



IQAC Department

Action Taken Report (ATR)

ATR for the Meeting on Date: 13 April 2020, Time: 11:00 AM



Agendas:

- 1. Schedule of online lectures**
- 2. Guidance for online lectures**
- 3. COVID-19 measures taken by staff**

Dear IQAC Members,

This Action Taken Report (ATR) provides an update on the actions taken regarding the agendas discussed during the meeting held on Date: 13 April 2020 at 11:00 AM. Please find below the status of selected agendas:

1. Schedule of online lectures:

- A detailed schedule for online lectures was prepared and shared with all faculty members and students.
- The schedule included the timings, subjects, and platforms for conducting the online lectures.
- Efforts were made to ensure a balanced distribution of lectures across different courses and faculties.
- Regular monitoring of the schedule was carried out to address any conflicts or adjustments required.
- The schedule was communicated to students, along with instructions on accessing the online learning platforms.



2. Guidance for online lectures:

- Faculty members were provided with comprehensive guidance on conducting effective online lectures.
- Training sessions and workshops were organized to familiarize them with various online teaching tools and techniques.
- Best practices for online engagement, interactive sessions, and assessment methods were shared and discussed.
- Support materials, resources, and reference materials for online teaching were made available to the faculty members.

3. COVID-19 measures taken by staff:

- The staff members were oriented on the necessary preventive measures and safety guidelines issued by health authorities.
- Adequate provisions for sanitization, hygiene, and social distancing were implemented across the college premises.
- Regular sanitization of classrooms, common areas, and frequently touched surfaces was carried out.
- The use of face masks, hand sanitizers, and other protective equipment was encouraged and made available to staff members.
- Staff members were encouraged to work remotely whenever feasible and maintain effective communication channels for smooth functioning.

We are pleased to inform you that significant progress has been made in all the mentioned agendas. The actions taken have facilitated the smooth implementation of online lectures and ensured the well-being of staff members during the COVID-19 pandemic.

We appreciate the dedication and efforts of all IQAC members in driving these initiatives forward. Your contributions have been instrumental in maintaining the continuity of education and prioritizing the health and safety of our college community.

Should you have any further suggestions or recommendations, please feel free to share them with us. We value your continued support and commitment to the well-being and academic progress of our institution.

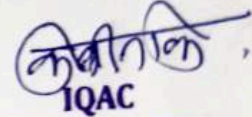
Thank you for your cooperation and commitment.

Best regards,

Minutes recorded by:

Kishor Bhausahb Take

Co-ordinator (IQAC)



IQAC

Co-Ordinator

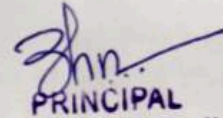
**Marutraoji Ghule Patil Arts, Commerce
and Science College, Ahmednagar**

Approved by:

Dr. Tukaram Manikrao Varat

[Signature of Chairman, IQAC]

[Date]



PRINCIPAL

**Marutraoji Ghule Patil Arts,
Commerce & Science Colleg,
Nagapur, Ahmednagar
College Code-893**