

Action Taken Report

2020-21

Date: 12/06/2021

Agenda

- ❖ Discussion on online classes, Google Classroom, Bridge course.
- ❖ Discussion on new MoUs
- ❖ Online Internal examination
- ❖ Implementation of office automation software

Members present

Chairman: Dr. P Zubair (Principal)

Coordinator: Mrs Shabna Asmi (Asst. Professor Department of English)

Mr. Abdul Basheer C (Head of the Department – Commerce)

Mr. Azhar Muhammed Basheer (Head of the Department – computer Science)

Mr. Shabeer Ali P (Head of the Department- English)

Mrs. Jasminas Vengad (Head of the Department - Management)

Mrs. Prasanna KT (Head of the Department – Mathematics)

Mrs. Sreerexha P (Department of Commerce)

Mr. Ramesh P (Department of Commerce)

Decisions:

- ★ Decided to ensure the quality of online classes.
- ★ Decided to use Google Classroom, Google Meet, Zoom Platform for delivering online classes.
- ★ Department heads are directed to conduct department wise online bridge courses for each course.
- ★ For Implementing office automation software, decided to make a MoU with Xanthron E Solutions.
- ★ All teachers are directed to conduct online internal examination by using google form, whatsapp platforms
- ★ Departments are encouraged to keep students engaged by organizing webinars, online cultural competitions.
- ★ Decided to conduct FDP on stress management and online classes.
- ★ Decided to allow faculties to use college ICT infrastructure for online classes ensuring covid Protocols.



Dr. P. Zubair
Principal
Nasra College of Arts and Science
Tirurkad

Action Taken;

- Dr. Zubair P (Principal) Monitored online classes by joining whats app groups and regular checking of virtual classes.
- Conduct a virtual meeting of the faculties to share and improve their knowledge about online class platforms.
- Prepared and signed Memorandum of Understanding with Xanthron E Solutions on
- All departments were conducted bridge course for new students 02 February 2021
- The internal evaluation of each department was conducted through online mode. Faculties had full freedom to choose between google form, whatsapp and google classroom to conduct online examinations and collect assignments.
- Organized FDP on stress management.



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