



Women's Education Society's
Smt. Manoramabai Mundle College of Architecture
L.A.D. College Campus, Seminary Hills, Nagpur-440006(M.S.)
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Date:10/08/2020, Monday

NOTICE FOR FACULTY MEETING FOR INTERNAL QUALITY ASSURANCE CELL

The meeting of all the teaching staff of Smt. Manoramabai Mundle College of Architecture, Nagpur is convened on 12th August 2020, Wednesday at 10 am on Virtual platform of Microsoft team.

AGENDA OF THE MEETING

1. The procedural system for leave application.
2. Planning for the remaining academic session.
3. Sessional exams.
4. Any other matter/s.

All the faculty members are requested to make it convenient to attend.

Dr. Madhura Rathod
(Co-ordinator, IQAC)

Dr. Ujwala Chakradeo
(Principal)



Ar. Harpreet Kaur Saggu
(Co-coordinator, IQAC)



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A meeting of teaching staff was held on Wednesday, Aug 12th 2020, at 10 am on Virtual platform of Microsoft team.

Following members were present for the meeting:

Dr.UjwalaChakradeo	Chairperson	Present
Dr.Shyamala Nair	Management Member	Absent
Prof. Pratima Dhoke	NAAC Coordinator	Present
Dr. Madhura Rathod	Co-Ordinator IQAC	Present
Ar. Harpreet Kaur Saggu	Co-coordinator IQAC	Present
Dr. Priya Choudhary	Member	Present
Dr. Neeta Lambe	Member	Present
Dr.SampadaPeshwe	Member	Present
Dr.Roopal Deshpande	Member	Present
Dr. Sujata Godbole	Member	Present
Mr. Gajanan Pilpile	Administrative Officer	Absent
Ar. Sneha Bodhankar	Alumni Cell In-charge	Present
Ms. Mansi Singhania	Students' Council Representative	Absent
Ar. Sunil Degwekar	Member from Industry	Absent



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

A meeting of teaching staff was held on Wednesday, Aug 12th2020, at 10am online on teams.

Agenda1: The procedural system for leave application

1. System for 'leave' was explained by Dr. Lakshmi Rao regarding the types of leaves.
2. The procedure to be adopted to avail the leave facility was explained in detail.
3. The format expected to be followed while availing the leave facility was explained stepwise to the staff.
4. The required changes in the system were discussed by the staff who were present for the meeting.

Resolved as:

The system for leave application to be adopted by the college meticulously after Corona period ends (offline working).

Agenda 2: Planning for the remaining session

1. Teachers are required to make the teaching plans based on the subject course outcomes (CO). The academic booklet to be compiled by the class in charge and forwarded to Ar. Anuradha to be floated on the website.
2. Time table for the remaining session and holding classes for drafting subjects was discussed. It was decided that though design slots are given for all days the classes will be held only as decided by the teacher in charge and students will keep on working in the given slots.
3. Need to explore platforms/methods for blackboard teaching and need to incorporate it were discussed.
4. Feedback to be taken for classes conducted and theory completed and remedial classes to be taken were required.

Resolved as:

1. COPO to be followed for framing teaching for each subject.
2. Timetable to be revised as per remaining syllabus.
3. Innovative teaching tools and methods to be explored by teachers.
4. Feedback to be taken soon after completing the subject syllabus.

Agenda 3: Sessional exams

1. Online exams to be conducted for the theory subjects. Two exams of 10 minutes each can be taken, number of questions up to 20 so that students do not get time to cheat. !0 minutes gap between two exams.
2. Moderation committee to be formed for the exams (for question papers).
3. The exams can be taken on 28th, 29th, 30th and 31st August 2020. Sessional in charges to work out the modalities.
4. The questions framed should be based on the CO.

Resolved as:


Methods and systems were framed to conduct online exams.

Agenda 4: Any other matter/s

The meeting was concluded by IQAC coordinator as there were no additional issues to be discussed.



Dr. Madhura Rathod
(Co-ordinator, IQAC)


Principal
Smt. M.M. College of
Architecture, Nagpur

Dr.Ujwala Chakradeo
(Principal)



Ar. Harpreet Kaur Saggu
(Co-coordinator, IQAC)

Place:Online, Microsoft teams

Date:14/08/2020, Friday



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Action Taken Report of seventh Meeting of Internal Quality Assurance Cell (IQAC) held on 12th August 2020, Wednesday at 10 am on Virtual platform of Microsoft team.

Sr.no	Resolution No	Action Taken
1	To discuss the system procedure regarding leave.	The system for leave application to be adopted by the college meticulously after Corona period ends (offline working).
2	Planning for the remaining session	<ol style="list-style-type: none">1. COPO to be followed for framing teaching for each subject.2. Timetable to be revised as per remaining syllabus.3. Innovative teaching tools and methods to be explored by teachers.4. Feedback to be taken soon after completing the subject syllabus.
3	Classes of drafting subjects	Methods and systems were framed to conduct online exams.
4	Sessional exam	<ol style="list-style-type: none">1. Online exams to be conducted for the theory subjects. Two exams of 10 minutes each can be taken, number of questions up to 20 so that students do not get time to cheat. !0 minutes gap between two exams.2. Moderation committee to be formed for the exams (for question papers).3. The exams can be taken on 28th, 29th, 30th and 31st August 2020. Sessional in charges to work out the modalities.4. The questions framed should be based on the CO.

Dr. Madhura Rathod
(Co-ordinator, IQAC)

Principal
Smt. M.M. College of
Architecture, Nagpur

Dr.Ujwala Chakradeo
(Principal)

Ar. Harpreet Kaur Saggu
(Co-coordinator, IQAC)

Place: Online, Microsoft teams

Date: 17/08/2020, Monday

Report SYSTEM PROCEDURE

The online staff meeting was held on 12th Aug 2020 at 10.00 am. The agenda of the meeting was to discuss the system procedure adopted by the college. Various issues regarding leave strategies, letter/ application methods and procedure for availing the leave facilities were discussed explicitly. The queries raised by the staff members were clarified. The expected changes in the leave system in the college level were recorded and they are reflected in the minutes of meeting.

The meeting was held by Dr. Laxmi Rao, Associate Professor, M.Arch and Dr. Madhura Rathod, Associate Professor, SMMCA.

