

# ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A' (CGPA 3.41 out of 4) by NAAC (3<sup>rd</sup> Cycle) | Affiliated to Gujarat University

Date: 29/05/2020

Meeting 27

Time: 3:30 pm onwards.

Venue: Google meet (gya-wisb-vpd)

## Agenda

1. Stock taking of SSR
2. Discussion of QIMs for the SSR
3. Designing MOODLE basic course for faculties
4. Gamifying MOODLE
5. Guidelines for writing minutes of the meetings and course outcomes

## Committee Members:

Prof. Amit Koshti<amit.koshti@sxca.edu.in>,

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Dr. Shraddha Bhatt<shraddha.bhatt@sxca.edu.in>,

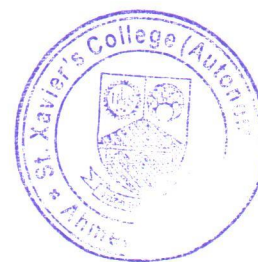
Dr. Sanjeev Gupta<sanjeev.gupta@sxca.edu.in>,

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**Minutes of Micro IQAC Meeting 27 held on 29<sup>th</sup> May, 2020**

The Meeting No. 27 of the Micro IQAC was held on 29<sup>th</sup> May, 2020 on Google Meet:  
<https://meet.google.com/gya-wisb-vpd>

## 1. Stock taking of the SSR.

1.1 Dr. Clement asked each criterion heads present in the meeting for the progress/work done.

1.2 All the members gave their progress report, and each member was asked to work on first draft of QIM prepared and also review it.

## 2. Discussion of QIMs for the SSR

2.1 The QIMs prepared by Dr. Bhaduria and Dr. Shital were discussed for criterion 4. It was suggested by the group that for listing out the facilities in all QIM, table format should be prepared.

2.2 Dr. Uma and Dr. Shital will work on QIM of 4.1.1. It was also decided to take help of Dr. Nandini Ghosh in writing and correcting various QIMs.

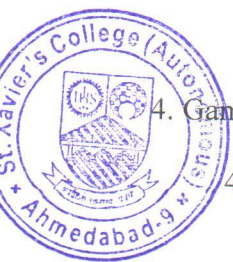
## 3. Designing MOODLE basic course for faculties:

3.1 In view of the Pandemic, it was a general opinion that the faculty should become well versed with the Learning Management System (LMS) of St. Xavier's College - MOODLE. Though the LMS was launched in 2018, only few faculties were making full use of it, but pandemic has compelled education to go online. So, it is the need of the hour to ensure that every faculty become well versed with it now. Therefore, group decided to float a MOODLE basic course. It was decided to prepare 4-week Moodle basic course. Faculties who are already using MOODLE can become resource person, record the short duration videos explaining various features of the MOODLE.

3.2 In addition to moodle basic course, Dr. Uma was asked to prepare video on how to use PowerPoint to prepare video lessons. Dr. Shital was assigned the responsibility of preparing a video on H5P. Mr. Kuldeep will prepare a video on LOOM as a tool to record videos. Dr. Sanjeev and Ms. Cini Denny will search few good videos online.

## 4. Gamifying MOODLE:

4.1 The group while discussing MOODLE course felt that, once online based education will begin, Faculty need to upload lots of video content, assignments, quiz etc. It will





be difficult track progress of the course and assignment, quiz etc. Therefore, it was planned to have step by step launching and to ensure student tracking gamifying MOODLE course so that students are restricted from accessing the lesson if they have not completed the earlier one. And adding week wise labels to facilitate students to track which videos were uploaded when.

5. Guideline for writing course outcomes and minutes of the meetings

- 5.1 It was pointed by Ms. Cini Denny that the Bos minutes are written in different formats by the departments; hence during the SSR preparation it will become difficult to compile data for criterion 1. Therefore, if a guideline can be given to every committee coordinator and department heads, then it will bring uniformity across the organization.
- 5.2 Dr. Clement suggested Ms. Cini Denny to prepare draft/ suggested format for writing minutes of the meetings.
- 5.3 Dr. Uma also brought to the notice that in writing a course outcomes also there is a huge variation department to department.
- 5.4 Dr. Clement asked the group to prepare a comparative course outcome, one which is not well written and one which is well written and also follows new Blooms taxonomy.

Dr. Clement thanked the members and ended the meeting

C.C

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3. Dr. Sanjeev Gupta <sanjeev.gupta@sxca.edu.in>,
4. Dr. Uma Harikrishnan< uma.harikrishnan@sxca.edu.in>
5. Ms. Cini Denny<cini.denny@sxca.edu.in>

