

PUNE DISTRICT EDUCATION ASSOCIATION'S
BABURAOJI GHOLAP COLLEGE, SANGVI, PUNE 411027
 Internal Quality Assurance Cell (IQAC)
 ACADEMIC YEAR – 2020 – 2021

IQAC meeting minutes and action taken report: Dated 31-03-2021

Agenda	Matters raised by/ suggestions given by.	Outcome of discussions (minutes)	Action Taken
Review of last meeting conducted on 09/01/2021 (Online)	Dr. S.V. Jagtap	Coordinator of IQAC took review of activities decided in previous meeting. Decided to get approval for perspective plan in next CDC meeting.	The perspective plan kept ready for CDC approval.
To review the effect of pandemic on college activities	Dr. Nitin L. Ghorpade	To take review of pandemic situation and guidelines issued by different authorities for staff and students; to take review on consequences on teaching learning and evaluation and take necessary action.	College should function offline for admin staff and teaching faculty as per guidelines issued time to time. Class teachers/ mentors / subject teachers are asked to phone students to get exam forms filled before regular due date or before with late fees as per SPPU guidelines.
To discuss status of conclusion of first term and commencement of second term	Dr. L.K. Nikam	Decided to take review of completion of syllabus of first and second term. To continue with online teaching (theory & practicals) and complete all syllabus by May end.	The decision was communicated to all staff.
To discuss about practical courses	Dr. Y. B. Khollam	Decided to conduct the practicals using online methods and give training to staff for virtual lab.	The training to staff for using virtual lab in different subjects was given by faculty from AISSMS College of Engineering, Pune.
To discuss about internal evaluation regular and backlog students	Dr. Medha Misar	Decided to conduct internal evaluation on SPPU LMS and university examination will be conducted as per SPPU guidelines. To ensure maximum students to fill university exam forms and appear for examination by taking regular follow-up	All faculty members are instructed to conduct internal evaluation as per guidelines issued by CEO, BGC and COE, SPPU. All subject teachers, class teachers and mentors are instructed to contact students who have not

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To use online platforms for completing all remaining work.	Dr. L.K. Nikam	through subject teachers, class teachers and mentors. Decided to use virtual labs as well as simulations, recorded demos, animated ppts etc for conducting online practicals. Decided to use Google Meet and conduct regular online meetings for finalising ISO manuals.	filled exam forms in due time for necessary actions. Online practicals were conducted by Science faculty. Departmental meetings, Exam meetings, college meetings and ISO meetings were conducted to complete the remaining work.
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IQAC Coordinator
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