

OswalShikshan&Rahatsanghsanchalit
MANSI BHARAT GADA DEGREE COLLEGE OF COMMERCE
(Affiliated to University to Mumbai)
(NAAC accredited B Grade and ISO 9001:2015 certified)

Meeting No. 3

Name: Atmosphere building meeting

Date: 10/04/2020

Time: 10.00 am to 12.00 noon

Absent Members: Fauzia Ansari, SurendraWarik

Details: The meeting was conducted by Principal for all the staff for building atmosphere and confidence among the staff to work from home in COVID 19 pandemic situation and nation wide lockdown. The continuation in previous two online meetings conducted, this meeting intended to encourage faculties to explore internet for opportunities and creative idea generation. To engage and counsel students and faculties in this period, Principal conducted meeting and following points were discussed:

1. The weekly planner needs to be prepared for every class where one day one class with teaching learning activity and another class can be engaged with co curricular and extracurricular committee wise activities. Online class timing should be 10.00 am to 1.00 pm.
2. For preparing planner, faculties are required to jointly prepare and outline all the activities to be conducted during the week. The planner must be implemented from 13th April, 2020. The planner must be prepared and submitted to Principal on 11th April, 2020.
3. All staff members' presence is compulsory for online classroom teaching or any activity.
4. Before conducting any session with students, all the points to be discussed among the staff for finding strategic ways to engage students during session.
5. 60% students' attendance is compulsory for conducting any class/activity.
6. All the faculties are required to prepare the list of the work done and pending before attending meeting with Principal.
7. Faculties are required to conduct meeting among themselves in every alternate days between 4.00 pm to 5.00 pm
8. Fauzia Ansari will coordinate the arrangements for meeting with Principal which will be conducted in every 2 days.

Poojadodhia will coordinate for meeting with students and faculties.

JitenFatehchandani will coordinate the committee wise meeting.

9. Faculties are required to purchase laptop for keeping all the data and easy work execution.

10. JitenFatehchandani has to explore the CSR funds of corporates which can be utilized for industry academia linkages, Industrial visit and sponsorship of any activity. The details to be provided in one week period ending on 16th April, 2020.

11. Sanjay salve has to explore the free online course available for faculties including leadership trainings or professional –certificate courses in two days ending on 13th April, 2020. He also has to orient students to pursue related online courses.

12. SanketNakhva has to explore virtual Nature trail option available on internet and conduct nature trail as nature club activity in two days ending on 13th April, 2020

13. Swati Sakpal and Poojadodhia has to complete the magazine 2019-2020 work till 30th April, 2020 by ensuring that all the reports provided by the faculties as approved by the Principal. Website must be explored for standard report format.

14. The Performance appraisal form must be filled and submitted by all faculties till 12th April, 2020.

15. JitenFatehchandani has to explore 20 research paper related to his research topic and report till evening on 10th April, 2020. All the faculties are also required to explore related research papers.

Dr. Snehal S. Donde

Principal