

Meeting of Academic Monitoring Team scheduled on 12/06/24 at 9.00 am at Principal's cabin BVGOA, Navi Mumbai.

Agenda -

1. Distribution of work.
2. Review of work completed
3. Focus area for the subject College Project and Electives
4. Responsibilities of Subject coordinators & class Teachers.
5. Format for collection of Design briefs and Lesson plans

Minutes of meeting -

1. Work completed for AY-2024-25
Till date -
 - a. Academic calendar completed and published on 10/05/24
 - b. Time table published on 23/05/24
Revised time table published on 05/06/24

2. Distribution of work -

a. Co-ordination with ERP team,

Collection of lesson plans,
design briefs - Madhura, Pooja

b. Quality assurance -

Taking Mid-Term (1st week of
August) review of ~~te~~ from

the teaching ~~meth~~ methodology,
regularity and satisfaction

of ~~lectur~~ students the

students regarding - Teachers
performance - Regularity,

Method of delivering lecture,
marking system - Pooja

and Priyanka, Shraddha

c. Mid-Term Review of completion
of syllabus and analysis of
the same, actions to be taken

- Shraddha, Priyanka

d. Maintaining records, Reminders
and notices - Harshada

e. Checking & maintaining
Quality - checking COs,

design briefs, Elective & C.P.

proj proposals - All members

of academic monitoring team

3. Focus area for Electives and College Projects -

For Electives -

- a. Indian Knowledge system
- b. Gender equity
- c. Universal Accessibility
- d. Documentation of monuments, settlements, Architectural style

College Projects -

Inclusion of IIG mandate in C.P. Focus areas for C.P.

- a. Health & Wellness
- b. Sports & fitness
- c. Cultural activities
- d. Fine/ Applied Visual /
~~For~~ Performing ~~Art~~ Arts.
- e. Indian Art & Craft.

4. Responsibilities of Class Teachers and Subject Coordinators to be formulated.

5. ERP format will be followed for lesson plans. A link to be floated on faculty group for submission of design brief.

Signature of Team Members -

1. Prof. Kamakshi Vaidya
(H.O.D.) Kamakshi

2. Prof. Harshada Pankshu
(Head - Academic) H.K. Pankshu
12/08/24

3. Prof. Shraddha Kapadia Shraddha

4. Prof. Priyanka Sinha Priyanka

5. Prof. Pooja Patil Pooja Patil

6. Prof. Madhura Naik Madhura

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DATE: _____

Meeting of Academic Monitoring Team on 11/07/24 at 3:30 PM at IQAC Room, BVCOA, Navi Mumbai.

Agenda-

1. Format for submission of hard copies of Design brief and Lesson plans.
2. Difficulties ~~at~~ in ERP upload
3. Instructions to Class in Charge
- 4.

Minutes of Meeting -

1. Lesson plans to be prepared & printed in ERP format. Details of the same as follows -
 - a. Title page with Syllabus
 - b. Course Outcomes (COs)
 - c. Unit Outcome
 - d. Session list.

The print out should be signed and submitted.

2. ERP team to be instructed to take ~~see~~ session on

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(H.O.D.) Kamakshi

2. Prof. Harshada Ponshe
(Head - Academic) H.K. Ponshe
12/08/24

3. Prof. Shraddha Kapadia - Shraddha

4. Prof. Priyanka Sinha Priyanka

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