we should take online lectures for the students so that the students would get connected and updated in this period. All the faculty members agreed for the same and requested for the time to study the methodology for online lectures. All teachers suggested that the lectures we could be started from 15<sup>th</sup> May onwards. Accordingly, time table committee was asked to prepare special time table for T.Y.B.Com. 2019-20 only.

The IQAC Coordinator was of the opinion that there the college was not able to prepare the Academic Calendar as there were no instructions from the University of Mumbai. Principal Dr. Padma Rangan also agreed for the same.

The meeting was ended at 9.15 pm. With the permission of the Chair