

MINUTES OF THE MEETING
BOARD OF STUDIES MEETING IN THE SUBJECT OF MAEMA
ACADEMIC YEAR- 2020-2021

Date: 21 July 2020

Venue: Online on Zoom Meetings

Time: 4:30pm- 6:00pm

Members Present:

1. Prof. Manjula Shrinivas (KC College, Mumbai)
2. Dr. Arunesh Kumar (Sharda University, Greater Noida)
3. Dr Sanjay Singh (Zee News)
4. Dr. Rinkesh Chheda (SIES College, Mumbai)
5. Prof. Shalu Purswani (U K Shetty College, Mumbai)
6. Prof Naziya Khan (Hinduja College, Mumbai)
7. Prof. Aswathi Anilkumar (Vaze College, Mumbai)
8. Prof. Pooja Bhardwaj (In-house faculty)
9. Prof. Akash Purswani (In-house faculty)
10. Prof. Prachi Vankiani (In-house faculty)
11. Prof. Manasi Katkar (In-house faculty)

Agenda:

1. Review of the Last Meeting, Minutes and Amendments (Held in December, 2019).
2. Discussion of implementation, permission and guidance for online and offline teaching due to COVID-19.
3. Discussion of evaluation methods during this academic year.
4. Any other matter proposed by the members.

Minutes of Meeting

1. All the members present agreed to conduct the lectures in this term on online platforms and as the pandemic situation improves or as per directives from the college undertake blended learning.
2. To assist in effective delivery for online teaching, the following recommendations were made:
 - a. Engaging and interactive lectures.

- b. Lectures and their durations to be planned keeping in mind online fatigue of students which will lead to lack of interest.
 - c. Launch a poll on how many students can come online for regular lectures. Discuss the reasons with them and their parents mentor them. Involve parents to encourage attendance of regular defaulters.
 - d. Attendance to be taken regularly to ensure sanctity of the teaching learning process. Involve parents to encourage attendance of regular defaulters.
 - e. Recognize the technical challenges. Students who are unable to attend lectures due to technical difficulties, recordings of the lectures can be mailed on receiving mails from parents. Also give an assignment to write a 250-300 page write up of the session to ensure that they hear the recording.
 - f. Continuous and comprehensive evaluations. Online quiz to be conducted after every chapter and/or unit. The faculties should plan engaging and interesting assignments to encourage learning.
 - g. Special care for practical subjects. Focus can be on theory aspects of the syllabus and when lockdown restrictions are lifted, students can be called in batches to give them practical training.
 - h. Depending on the online platforms, flip classrooms, breakout rooms option, keeping cameras on for students, on the spot tests, etc can be used to encourage class involvement.
 - i. If using Microsoft teams, certain technical aspects need to be kept in mind. Class representatives (CR) can be involved in assisting and enabling continuous learning. They can monitor the students to reduce distractive chats and discussions.
 - j. Training session for faculties
 - k. Technical support for visiting faculties.
3. Suggestions for making some online courses (offered by Swayam) compulsory.
 4. While online lectures need to be implemented, the faculties are exposed to bullying and insults on social media. Care should be taken to protect the faculties from this vulnerability. Educate the students about online learning etiquettes.
 5. Additionally, teachers too should practice online teaching etiquettes. A self-byte method pdf was shared by our industry expert
 6. The input given by our Industry expert outlined the importance of tech savvy students having an edge in terms of job placements during and post the covid times. Suggestions were given to encourage students to make an Online CV- a ten minute video which will include their projects and faculty recommendation.

7. No syllabus cuts recommended as of now but we should revisit the status at the end of the term prior to examinations.
8. MAEMA Students should be encouraged to write Research papers and these can be published as E- publications.

The Members and guests were thanked for their valuable inputs and insights.