



T. N. RAO
COLLEGE RAJKOT

(NAAC Accredited B)

Managed by: सव्यसाची Education Trust, Rajkot

Meeting Notes: In-house Curriculum Meeting

Date: 25/06/2020

Attendees:

- Dr. Bharti Rathod, Principal *Bharti Rathod*
- Jasmin Joshi, HOD B.Ed Department *Jasmin Joshi*
- Dr. Ramu Khint, Associate Professor *Ramu Khint*
- Dr. Dharam Khambaliya, Principal VK Kamdar B.Ed College *Dharam Khambaliya*
- Dr. Swati Joshi, Principal, K.J Kotecha Girls School *Swati Joshi*
- Jayesh Raval, Staff Representative from the Admin Department *Jayesh Raval*
- Chhaniyara Vinit, Student Representative *Chhaniyara Vinit*
- Dr. Mital Vora, IQAC coordinator *Mital Vora*
- Satish Chavda, Alumni *S. Chavda*

Main Issues Discussed:

Curriculum and Calendar Preparation:

- Emphasized the need for preparing the curriculum and the calendar for the upcoming academic year.
- The deadline set for submission of the planner by the first week of July to the Principal by the HOD.

Integration of Learning Management System (LMS):

- Explored the integration of a learning management system to enhance online learning.



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- Google Classroom was identified as the preferred LMS to facilitate online teaching and learning, especially in light of the COVID-19 situation.

Strategies for Online Learning:

- Discussed strategies for incorporating online learning into the teaching process.
- Recommended the use of various Google tools such as Google Documents and Google Sheets to complement the learning experience within Google Classroom.

Action/Decisions Taken:

Curriculum Submission Deadline:

- HODs are instructed to submit the planner for the upcoming session, including Value Added and Add-on Courses, to the Principal by the first week of July.

Prioritization of Google Classroom:

- Google Classroom was selected as the primary Learning Management System for online teaching and learning.

Utilization of Google Tools:

- Faculty encouraged to utilize Google Documents and Google Sheets to enhance the learning experience within Google Classroom.

Next Steps:

- HODs to ensure timely submission of the curriculum planner as per the set deadline.
- Implementation of Google Classroom and associated Google tools to be initiated promptly to facilitate online learning effectively.

Note: Meeting minutes are documented for reference and action.



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