



**Dr. Bharti Dave**  
Principal

Managed by Mahipatram Rupram Ashram

# M. P. ARTS & M. H. COMMERCE COLLEGE FOR WOMEN

Reaccredited by NAAC with A Grade with the CGPA 3.02

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Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

## Minutes of the Meeting of IQAC Members

Date: October 19, 2020

Time: 12:15 p. m.

### Agenda :

- To discuss the issues of Online Teaching Platform
- To address the lesser attendance of students
- To prepare a timetable for Online Examinations

### Discussion:

The teachers to be introduced to the MS TEAMS and its functioning	Successfully done
Make them download it on their phones	Successfully done
Give them formal training to use the MS Teams platform optimally	The training was given by the Education Department of Gujarat and later the Head of the Institute solved the queries as and when required
Lectures to be uploaded by the Principal for the students to understand MS Teams, and make the students download it	Done... and the students successfully began attending online lectures
Training for the students to install MS Teams on their phones, log in and use it for their lectures.	Done
The problems of the online teaching to be addressed	1) The issues of internet data shortage, amongst the students, was resolved by putting some audio lectures on the TELEGRAM app 2) The students who had no smart phones were given smart phones after collecting the old smartphones (in working condition, but not used by them) from various people in society
➤ The time table and question paper pattern for online examinations was discussed and finalized.	

  
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