

Minutes of IQAC virtual meeting held on Wednesday , 25th November 2020 at 2:00 p.m. on MS Teams

MS Teams link:

<https://teams.microsoft.com/l/meetup-join/19%3a237a36ac2e7f46ab8d9a106aaa28460a%40thread.tacv2/1606275245568?context=%7b%22Tid%22%3a%22c8e175d3-dd98-4bd8-9aa9-21bd3c66d9ef%22%2c%22Oid%22%3a%22d6932bd3-130e-45f5-9c81-9e48b668632c%22%7d>

The following members were present for the meeting.

Principal Dr Shobana Vasudevan (Chairperson)

Vice Principal Kavita Jajoo (Convenor IQAC)

Mrs Manjusha Sawant

Kapildeo Indurkar

Dr Vinita Pimpale (Controller of examination)

Mrs Sudarshana Saikia

Sunita Panja

Divya Lalwani

A virtual meeting was conducted of the IQAC members and Examination committee members on Wednesday , 25th November 2020 at 2:00 pm on MSTeams. The IQAC Convener welcomed all the members.

Agenda 1 : To finalize the usage and adoption of software for conducting the examination.

Principal Dr. Shobana Vasudevan informed that the examination will be online in the current academic year. She put forth for discussion if the institution could adopt Safe IITB App which is developed by IITB, Mumbai for conduct of examination. All members attended the demo session conducted by IITB . Dr.Vinita Pimpale and Sudarshana Saikia shared their experiences of the training for the usage and conduct of examinations through Safe IITB App. Dr.Vinita Pimpale, Controller of examination said she would conduct a demo lecture for all the faculty members of the college .

Agenda 2: Conduct of training session for staff members.

Dr Vinita Pimpale informed the members that a session to train the other staff members with the use of SafeIIT B app is scheduled next week.

Agenda 3 : Any other matter with the permission of the chair.

General matters like the conduct of online lectures, mentor roles, were discussed.

The Meeting ended with a vote of thanks by the Convener.