

AdhyapakMahavidyalaya, Aranyeshwar, Pune-9
Internal Quality Assurance Cell (IQAC) Meeting Minutes

Meeting 1 -Date: 07/07/2020

The Minutes of the 'Internal Quality Assurance Cell' held on Tuesday, 7th July 2020 at 11.00 a.m. on zoom platform.

The following members were present for the meeting:

1. Chairman - Prin. Dr. Bapusaheb Ganpat Chaugule
2. Secretary-Mr. Janardan Ganpat Thorat(Hon.Secretary Shri Shivaji Maratha Society)
3. Co –ordinator-Prof. Jadhav S. N
4. Member - Prof. Sahebrao Jadhav
5. Member - Prof. Shashank Pole
6. Member - Prof. Sandip Nikam
7. Member - Prof. Kalekar S. J.
8. Member - Prof. Godase S.L.

Dr.BapusahebChaugule, Chairman called the meeting. IQAC coordinator, DR. Jadhav Shobha N. welcomed members and meeting started.

Following points were discussed and decisions were taken in the meeting.

Item No. 1: To confirm the minutes of the meeting on 1/02/2020

Prof. Sunil Kalekar presented the minutes of the last meeting. As there were no changes suggested by the members, the minutes were unanimously approved.

Item No. 2: Action Taken Report:

Principal Dr. Bapusaheb Chaugule presented the Action Taken Report of the resolutions and recommendations of the meeting held on 1/02/2020.

Item No. 3: Feedback for the academic year 2019-20

Feedback of the internal work of academic year 2019-2020(First year and second year) was taken by the Principal. The teaching work of both the years was found complete. Only final examination(University Examination) was to be held.

Item No. 5: To discuss the new modes of curriculum transaction

The teaching staff conducted detailed discussion about on line classes and Blended mode approach. It was unanimously decided to use google meet platform for conducting online classes. And Use google class for delivery of e content.

Item No. 5: To discuss Year Plan for the academic year 2020-21

An academic plan was prepared for the second year. Since there was no clarity about the admission process, it was decided to prepare academic plan for first year when the admission process will be declared.

Item No. 6: To plan for the training of teacher educators for using on line educational tools.

After the discussion it was decided that all teacher educators will participate in various skill enhancement workshops that are organized by other colleges and will scaffold the same to student teachers.

Item No. 7: To promoting use of ICT during practice teaching and Internship programme.

Discussion held regarding promoting use of ICT during practice teaching and Internship programme for students. It was resolved that programme can be arranged for B. Ed. Students to train them to use online platforms like zoom/ google meet. E content development program will be organized for student teachers.

Item No. 8: Introduction of e- tools for teaching.

Since the student teachers are trained using online mode, it was found necessary that different e tools for teaching are introduced to the. The student teachers are going to conduct their practice teaching and internship also using online mode, they must be trained to use different platforms. Hence a program on e content development and e- tools for teaching learning awsp planned for the student teachers.

Item No.9: Any other matter with permission of meeting Chairman

There was no other matter and meeting ended with vote of thanks. Prof. Shobha Jadhav , IQAC coordinator proposed vote of thanks.

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Internal Quality Assurance Cell (IQAC) Meeting dated: 7/07/2020

Action Taken Report

Following activities/ programmes were organized as discussed in the above mentioned meeting.

1. Teacher educators attended different e-skill enhancement workshops. And did peer tutoring wherever needed.
2. Google meet platform was used for on line teaching.
3. A workshop on 'e-content development' was planned for student teachers of the next batch.
4. Grades of first year were conveyed to the university based on their performance in the internal work. Their result was declared by the university based on internal assessment.
5. External examination of the second year(Final Year) students was conducted by the university in the month of October. They were oriented for online examination by the college examination officer.
6. Student teachers who were promoted to second year, based on the internal grades continued to second year. Their course is taught by online mode.
7. Admission process for First year 2020-2021 started in the month of February.

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Meeting 2- Date: 1/02/2021

The Minutes of the 'Internal Quality Assurance Cell' held on Saturday, 1st Feb 2020 at 11.30 a.m.

The following members were present for the meeting:

9. Dr.BapusahebChaugule
- 10.Prof. Sunil Kalekar
- 11.Dr.Ransure Vilas
- 12.Dr.ShobhaJadhav
- 13.Dr. Kurhade Shubhangi
- 14.Dr. Shinde Vaishali
- 15.Dr.SandipNikam
- 16.Shri..SahebraoJadhav
- 17.Mr.HarishchandraGaikwad
- 18.Shri Santosh Mahadik

Dr.BapusahebChaugule, Chairman called the meeting to the order. IQAC Coordinator Prof Sunil Kalekar welcomed members and meeting started. Following issues were discussed and decisions were taken in the meeting.

Item No. 1: To confirm the minutes of the meeting on 07/07/2020

Prof Sunil Kalekar presented the minutes of the last meeting. As there were no changes suggested by the members, the members were unanimously approved.

Item No. 2: Action Taken Report:

Principal Dr.BapusahebChaugule presented the Action Taken Report of the resolutions and recommendations of the meeting held on 07/07/2020.

Item No. 3: Feedback for the previous meeting.

Principal Dr.BapusahebChaugule presented the feedback report and its analysis received from concerned department. Discussion held regarding Action Plan based on analysis.

Item No. 5: Planning for admissions of the academic year.

The state has conducted CET and the admission process is delayed. The discussion regarding completing the academic work of this new batch was held and planning was done taking in to account the number of days available.

Item No. 6 : Monitoring of Internship program of the second year .

Second year students were conducting internship program. The lessons are observed online. Their internal work is also planned to be collected on the google classroom.

Item No. 7: Any other matter with permission of meeting Chairman

There was no other matter and meeting ended with vote of thanks. Prof. Sunil Kalekar, IQAC coordinator proposed vote of thanks.

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Internal Quality Assurance Cell (IQAC) Meeting dated: 1/02/2020

Action Taken Report

Following activities/ programmes were organized as discussed in the above mentioned meeting.

- Google classroom was used extensively for sharing teaching learning material.
- All the internal work was collected on the google classroom.
- Planning for the first year was revised.
- All teacher educators have used google meet for on line lectures.