

Meeting 1

The Google Meet session was conducted by IQAC on 27th August 2020 from 9.30 am - 11.00 am to train Zoom platform by Prof. Mandar Bhanuse, Faculty- Mathematics, Mumbai University. Total 27 participants attended this meeting/training session. Following topics were discussed with the participants of Hinduja College Degree Aided teachers.

1. Joining the Zoom meeting- brief explanation.
 2. To start Zoom Meeting- detailed explanation using Zoom Web from Calender, Zoom Extension browser- Chrome and Firefox etc.
 3. Break Class- to conduct tutorial or activity class
 4. Demo Class- was conducted by host/trainer to show how to actually start a class/meeting and different features inside like mute all, allow all, waiting in lobby etc, share screen, host and co host etc
 5. Generate Attendance- In Reports the host can generate attendance of participants/students and was shown with examples.
- To end /exit meeting for all was also shown.

Prof Bhanushe conducted this interactive session successfully and cleared doubts of teachers which were asked during the session. The meeting was also attended by Principal and Vice-Principal.

Meeting 2

The meeting of IQAC department was held on December 17, 2020, at 5.00 p.m. on Zoom App to discuss the preparation of AQAR 2019-2020.

Members Present –

1. Principal – Dr. Minu Madlani
2. Vice Principal (Degree) – Ms. Chandrakala Joshi
3. Vice Principal (SFC) – Dr. Antara Sonawane
4. Members of IQAC Core Committee
5. Conveners and Co- conveners of Criteria I to Criteria VII
6. IQAC Clerk –Ms. Alpa Negandhi

1. Principal Mam started the meeting by addressing the agenda of the meeting. She requested all the conveners and co-conveners to start preparing the AQAR 2019-2020.
2. Further the Principal advised to complete the AQAR 2019-2020 at the earliest.
3. She also informed the members present that Mr. Sanjay Ghodke has resigned from the post of IQAC coordinator, so she would be leading and coordinating the IQAC department till the next coordinator is appointed.
4. It was mutually decided to hold the next IQAC meeting on January 4, 2021 to check on the status and discuss further on the preparation of AQAR 2019-2020. The meeting date is subject to any changes due to unavoidable circumstances.
5. The meeting was adjourned by vote of thanks by the Principal.

Meeting 3

The Zoom Meet session was conducted by IQAC on September 28, 2020 from 5.00 pm to understand and train teachers about the functioning of LMS platform exclusively created for Hinduja Students.