

# Tilak Maharashtra Vidyapeeth

Gultekdi, Pune 411 037

## Internal Quality Assurance Cell (IQAC)

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### Minutes of the meeting

An online meeting of IQAC was held on Tuesday, 10<sup>th</sup> August 2021, at 3.30 p.m

The following points were presented, discussed and decisions were taken unanimously.

- 1. To take a review of pending syllabus, its completion & conduction of internal examinations online.**

**Decision: IQAC/2021/14**

Review of teaching - learning activity was taken. It was decided to conduct the internal examinations in online mode. Each department will be informed to submit their technical requirements for conducting respective online examinations, to Examination Department. The examination department will be asked to prepare a separate system for conduction of online examinations.

- 2. Action plan for conduction of class work in the academic year 2021-22, as per the UGC Circular, till normal conditions revive.**

**Decision: IQAC/2021/15**

The members were sensitized regarding UGC guidelines issued in July 2021. It was decided to carry out the academic and examination activities as per the UGC guidelines. All the precautionary measures mentioned by the Govt. for Covid - 19 will be strictly observed during all these activities.

- 3. Review of ICT initiatives**

**Decision: IQAC/2021/16**

It was unanimously agreed that, the importance of ICT in education is growing and integration of ICT tools in education system is the need of the hour. All the faculty members took extensive efforts during the lockdown period for online teaching as well as various online student activities. They are encouraged to take more ICT initiatives for quality improvement of each department.

- 4. To brief the members about the Revised AQAR Format for the academic year 2020-21.**

**Decision: IQAC/2021/17**

Prof.(Dr.) Abhijit Joshi, mentioned about the revised format of AQAR. The members were made aware of the period of academic year 20-21 as per NAAC guidelines. He

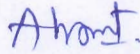
highlighted the need for precise data to be uploaded in AQAR. He told the members that the new AQAR format along with data templates will be circulated to all the departments soon.

5. To chalk out a plan for faculty development programs as well as other training programs for enhancement of skills and capabilities of Teaching and Non Teaching staff.

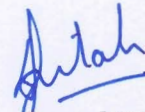
**Decision: IQAC/2021/18**

Dr. Geetali Tilak informed the members about the proposed training programs starting from the month of September 2021, for teaching and non teaching staff members. She also invited the members to suggest the topics for training programs. She told that schedule of the training programs will be declared soon.

The meeting ended with vote of thanks by the Co-ordinator, IQAC.



**Prof.(Dr.)Abhijit Joshi**  
**Coordinator - IQAC**



**Dr. Geetali Tilak**  
**Chairman - IQAC**

Date : 11.08.2021

**INTERNAL QUALITY ASSURANCE CELL**  
**Action Taken Report**

**Date of the meeting : 10<sup>th</sup> August 2021**

**Time : 3.30 p.m.**

<b>Sr. No.</b>	<b>Subject</b>	<b>Action Taken</b>
1	To take a review of pending syllabus, its completion & conduction of internal examinations online.	Review taken. It has been decided to conduct the internal exams in online mode. Each department will be asked to communicate their technical set up requirement.
2	Action plan for conduction of class work in the academic year 2021-22, as per the UGC Circular, till normal conditions revive.	It has been decided to follow the UGC guidelines issued in July 2021 for conduct of examinations.
3	Review of ICT initiatives	Review taken. It has been decided to encourage the faculty to take more ICT initiatives for quality improvement.
4	To brief the members about the Revised AQAR Format for the academic year 2020-21.	The members were briefed about the changes / inclusion of new metrics in various criteria.
5	To chalk out a plan for faculty development programs as well as other training programs for enhancement of skills and capabilities of Teaching and Non Teaching staff.	The Members were informed about the proposed training programs and suggestions for training topics were invited.