

**Mahatma Education Society's**

**Pillai College of Arts, Commerce & Science**

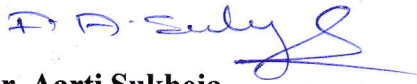
**New Panvel**

**3<sup>rd</sup> March, 2018**

**Notice**

A meeting of the members of the IQAC will be held on 5<sup>th</sup> March, 2018 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Discussion of the AQAR report to be submitted to NAAC
2. Date for submission of Final Draft to the Principal and the Advisory Committee
3. Discussion on Autonomy Process
4. Preparation of Consolidated Departmental/Association Report
5. IQAC team for 2018-2019
6. Any other matter with the permission of the chair



**Dr. Aarti Sukheja**

**IQAC**

## **MINUTES OF THE MEETING HELD ON 5<sup>th</sup> March, 2018**

### **Agenda I**

#### **Discussion of the AQAR report to be submitted to NAAC**

Deliberations took place on the report to be submitted to NAAC criteria-wise. The Chair announced that all the events and activities carried out in the said academic area must be duly recorded and documented and the same must be presented in the AQAR to give a clear representation to NAAC regarding the endeavours made at the institution towards quality improvement.

### **Agenda II**

#### **Date for submission of Final Draft to the Principal and the Advisory Committee**

The Chair announced that the IQAC team must submit the Final Draft of AQAR to the Principal and the Advisory Committee on 5th April, 2018.

### **Agenda III**

#### **Discussion on Autonomy Process**

Prof. Shardul Buva, Member of the Autonomy Core Committee, shared that the proposal for Autonomous status was being prepared and will be submitted to University of Mumbai. It was further shared that the Students Admission policy and Plans was prepared and the same was shared:

#### **Students Admission policy and Plans**

- a) **Admission to various courses will start after the declaration of the results of the respective qualifying examination.**
  - Collect the application form from the college office on or before the due date.

Fill the application form and submit the application form with all the documents in the office on or before the due date.

- Check the merit list and if your name appears in the merit list, get the duly filled in admission form along with the attached documents verified from the office, in person.
- Meet the Principal personally with the verified admission form and documents and take the Principal's signature.
- Submit the admission form duly signed by the Principal to the cashier in the college office along with the prescribed fees and obtain a receipt to confirm admission.
- Admissions are provisional until all the necessary certificates are submitted to the college, and are approved by the University.

**b) Documents to be submitted along with the filled in application form**

- Original XII Mark sheet and Leaving Certificate along with 2 Xerox Copies duly attested. Such students required to submit their Passing certificate within 90 days failing which their admission to the said course is likely to be cancelled.
- Provisional statement of Eligibility issued for those students who have passed XII / F.Y. / S.Y. / T.Y. from other than Maharashtra State Board / Mumbai University. For obtaining provisional statement of Eligibility students should collect the application form from the college office, fill in all the details and submit the application form along with the prescribed fee, original and a Xerox copy of the mark sheet to the college office. Such students should also submit their original Migration certificate, Leaving Certificate and Passing certificate along with 2 Xerox copies within 90 days failing which their admission to the said course is likely to be cancelled.
- No objection certificate and a letter given by the previous college stating F.Y. / S.Y. enrolment confirmation letter number and date from the previous college / university.
- Applicable for those students who have passed F.Y. / S.Y. examination from any other college affiliated to University, the students will get a

provisional admission till the college receives the Transfer Certificate from the previous college.

- Latest passport size photograph.
- Undertaking form duly signed by the parents / guardians.

It was shared that the Financing Plan was prepared and its details were shared:

#### **Financing plan, with details of the sources**

- The Tuition Fees and the Admission Fees will remain same and other fees will be charged on the basis of cost per student. Fees for skilled courses will be charged separately. Mahatma Education Society, the apex parent body, will provide the financial support for the infrastructural and other requirements of the autonomous institution. On or after Autonomous status Institution will be looking forward for U.G.C., Central and State Government for Financial support under the various funding schemes.

It was also shared that the Courses to be offered and its Assessment Policy has been planned.

#### **Agenda IV**

##### **Preparation of Consolidated Departmental/Association Report**

The Chair directed Prof. Bhavana Parab to prepare consolidated report of all departments and associations. It was further added that the new format adequately reflected all the parameters in which NAAC expected higher education institutions to perform. It was confirmed that by 17<sup>th</sup> March, 2018, consolidated report would be ready.

#### **Agenda V**

##### **IQAC team for 2018-2019**

In conformance with the requirement of NAAC, Pillai College of Arts, Commerce & Science has formed an IQAC with the following members:

	Chairperson	I/c Principal Dr. Gajanan Wader (Head of the Institution)
	Co-ordinator	Dr. Aarti Sukheja (Associate Prof. in the Department of Economics)
	Co Co-ordinator	Ms. Bhavana Parab (Assistant Prof. in the Department of F.M.)

NAAC IQAC	Teachers	<ol style="list-style-type: none"> <li>1. Dr. Kiran Deshmukh</li> <li>2. Dr. Rinkoo Shantnu</li> <li>3. Mrs. Surekha Padmaraj</li> <li>4. Mrs. Prerna Sharma</li> <li>5. Dr. Abida Khan</li> <li>6. Mrs. Bindu Rajaguru</li> <li>7. Mrs. Jennie Prajith</li> <li>8. Dr. Seema Somani</li> </ol>
	Librarian	1. Dr. Sanjay Munavalli
	Administrative Staff	<ol style="list-style-type: none"> <li>1. Mrs. Rajani Suresh (Senior Clerk)</li> <li>2. Mr. Ranjit Patil (Clerk)</li> <li>3. Mr. Arun Radhakrishnan ( Academic Coordinator)</li> </ol>
	Technical Staff	1. Mr. Rajesh Menon (Manager, Hardware Section)
	Student	1. Mr. Manohith Sankaranarayanan (T.Y.C.S.)
	Management Representative	1. Mr. A.N. Kutty (Trust Nominee)
	Alumni	1. Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)
	Stake Holder	1. Mr. Anil Umaji Kharivale(Father of our student Ms. Sonal Kharivaleof T.Y.B.Sc. Biotechnology)
	Society	1. Dr. S.T. Gadade(Secretary, Janardan Bhagat Shikshan Prasarak Sanstha, Panvel &Principal, Ramsheth Thakur College of Commerce & Science, Kharghar)
	Employers/Industrialist	<ol style="list-style-type: none"> <li>1. Mrs. Anjana Varma (Campus Operations &amp; Marketing Lead, Mumbai)</li> <li>2. Mrs. JaspreetWalia (H.R. Head, Infosys, Pune)</li> </ol>
NAAC Advisory Committee	<ol style="list-style-type: none"> <li>1. Mrs. Deepika Sharma (Vice Principal)</li> <li>2. Dr. Smitha Jayaram (H.O.D., Department of Mathematics &amp; Statistics)</li> <li>3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)</li> </ol>	

## Agenda VI

### Any other matter with the permission of the chair

As there was no other matter the meeting ended with thanks to the Chair.

Dr.Aarti Sukheja  
IQAC