

**Mahatma Education Society's  
Pillai College of Engineering  
New Panvel**

**Minutes of Meeting of 13th April 2020**

**Schedule** : 13<sup>th</sup> April 2020, 11:00 am to 12: 00 pm, Online through Google Meet

An ONLINE meeting of all HODs and IQAC was held on 13th April 2020 at 11 am by the Principal to decide about the course of action for teaching learning activities during COVID 19 Pandemic.

The meeting was attended by the following members:

Sr. No.	Name of the member	Designation
1.	Dr.Sandeep Joshi	Principal
2.	Prof. Pragnesh Shah	Senior faculty Member, EXTC Department
3	Dr.Satishkumar Varma	HOD Information Technology
4.	Dr. Dhanraj Tambuskar	HOD Mechanical Engineering
5.	Dr. Divya Padmanabhan	HOD Automobile Engineering
6.	Dr. R. H. Khade	HOD Electronics Engineering
7.	Dr. Avinash Vaidya	HOD Electronics and Telecommunication Engineering
8.	Dr. Prashant Lokahnde	TPO, PCE
9.	Dr. Manju Pillai	Controller of Examination
10.	Dr. Arun Pillai	FE Coordinator
11.	Prof. Monika Bhagwat	IQAC Co-Coordinator
12.	Dr.Sharvari S. Govilkar	HOD Computer Engineering and IQAC Coordinator

Following points were discussed during the meeting :

1. Principal Dr.Sandeep Joshi requested all the heads to continue with the teaching learning for the remaining semester using online platforms like Google Meet / ZOOM and also suggested that all the faculty members should get themselves acquainted with online teaching .
2. Dr. Arun pillai suggested that the Computer and IT department should take the lead and train other faculty members to efficiently use the available online platforms for teaching learning .
3. IQAC coordinator Dr. Sharvari Govilkar mentioned that recordings of lectures and relevant teaching learning materials to be made available to all the students through Google Classroom for future reference .

4. Prof. Monika Bhagwat proposed that the E-Learning studio can be used by faculty members to record their online lectures .
5. Dr. Avinash Vaidya informed all about the availability of Coursera licenses to students and faculty members for additional learning and skill development.
6. Dr. Sandeep Joshi, Principal, requested Dr. Lokhande , TPO-PCE, to carry out all the placement related activities in online mode only .
7. Principal sir requested Dr Manju Pillai , Controller of Examination to check the possibility of conducting examinations in online mode .
8. Dr. Divya Padmanabhan suggested, in view of COVID 19 pandemic, PCE can conduct all the co curricular and extra curricular activities through online mode.



Dr. Sandeep M. Joshi  
**Principal PCE**