



**Dr. Ambedkar College, Deekshabhoomi, Nagpur.**

## **UGC-PARAMARSH Unit**

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### **Minutes of the Review Meeting Held On 8<sup>th</sup> September 2021**

- Agenda of the Meeting:**
1. Update on Mentee college progress on preparation for their NAAC accreditation.
  2. Asking for filled AQAR of last session
  3. The key Action points for IQAC at mentee colleges

The meeting was held on a virtual platform at 12:00 noon and was presided over by Dr. Mrs. B. A. Mehere, Officiating Principal, Dr. Ambedkar College, Deekshabhoomi, Nagpur.

**Minutes of Meeting:**

1. An overview of the meeting agenda was given to all the present faculty members from the mentee institutions at the outset by Dr. Shailesh Bahadure.
2. A presidential address was given by Dr. Mrs. B. A. Mehere, Officiating Principal, to orient all the present faculty members about the purpose of the meeting.
3. Dr. Mrs. Hema Menon, IQAC Co-ordinator & Accreditation Ambassador (UGC-PARAMARSH Unit), Dr. Ambedkar College initiated the discussion explaining everyone about the importance of AQAR and IQAC responsibilities at the institute. Representation from 8 mentee colleges was noted in the beginning of the discussion and a review on their activities conducted was taken.
4. Dr. Mrs. Sakure, IQAC Coordinator of Ravindranath Tagore College, Dongargaon put forth the points regarding initiation of AQAR form completion process at their institutions. Some vital suggestions were provided by Dr. Mrs. Menon to get proper orientation on AQAR filling process.
5. The Principal, of Chakrapani Mahavidyalay, Dr. Dahat said that they have uploaded their completed AQAR about 2 months back but still

have not heard back anything from the NAAC officials. Dr. Mrs. Menon assured him that there will be some response soon.

6. Some of the participant representatives were also found to join such PARAMARSH meeting for the first time as there were freshly recruited at the institute and were trying to pace up with this mentoring process. One Such Participant was from Saraswati Mahila Mahavidyalay, Saoner. As website updates are crucial for providing certain link of activities conducted, while filling the AQAR, Dr. Mrs. Menon called upon Dr. D.N. Begde to describe the fundamental features for structuring an academic website.
7. Dr. Begde gave all the participants an overview about the expected structure of an academic website and for those mentee institutions which were not aware of some free website creation platforms, some links were also provided in the chat box. The importance of APP/Academic calendar was also emphasized during this overview. It was also noted that some of the mentees like Indira Gandhi College, Kalmeshwar had developed their website and it was also found to have updates regarding college activities conducted.
8. Further to ensure that the mentee institutes have constituted some units/cells within their institutes for proper categorization of activities carried out throughout the session, a brief description about some relevant cell creation was given by Dr. Shaliesh Bahadure. During his explanation of cells creation he touched upon many important aspects of cells relevant to mentee institute's geographical location as well as their access to certain resources around. With examples he drove the participants through certain easily executable activities by the mentee colleges under some important cells like the social outreach cell.
9. Dr. Mrs. Menon then took an update about the online teaching and digital content and data management as is done at the mentee colleges. While giving the participants some examples of the virtual platforms used in Dr. Ambedkar College, she also emphasized upon proper collection of data and touched upon the importance of APP to every academic institution. A well structured APP can serve for the tally of action items proposed by any institutions and their successful achievement can be marked easily. Similarly, she highlighted the requirement of LMS during the regular course of teaching making it a handy tool for tracking the teacher's performance. Dr. Mrs. Hema Menon then requested Dr. Pankaj Nimalkar, Head, department of Computer Science to address all the present faculty members about the LMS system.
10. Dr. Nimbalkar very swiftly steered the participants through the advantages of incorporating an LMS system in their daily teaching schedule. He gave special emphasis on use of Google platform freely for this purpose and gave the participants an overview of Google Classroom, Drive features, Google meet for conduction of online classes while utility of Google forms for student exams and evaluations. Post this description of LMS by Dr. Nimbalkar and after listening to the questions from Dr. Kambdi from Navpratibha College, Dr. Mrs. Menon floated the idea of having a LMS training for all the

mentee colleges in the last week of September. All the participants responded positively to undergo such a training that will be conducted by UGC-PARAMARSH unit of Dr. Ambedkar College.

11. Dr. Mrs. Menon, also proposed that every mentee institute should incorporate an MIS for management of institutional office functionalities.
12. Finally, Dr. Mrs. Menon made an announcement for all the mentee institution to be a part of the workshop which will be specially designed to cater the requirements of the mentee colleges to prepare for their NAAC Accreditation process. The proposed workshop would revolve around the following themes:
  - Implementation of APP for effective curriculum delivery.
  - Students centric methods and its applications.
  - Effective conduction of Best Practices.

And the participants were requested to give the UGC-PARAMARSH unit their comfortable time to schedule the same.


The meeting ended on a positive note as participant mentee institutions representatives showed their enthusiasm to participate in such workshop. The curtains were drawn on the meeting by expression of formal vote of thanks by Dr. Shailesh Bahadure.

The representation of following mentee institutions was marked during this review meet:


1. Vijay College
2. Ravindranath Tagore College
3. Manoharrao Kambdi College
4. Navpratibha Mahavidyalay
5. Indira Gandhi Mahavidyalay
6. Saraswati Mahila Mahavidyalay
7. Chakrapani Mahavidyalay
8. Anjuman College




Dr. Deovrat Begde



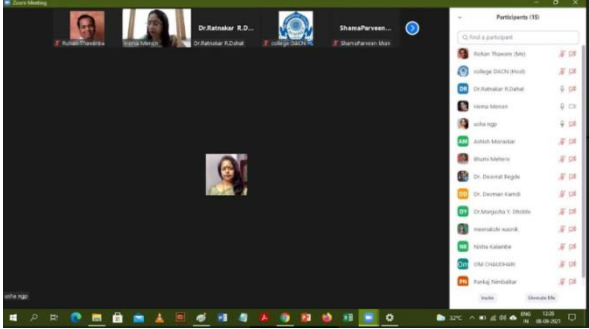
college DACN



Hema Menon



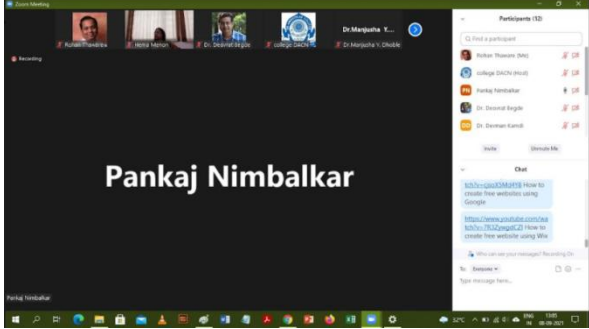
ShamaParveen khan



Zoom Meeting

Participants (10)

- Dr. Deovrat Begde
- college DACN (Mute)
- Dr. Hema Menon
- Dr. Pankaj Nimbalkar
- Dr. ShamaParveen Khan
- Dr. Manjusha Y. Chaudhary
- Dr. Dhanraj K. Chatur
- Dr. Devesh K. Kulkarni
- Dr. Pankaj Nimbalkar
- Dr. Manjusha Y. Chaudhary
- Dr. Dhanraj K. Chatur
- Dr. Devesh K. Kulkarni
- Dr. Pankaj Nimbalkar



Zoom Meeting

Participants (10)

**Pankaj Nimbalkar**

Chat

How to create free website using Google

<https://www.google.com/ads>

How to create free website using Wix