

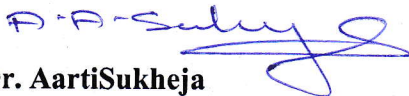
**Mahatma Education Society's
Pillai College of Art's, Commerce & Science
New Panvel**

8th April, 2017

Notice

A meeting of the members of the IQAC will be held on 10th April, 2017 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Plan of action for academic year 2017-18
2. Discussion of activities completed in 2016-17
3. SWOT of the institution
4. Discussion on implementation of Peer Team Committee recommendations
5. Any other matter with the permission of the Chair.


Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 10TH APRIL, 2017

Agenda I

Plan of action for academic year 2017-18

The Chair announced that the plan of action for the coming academic year would be in sync with NAAC guidelines. The plan of action for the academic year 2017-2018 was discussed which included the following points:

- ✓ Autonomy Core Committee to continue its focus on getting autonomous status for the institution
- ✓ Encourage faculty and students to take up research projects(Minor/Major) and publish their research output in reputed journals. (H index/Impact factor)
- ✓ Collaborative research among the departments and to take initiative for inter-institutional collaboration
- ✓ Encourage faculty for Faculty Development Programme
- ✓ More participation of teachers in Academic Bodies
- ✓ National and International Workshops and Symposiums
- ✓ Arrange more campus recruitments
- ✓ Provide more career oriented add on courses
- ✓ Provide more training programmes to the administrative staff
- ✓ Conduct an Environmental Audit.
- ✓ Strengthen industry linkages.
- ✓ Strengthen National and International linkages.
- ✓ Strengthen Alumni Participation.
- ✓ Strengthening Consultancy Services.

Agenda II

Discussion of activities completed in 2016-17

The Chair announced that the efforts of the IQAC were in the right direction as there was a marked improvement in a number of areas: Research, Academic/Non-academic activities, linkages, social activities, library services and the like. The following events were highlighted and discussed:

- Internal Academic Audit of all departments was conducted from 27 June, 2016 to 5th July, 2016. Sixteen meetings were held to facilitate interactions between various departments and IQAC.
- Recognizing the need for augmenting classroom infrastructure, two additional Audio Visual rooms have been made available for the purpose of teaching for the current academic year. Additional computer laboratory with 50 computers is made available.
- To ensure that all students with disabilities receive their total education within the regular environment Braille has been purchased.
- Standardized format for reporting has been prepared for collecting data from various departments which has enabled IQAC to work with data more effectively and with less preparation time. It has also provided an ease of support in creation of analysis parameters which would aid future course of action.
- IQAC has brought in several changes in the feedback process in the current academic year which will be implemented from the academic session 2017-18.
 - ✓ Teaching staff is in no way would be involved in the feedback process.
 - ✓ Each semester feedback would be taken.
 - ✓ Only students having attendance above 50% would be eligible to give feedback.
 - ✓ Minimum 50% class strength must be present at the time of feedback.
- The ICC has been created for redressal of cases of sexual harassment amongst staff and students. As per UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and Students in Higher Educational Institution) Regulation,2015, Internal Complaints Committee is to be constituted with immediate effect.
- Flying Squad has been appointed and implemented in the Semester end examination which has resulted in reduction of unfair cases.

- In the area of social activities considerable developments have been made with the activities carried out by N.S.S. and Social Awareness Cell.
- The college website is being regularly updated by a team headed by Prof. Deepika Sharma (H.O.D. of C.S./I.T) . The Chair congratulated the team for having received high rankings from stakeholders for having a student friendly and easily navigable website.
- Youth Rova 2017 (JOB FAIR) is to be held in the college premises on 7th of May 2017. This fair will rope in 40 corporate big wigs which will immensely benefit the placement opportunities for the students.

Agenda III

SWOT of the institution

It was shared by the Audit Committee that Internal Academic Audit was conducted for all the departments in the college from 27 June, 2016 to 5th July, 2016. Sixteen meetings were held to facilitate interactions between various departments and IQAC. An Audit Report was generated which highlighted the following:

Strengths:

- Inclusivity (Remedial Coaching)
- Academic Honesty
- Qualified staff
- State of the art infrastructure
- Equipped Laboratories
- Sensitivity towards society

Weakness:

- Encourage quality research amongst staff
- Collaborative research among the departments
- More participation of teachers in Academic Bodies
- National and International Workshops and Symposiums
- Provide more career oriented add on courses

- Strengthen National and International linkages.
- Strengthen Alumni Participation.

Opportunity:

- Increase number of Linkages
- Increase number of Placements
- Increase in number of Research Projects

Threat:

There is intense competition which is a threat and can be met by continually upgrading our learning resources, infrastructure and faculty enhancement activities.

Agenda IV

Discussion on implementation of Peer Team Committee recommendations

The Chair shared that the NAAC Peer Team suggestions had been put in place and further improvements must be targeted in the coming academic year.

Development in Research

- Targets have been set for research in each wing.
- Four Minor Research Projects have been sanctioned by University of Mumbai.
- It was decided that quality research projects approved by Research Development Committee would be considered for management sponsorship.
- Department of B.Com. organized One Day Training Programme on '**Use of Statistical Techniques in Research**' on 20th February, 2017. Around 50 students were trained on how to use SPSS package for research.
- Department of Accounts & Finance Association 'Finanza' organized a Seminar on 'Basics in Research & Publication' for students on 1st, March, 2017.
- IQAC & Department of Accounting & Finance organized One-day Workshop on 'Standards for High Quality Research and Analysis' on April 22, 2017.

- Student Research Wing of Research Development Committee trained students for research through mentoring and workshops. Opportunities were given to participate in many research events and competitions like Aavishkar Research Convention in which our students received recognition for their research work.

Updating library

- Procured additional titles in the library.
- Purchased Bar Code Scanner to implement Online Library Visitor System. This will have the following advantages: Paperless, Time saving, Error free, Easy to generate reports.
- Purchased additional hand held scanners (two) for the library.
- Developed “Mobile App” to provide real-time services to users 24*7 .Any user can download it from ‘Google Playstore’ and keep track of their transactions. Students and faculty members use their College I.D. No. and E-Mail provided to access the said app.
- Prepared “QR(Quick Response)Codes” and deployed in the library to save time of students and staff to access resources subscribed by the college.

ISO 9001-2015

The ISO certification process has already been initiated in the beginning of July, 2017. The ISO Committee has prepared the plan and proposal for the same. The Committee intends to strictly adhere to quality management systems as per ISO standards. The first audit was successfully carried out on 24th September, 2017.

Framing quality policy of IQAC

IQAC Policy and Stakeholders Interaction Policy has been prepared. The objectives and strategies have been framed taken into account NAAC core values and quality parameters.

Increasing the number of EDP activities

EDP Cell conducted Entrepreneurship Development Seminar in association with IIT –B on 11th January, 2017 for budding entrepreneurs. Industrial Visits have been organized for giving knowledge about Start ups. Talks have been organized by prominent entrepreneurs of successful start-ups.

Faculty Empowerment

It was shared by the heads that faculty have been acquiring Ph.D./Ph.D. Guideship and are actively involved in several minor/major research projects. Faculty have authored several books of repute, are members of the syllabus revision committee, have been appointed as paper setters, moderators, resource persons, interview panelists, chairpersons, consultants and have been heading important committees at various levels

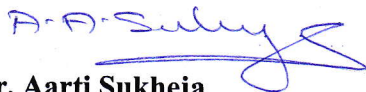
Workshops and Seminars

A number of **workshops and seminars** were organised in the said academic year: One Day Workshop on 'Syllabus Revision of F.Y.B. Com. (Semester I & II) & M. Com. (Semester I & II) - Business Economics' in association with University of Mumbai on 25 July, 2016, One day workshop on "Automated Software Testing" on October 01, 2016, One-day State Level Workshop on "Autonomy Initiation" on February 27, 2017, One-day Workshop on 'Standards for High Quality Research and Analysis' on April 22, 2017, One Day Training Programme on 'Use of Statistical Techniques in Research' on 20th February, 2017, 'Seminar on 'Basics in Research & Publication' for students on 1st, March, 2017, One day Workshop on 'Standards for High Quality Research and Analysis' on April 22, 2017, 'National Workshop on Science Films' in collaboration with VigyanPrasar, Department of Science & Technology, Government of India from 27th – 29th January 2017, One day State Level Seminar on 'Role of Biotechnology in Sustainable Development' on 20th February, 2017 , One Day Faculty Development Programme on 'Installation, configuration & usage of Moodle' was organized on August 24, 2016.

Agenda V

Any other matter with the permission of the chair.

As there was no other matter to be discussed the meeting resolved with thanks to the chair.



Dr. Aarti Sukheja

IQAC