


**Mahatma Education Society's
Pillai College of Arts, Commerce & Science
New Panvel**

5th April, 2018

Notice

A meeting of the members of the IQAC will be held on 7th April, 2018 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Discussion on implementation of Peer Team Committee recommendations
2. Discussion on Autonomy Process
3. Discussion of activities completed in 2017-18
4. SWOT of the institution with reference to Internal Audit conducted
5. Sharing of best practices by departments
6. Plan of action for the academic year 2018-19
7. Any other matter with the permission of the chair



Dr. Aarti Sukheja
IQAC

MINUTES OF THE MEETING HELD ON 7th April, 2018

Agenda I

Discussion on implementation of Peer Team Committee recommendations

It was shared by IQAC In charge Dr. Aarti Sukheja that the Peer Team Recommendations have been seriously looked into and elaborate targets have been set to achieve the same:

ISO Certification:

ISO Certification Committee has been constituted by IQAC in the month of July, 2017 which conducted the first ISO Audit on 24th September, 2017. The institution was awarded ISO Certification (ISO 9001:2015) on 5th November, 2017.

College for Potential Excellence

IQAC constituted the College for Potential Excellence Committee to work on the proposal to be prepared and report to be submitted to University of Mumbai. The Committee consist of following members:

1. Dr. Gajanan Wader (Chairperson, I/C Principal)
2. Mrs. Deepika Sharma (Member, Vice-Principal)
3. Dr. Aarti Sukheja (Member, IQAC Coordinator)
4. Ms. Bhavana Parab (Member, IQAC Co- coordinator)

Application for Autonomy

IQAC in coordination with the Autonomy Core Committee has prepared the proposal for availing Autonomous status to be submitted to University of Mumbai.

Application for Research Centre

After receiving the approval of Ph.D. guides (academic year 2016-17), IQAC submitted the application for Research Centre in the subjects of Economics, Accountancy and Commerce to University of Mumbai.

Infrastructure

After considering the increasing strength of students and requirement of study centre augmenting library infrastructure, has been initiated in the current academic year.

After the recognition and approval of Ph.D. guides in the academic year 2016-17, development of infrastructural facilities like discussion room, study centre room, presentation room etc. has been initiated for the purpose of commencement of Research Centre in Commerce, Economics & Accountancy.

Learning Resource Centre

Procured additional titles in the library.

N-LIST (National Library and Information Services Infrastructure for Scholarly Content) has listed our institute under Top 10 user's list for accessing e-resources available with N-LIST. Procured Amazon Kindle e-Reader device which enable users to browse, buy, download, and read e-books, newspapers, magazines and other digital media via wireless networking to the **Kindle Store**.

Research Development Committee (RDC) reconstituted:

1. RDC: Student Research Wing: In charge: Dr. Seema Somani

- ✓ To inculcate research culture among the students a pre-guidance session for "Avishkar Research Convention – 2017" was organized.
- ✓ Total 23 participants participated for Avishkar 2017-18 out of which **Six participants** qualified for round II.
- ✓ RDC Students' Wing conducted Felicitation & poster exhibition of Avishkar participants on 1/03/2018 in presence of
 - **Dr. Siddhivinayak Barve**, OSD, Avishkar Research Convention, University of Mumbai
 - **Dr. Sunil Patil**, Director, Department of Students' Development, University of Mumbai.

2. RDC: Faculty Research Wing: In charge: Dr. Gajanan Wader

- ✓ To develop research culture among staff members it was decided that each department has to submit minimum two minor research projects.
- ✓ RDC organized **One Day Workshop on „Research Proposals & Publications“** for faculty on Monday, 3rd July, 2017. The said workshop was conducted the guidance of following eminent personalities:
 - Dr. S. T. Gadade (Guest of Honour)

- Dr. P. S. Goyal (Guest of Honour)
 - Dr. Sangeeta Pawar (Resource Person)
 - Dr. Rita Khatri (Resource Person)
 - Dr. Jaya Manglani (Resource Person)
- ✓ **18 Minor Research Projects** were submitted out of which **6 Minor Research Projects** have been sanctioned by University of Mumbai.

3. RDC: Faculty Publications Wing: In charge: Dr. Rinkoo Shantnu

- ✓ A **Session on „An insight to write quality Research Paper“** was conducted by Dr. Priam Pillai on Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H- Index for faculty with Ph.D. degree and teachers pursuing Ph.D. on 06th December, 2017.
- ✓ A **Session on „Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H- Index“** was organised for faculty and the speaker for the session were Mr. Ramakant Navghare, Librarian, C.K.T. College of Arts, Commerce & Science, New Panvel on 31st August, 2017

Environment Policy Committee

Environment policy Committee was constituted to coordinate and frame Environment policy and complete the policy certification. The committee consist of following members:

1. Dr. Kiran Deshmukh (In-Charge)
2. Mr. Gopakumar Pillai (Members)
3. Mr. Prashant K (Members)
4. Mrs. Ruchika Bassi (Members)
5. Dr. Farhat Shaikh (Members)
6. Mrs. Dhanya Vinish (Members)

Agenda II

Discussion on Autonomy Process

Prof. Shardul Buva shared that **Faculty recruitment policy and plan to meet the academic plan requirements.**

Recruitment and selection:

I. Recruitment:

1. Yearly as well as semester-wise Job Analysis: Preparing of vacant position that is preparing job profile by identifying changes in syllabus or as per the expansion requirements. In case of transfer, termination, and resignation, death, retirement, too vacancies occur for both classification of staff.
2. Deriving Job Description:
 - i. From job analysis formation of data called workload is to be prepared. Required information regarding duties and responsibilities are derived for teaching staff. Information regarding timing, subject knowledge required, experience required and other details are framed according to the departmental requirements.
 - ii. For non – teaching staff as per the change in software used, expansion, and other requirements according to the circumstances job can be defined.
3. Deriving Job Specifications: Formation of information regarding required qualification and experience is derived.
4. Evaluating Job: Once the analysis process is complete then the management decide the worth of the job. The factors like authority, responsibility, duties, living requirements etc worth is finalised.
5. Advertising in news paper as well as website of college for the position vacant as per the UGC norms.
6. Clear structure is formed to apply. Eligible candidates apply with the supporting documents through mail or hard copy written to principal of college.

II. Selection:

1. Applications are scrutinised as per the merit requirements and the letters are sent to the eligible candidates for appearing for the interview.
2. Form is given to the candidate to be filled with required details and submitted to college through mail or hard copy.
3. Panel of experts take the interview of candidates. Panel gets changed as per the need of current scenario and subjects experts are a compulsory component of panel. Once the panel select the final suitable right candidate for the job

then intimation is given the management to contact the candidate for employment.

4. Selected candidates are informed by sending mails, making telephone calls etc.
5. Appointment letters are given after verifying the original documents of the candidate.

Employment contract

A document framed by management which ensure transparency on JOB requirements and HR policy of the college. The structure keeps on changing as per the market and administrative environment.

Appointments

Appointment dates are finalised by management as per the staff requirements. Appointment letter is forwarded to finalise candidate. The candidate can collect the appoint order letter hard copy from admin office after accepting the employment contract.

Position elimination

The position elimination can happen due to following reasons:

1. In case of change in job structure if the employee is not matching with the current requirement of job profile there can be a shift in job or a transfer can be possible. A termination is possible if employee doesn't get match to job requirement across the institutions.
2. Employee can resign with a three month prior notice if planned for a shift in place or spouse transfer. In case of unplanned shifts employee must inform the HR department or Principal before a month of resigning to avoid unpleasant actions.
3. In case of emergency, accidents, death in family or unpleasant events to employee, and then the employee can discontinue the job or have a term break to recover from the situation.
4. In case of further studies employee can discontinue job.
5. Any other reason the employee or management feel a strong reason to discontinue the employment contract.

Exit interview is conducted to know the review of employee regarding the organization. A feedback form is collected from the employee to find the employees feedback regarding current situation in the organization

It was shared that in case of science & technology subjects, research plan indicating the laboratories and other facilities proposed to be established have been identified. In case of humanities and social science research plan indicating the broad and nature of field work & research has been prepared.

Agenda III

Discussion of activities completed in 2017-18

IQAC In charge shared that the following activities have been initiated and completed in 2017-18:

A number of Seminars, Workshops and Seminars at different levels have been conducted by all the departments. IQAC has organized the following events in this regard:

NAAC Sponsored Two Day National Seminar on "Using ICT for Quality in Teaching-Learning and Evaluation Processes" on 15th and 16th December, 2017.

One Day Symposium on the theme 'Best Practices in Degree Colleges for Quality Enhancement' on 26th March, 2018.

One Day Workshop on the theme: „Revised Assessment & Accreditation Process by NAAC“ on 28th March, 2018

Internal Academic Audit (Mock)

Internal Academic Audit of all departments was conducted from 26th June, 2017 to 7th July, 2017. Sixteen meetings were held to facilitate interactions between various departments and IQAC.

ISO Certification:

The institution was awarded ISO Certification (ISO 9001:2015) on 5th November, 2017.

College for Potential Excellence

IQAC constituted the College for Potential Excellence Committee to work on the proposal to be prepared and report to be submitted to University of Mumbai.

Application for Autonomy

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Application for Research Centre

After receiving the approval of Ph.D. guides (academic year 2016-17), IQAC submitted the application for Research Centre in the subjects of Economics, Accountancy and Commerce to University of Mumbai.

Research Development Cell has been reconstituted with specialized wings and renewed focus on quality research with code of ethics.

ET Now Awards

IQAC participated and won the **ET NOW AWARD- MAKING OF DEVELOPED INDIA AWARD** under Education Category – “**OUTSTANDING INSTITUTE AWARD**”organised by Economic Times Group.

Infrastructure

After considering the increasing strength of students and requirement of study centre augmenting library infrastructure, has been initiated in the current academic year.

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Learning Resource Centre

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Inclusive Practices

It was shared that there is a Functional Equal Opportunity Centre (EOC) offering free ships, fee concessions & scholarships to achieve inclusion in education.

Placement

Placement Cell have taken initiatives to develop the database of the students and also organised grooming sessions on "How to face interviews & understand CoporateCulutre " in collaboration with Barclays" Ltd., Goregoan

Our Placement officer, Mrs. Padmaja A. with her team and H.O.D. (I.T. & C.S.), Mrs. Deepika Sharma, attended "**Sutherland Academia Conclave**" to begin a collaborative efforts of the industry and the academia to enhance the employability of the students in the extremely challenging corporate world on 22nd February, 2018 at Taj Mahal Palace, Apollo Bunder.

Placement cell also organised a **Pool Campus drive – WIPRO Ltd.** on 26th and 27th February, 2018 where in students of Navi Mumbai colleges were provided a platform to get placed.

Value Based Centre

Value Based Centre was constituted to impart value based learning to the students along with academics. The committee for Value Based Centre consist of the following faculty members:

1. Mrs. Varsha Chatuphale (In-Charge)
2. Mrs. KavitaKathare (Members)
3. Ms. Aswathy G. (Members)
4. Mrs. Surekha Raja (Members)
5. Mrs. Archana Deepak (Members)
6. Mr. Chaitanya Athayle (Members)

Environment Policy Committee

Environment policy Committee was constituted to coordinate and frame Environment policy and complete the policy certification. The committee consist of following members:

7. Dr. Kiran Deshmukh (In-Charge)
8. Mr. Gopakumar Pillai (Members)
9. Mr. Prashant K (Members)
10. Mrs. RuchikaBassi (Members)
11. Dr. Farhat Shaikh (Members)
12. Mrs. DhanyaVinish (Members)

Agenda IV

SWOT of the institution with reference to Internal Audit conducted

Internal Academic Audit of all departments was conducted from 26th June, 2017 to 7th July, 2017. An Audit Report was generated which highlighted the following:

> Strengths:

- Qualified staff
- State of the art infrastructure
- Remedial Coaching
- Mentoring Policy & Enforcement
- Value Based Education

Sensitivity towards society

- Student Involvement in college administration
- Student Research Journal with ISBN No.
- Quality Policy in place
- Green Practices
- Language Laboratory

> Weakness:

- Collaborative research among the departments

- More participation of teachers in Academic Bodies
- Strengthening Industry Collaborations and MOUs
- Consultancy

➤ **Opportunity:**

- Incubation Centre
- Innovation Club
- E-governance in areas of operation

➤ **Threat:**

● Educational institutions all over India are concerned about their quality and are looking for a competitive edge. Competition can contribute to quality, but it can also trigger focus on image or spend resources on frills. The threat is one has to follow the bandwagon to qualify for National and global rankings which are sometimes used by governments in allocating funds or determining academic mission, and by the institutions to benchmark themselves against others. At this juncture it becomes relevant to retain the real essence of an educational institutional and highlight what is most important.

Agenda V

Department Heads and Coordinators shared their Best Practices for dissemination of the same to all departments:

Department of I.T. & C.S.

Best Practices

Unbiased paper assessment, Exit feedback from T.Y. students, Project Sessions, Training for MH-CET for M.C.A. course, Alumni associates, Student exchange programme

Department of Economics

Best Practices

Workshops conducted on Syllabus Revision (2011-12 to 2014-15) and Bifurcation of lectures division wise. (B.Com. - A & B Divisions)

Department of Biotechnology

Best Practices

Certificate course in Plant Tissue Culture (PTC) and Bioinformatics and Student Exchange Programme (SEP)

Department of Accountancy

Best Practices

Problem book designed by the teachers in the subject of Financial Accounting, Management Accounting and Cost Accounting for T.Y. B.Com. students, Mock Project Viva for T.Y.B.M.S. students, Online Notes, Practice of OMR Sheet to T.Y.B.M.S. students.

Department of English

Best Practice

Gradual up gradation of English language skills through a structured programme.

Department of Financial Market

Best Practice

Academic Mentoring

B.M.M. Course

Best Practice

Summer Internships

B.C om. Accounting & Finance Course

Best Practice

Encourage T.Y.B.Com. Accounting & Finance students:

Department of Law

Best Practice

Guest Lecture of practicing advocates for the benefit of students.

Agenda VI

Plan of action for the academic year 2018-19

IQAC In Charge Dr.AartiSukheja shared the Plans of the institution for next year(2018-19):

- Encourage faculty and students to take up research projects
- More participation of teachers in Academic Bodies
- Strengthen Alumni Participation.
- Strengthening Consultancy Services.
- To set up Incubation Centre
- To strengthen Industry Collaboration & MOU
- To form Innovation Club
- Environmental Policy and Audit
- Setting up Community Interface Committee
- Vocational Educational & Training
- Gender Equity Programmes
- Courses addressing cross cutting issues like gender, environment, human values and professional ethics
- Soft Skill development
- Value Education to be given importance

Agenda VII

Any other matter with the permission of the chair

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

Annexure 1:

I) Board of Studies – Structure & Functions.

Board of Studies (B.o.S.) in Arts - Mass Media

Sr. No.	Name	Category
1	Mrs. Surekha Sudhanrajan	Coordinator (Chairman)
2	Mrs. Juliet Esthar	Teacher
3	Miss. Yvette Lee	Teacher
4	Mrs. Suchitha Sayaji	Academic Council Nominee
5	Dr. Arif Merchant	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. PadmajaGanti	Placement Representative
8	Mr. Stalin Raju	Alumnus Nominee
9	Mr. KedarKoshe	Industry Expert
10	Mrs. Akshata Narkar	Other Member of Staff of Same Faculty

II) **Term:** The term of the nominated members shall be two years.

III) **Meetings:** The principal of the college shall draw the schedule for meeting of the Board of Studies. Meeting of the Board of studies should be held at least once in a Semester and as and when necessary as per the decision of Chairman or on suggestion by Academic Council.

IV) Functions: The Board of Studies of a department in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for the appointment of examiners;
- d) Coordinate research, teaching, extension and other academic activities in the department / college;
- e) Suggest or arrange Guest Lectures, Seminars and other ~~students'~~ activities for students as well as for staff in coordination with IQAC and approval of Academic Council.
- f) Coordinate and co-operate with COE for exam requirements.

D) Board of Studies (B.o.S.) in Commerce:

Sr. No.	Name	Category
1	Dr. Seema Somani	Head of Department (Chairman)
2	Mrs. Sunita Saini	Teacher
3	Mr. Chaitanaya Athalye	Teacher
4	Dr. Gajanan Wader	Academic Council Nominee
5	Dr. Lata Menon	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	Mr. PareshAngre	Alumnus Nominee
9	C.A. Hemanshu Pandya	Industry Expert
10	Miss. Heena Kancche	Other Member of Staff of Same Faculty

- II) Term:** The term of the nominated members shall be two years.
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 - f) Coordinate and co-operate with COE for exam requirements.

D) Board of Studies (B.o.S.) in Accountancy:

Sr. No.	Name	Category
1	Mrs. Monali Ray	Head of Department (Chairman)
2	Dr.Gajanan Wader	Teacher
3	Mr. Shardul Buva	Teacher
4	Mr. Tushar Pradhan	Academic Council Nominee
5	Dr. Amit Dutta	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. PadmajaGanti	Placement Representative
8	CA Hemanshu Pandya	Alumnus Nominee
9	CA Jugal Solanki	Industry Expert
10	Mrs. KavitaBaddi	Other Member of Staff of Same Faculty

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- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) in Business Economics:

Sr. No.	Name	Category
1	Dr.RinkooShantnu	Head of Department (Chairman)
2	Dr.Aarti Sharma	Teacher
3	Mr. Shabab Rizvi	Teacher
4	Dr. Satish Nair	Academic Council Nominee
5	Dr. P. S. Goyal	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. PadmajaGanti	Placement Representative
8	CA ShrirangHardikar	Alumnus Nominee
9	Mr. Nikhil Deshmukh	Industry Expert
10	Miss Gurpreet Kaur Khalsa	Other Member of Staff of Same Faculty

I) Term: The term of the nominated members shall be two years.

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- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) in Mathematics & Statistics:

Sr. No.	Name	Category
1	Dr.SmithaJayarm	Head of Department (Chairman)
2	Mrs. Sudha Ramesh	Teacher
3	Mrs. Soly Z.	Teacher
4	Dr. Vinod Mohitkar	Academic Council Nominee
5	Dr. Sandeep Joshi	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. PadmajaGanti	Placement Representative
8	Mr. AmanMukadam	Alumnus Nominee
9	Mr. AkshayKumbhar	Industry Expert
10	Dr.Kumudini Das	Other Member of Staff of Same Faculty

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- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) in Business Management:

Sr. No.	Name	Category
1	Mrs. Prerana Sharma	Coordinator (Chairman)
2	Dr. Farhat Shaikh	Teacher
3	Mrs. Nithya Varghese	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	Mr. Bhaskar Prakadh	Alumnus Nominee
9	Mr. Jeffin Jons	Industry Expert
10	Mrs. Ruchika Bassi	Other Member of Staff of Same Faculty

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- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) in Financial Market:

Sr. No.	Name	Category
1	Mrs. Jenny Prajith	Coordinator (Chairman)
2	Miss Bhavana Parab	Teacher
3	Miss Prajakta Bapat	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	C.A. Sukanya Kulkarni	Alumnus Nominee
9	Mr. Akshay Kumbhar	Industry Expert
10	Mrs. Sharavathy S.	Other Member of Staff of Same Faculty

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I) Board of Studies (B.o.S.) in Accounting & Finance:

Sr. No.	Name	Category
1	Dr. Abida Khan	Coordinator (Chairman)
2	Mr. Shardul Buva	Teacher
3	Mrs. Kavita Baddi	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	Miss Roshani Patil	Alumnus Nominee
9	C.A. Vallabh Joshi	Industry Expert
10	Mrs. Sunita Saini	Other Member of Staff of Same Faculty

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I) Board of Studies (B.o.S.) in Biotechnology:

Sr. No.	Name	Category
1	Mrs. Bindu Rajaguru	Coordinator (Chairman)
2	Mr. Gopakumar Pillai	Teacher
3	Mrs. Minakshi Johri	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	Miss. Aswathi G.	Alumnus Nominee
9	Mr. Abhilash Das	Industry Expert
10	Dr. Remaya Vardarajan	Other Member of Staff of Same Faculty

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- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) Information Technology:

Sr. No.	Name	Category
1	Mrs. Deepika Sharma	Coordinator (Chairman)
2	Mrs. Srividya T.V.	Teacher
3	Mrs. Anju Somani	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. Padmaja Ganti	Placement Representative
8	Miss. Neha Dalal	Alumnus Nominee
9	Mr. Harikrishna	Industry Expert
10	Mrs. Varsha Chatuphale	Other Member of Staff of Same Faculty

- II) Term:** The term of the nominated members shall be two years.
- III) Meetings:** The principal of the college shall draw the schedule for meeting of the Board of Studies. Meeting of the Board of studies should be held at least once in a Semester and as and when necessary as per the decision of Chairman or on suggestion by Academic Council.
- IV) Functions:** The Board of Studies of a department in the college shall:
- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
 - Suggest methodologies for innovative teaching and evaluation techniques;

- c) Suggest panel of names to the Academic Council for the appointment of examiners;
- d) Coordinate research, teaching, extension and other academic activities in the department / college;
- e) Suggest or arrange Guest Lectures, Seminars and other students' activities for students as well as for staff in coordination with IQAC and approval of Academic Council.
- f) Coordinate and co-operate with COE for exam requirements.

I) Board of Studies (B.o.S.) Computer Science:

Sr. No.	Name	Category
1	Mrs. Deepika Sharma	Coordinator (Chairman)
2	Mrs. Shubhangi Pawar	Teacher
3	Mrs. Sujata Shahabade	Teacher
4	Dr. Lata Menon	Academic Council Nominee
5	Dr. Satish Nair	Academic Council Nominee
6	Awaited	Vice Chancellor Nominee
7	Mrs. PadmajaGanti	Placement Representative
8	Mr Akhilesh Kartha	Alumnus Nominee
9	Mr. Shwetabh Kumar	Industry Expert
10	Mr. Kuldeep Prabhu	Other Member of Staff of Same Faculty

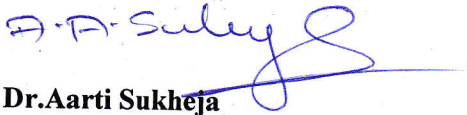
II) Term: The term of the nominated members shall be two years

III) Meetings: The principal of the college shall draw the schedule for meeting of the Board of Studies. Meeting of the Board of studies should be held at least once in a Semester and as and when necessary as per the decision of Chairman or on suggestion by Academic Council.

IV) Functions: The Board of Studies of a department in the college shall:

- a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- b) Suggest methodologies for innovative teaching and evaluation techniques;
- c) Suggest panel of names to the Academic Council for the appointment of examiners;

- d) Coordinate research, teaching, extension and other academic activities in the department / college;
- e) Suggest or arrange Guest Lectures, Seminars and other students' activities for students as well as for staff in coordination with IQAC and approval of Academic Council.
- f) Coordinate and co-operate with COE for exam requirements.



Dr. Aarti Sukheja
IQAC