

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

8th June, 2017

Notice

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

1. To welcome IQAC members and appoint Co-ordinator for the academic year 2017-18
2. Plan of action for the academic year 2017-18
3. Planning for Certificate Courses
4. Planning activities of RDC
5. Discussion on Seminars/Workshops/Courses
6. Placement Activities for 2017-18
7. Planning for Library Improvement activities
8. Planning for Feedback
9. Planning for Quality Policy
10. Planning for Mentoring Policy
11. Planning for Environment Audit
12. Planning for Quality in PCACS Publications
13. Social/Environment & Gender Sensitization activities
14. Planning for Autonomy Initiation Process
15. Any other matter with the permission of the chair


Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 10TH JUNE, 2017

Agenda I

To welcome IQAC members and appoint co-ordinator for the academic year 2017-18.

The Chair announced that IQAC has been formed by the college with the following members and C-ordinator for the academic year 2017-2018:

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

Head of the Institution:	Dr. Daphne Pillai
Faculty:	Dr. Aarti Sukheja (Co-ordinator)
	Ms. BhavanaParab(Co Co-ordinator)
	Mrs. Kiran Deshmukh
	Dr. Rinkoo Shantnu
	Mrs. Monali Ray
	Mrs. Perna Sharma
	Mrs. Abida Khan
	Mrs. Deepika Sharma
	Dr. Gajanan Wader
	Mrs. Jennie Prajith
	Mrs. Bindu Rajaguru
	Mr. Shabab Rizvi
	Dr. Seema Somani
	Ms. Alpana Sharma
Librarian:	Mr. Sanjay Munnavalli
Administrative Staff:	Mr. Sunil Nair (Registrar)
	Mrs. Rajani Suresh (Senior Clerk)
Technical Staff:	Mr. Rajesh Menon (Hardware Section Manager)
	Mr. Krishnakumar (Hardware Section Asst. Manager)

Students	Ms. Daniel Simon (T.Y.B.Com. A) Mr. Samson Alex (T.Y.I.T.) Mr. Harsh Hemant Kumar (S.Y.B.M.M.)
Management Representatives	Mr. Gopalakrishnan Pillai (Secretary)
Alumni	Mr. Himanshu Pandya (Chartered Accountant) Mr. Kedar Soman (Advocate, Bombay High Court)
Other Stakeholders	Mr. Vidyadhar Godbole (Father of our student Ms. Janhavi Godbole, S.Y.F.M.) Mr. K. Muraleedharan (Father of our student Mr. Amrutesh Muraleedharan, T.Y.B.Com.A) Dr. S.T. Gadade (Principal, C.K.T. College, Panvel) Dr. Sally Enos (Principal, Pillai College of Education & Research, New Panvel (West))
Employers/ Industrialists	Mrs. Anjana Varma (HR Head, Wipro, Pune) Mrs. Jaspreet Walia (HR Head, Infosys, Pune)
NAAC Advisory Committee	Prof. A.N. Kutty Dr. Smitha Jayaram

Agenda II

Plan of action for the academic year 2017-18.

The Chair shared the plan of action with an intention of gearing up the faculty to pursue endeavours with added vigour synced with NAAC quality parameters. The Chair discussed 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 III

Planning for Certificate Courses

The Chair announced that Prof. Kavita Baddi will be the Certificate Course Coordinator from the current academic year. Planning for new certificate courses should be done taking into account current industry needs. It was also decided that the Placement Cell would take feedback from the placement partners regarding courses which can enhance the employability quotient of students when they start their career.

Agenda IV

Planning activities of RDC

The Chair announced that Research Development Cell should focus on quality publications from the staff. Impact factor of the journal must be given due consideration. Research project proposals must be submitted with topics of social relevance. Also deserving proposals may seek management funding. Library updation shall be carried out on a continuing basis. It was

decided that a pre-guidance session for “Avishkar Research Convention–2017” is to be organized.

To develop research culture among staff members it was decided that each department must mandatorily submit minimum two minor research projects. A One Day Workshop on „Research Proposals & Publications“ for faculty shall be organised in the month of July, 2017.

The Chair instructed RDC to ensure that the following points are taken cognisance of:

- *Stated Code of Ethics to check malpractices and plagiarism in Research (Upload code of ethics)*
- *Track of the number of Ph.D.s*
- *Number of linkages research etc during the last five years (partnering institution /industry/research lab)*
- *Number of research projects per teacher funded by government and non government agencies during the last five years*
- *Grants for research projects sponsored by the government and non government sources such as industry, corporate houses, international bodies, endowment, Chairs in the institution during the last five years(INR in Lakhs)*
- *Number of research papers per teachers in the Journals notified on UGC website during the last five years*
- *Number of books and chapters in edited volumes/books published and papers in national/ international conference-proceedings per teacher during last five years*
- *Avishkar Orientation, training and participation records*
- *Requisition for software, books etc*
- *Research awards: Track*
- *Initiation of inhouse research awards*
- *Publicity of teachers with research*
- *Assistance for research*

Agenda V

Discussion on Seminars/Workshops/Courses

The Chair announced that Prof. Sunita Sainin would be the In charge for Seminar & Workshops. The In charge was instructed to look into the following:

1. Planning for number of Seminars and Workshops
2. Assistance for funding
3. Management Funding in deserving cases

4. International and National level Events to be encouraged
5. Relevant themes to be identified
6. Coordination with departments for conduct of events

The Chair congratulated IQAC for receiving funding of Rs. 76750 for organizing a Two Day Seminar. NAAC Sponsored Two Day National Seminar on "Using ICT for Quality in Teaching-Learning and Evaluation Processes" was planned on 15th and 16th December, 2017. One Day Symposium on the theme 'Best Practices in Degree Colleges for Quality Enhancement' and „Revised Assessment & Accreditation Process by NAAC" was planned for the second term. It was decided that every department must conduct seminars and conferences of national and international conference on current themes for which funding can be sought.

Agenda VI

Placement Activities for 2017-18

Placement Cell shared that they have prepared a new standardized format for developing database of students. Grooming sessions on “How to face interviews & understand Corporate Culture”, Pool campus drives, Industry Academia Collaboration are some of the events planned in this academic year.

Agenda VII

Planning for Library Improvement activities

The Chair announced that after considering the increase in strength of students and additional requirement of learning space and resources library infrastructure augmentation would be taken up and the process would begin right away. 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. will be initiated for the purpose of commencement of Research Centre in Commerce, Economics & Accountancy.

Agenda VIII

Planning for Feedback

The Feedback Committee shared that from the current academic year onwards letter of appreciation would be given to teachers with good feedback and letter of caution to teachers with poor feedback. Parameters for high and low feedback are decided and appears in the Feedback Policy for reference.

Agenda IX

Planning for Quality Policy

To maintain quality as per ISO standards the Chair instructed ISO Certification team In charge Dr. Kiran D. to initiate the process of aligning quality to ISO standards. 24th September, 2017 was decided as the date for the first ISO Audit.

Agenda X

Planning for Mentoring Policy

The Chair appreciated Dr. Abida Khan and teams efforts in putting the mentoring policy in place. The formats prescribed must be adhered to by all departments and the follow up to be monitored by the mentoring In charge. The Chair instructed Dr. Abida to:

- Ensure implementation of the Mentoring Policy
- Check if all departments are offering mentoring and recording it.
- Photos and other records
- Publicity
- Record of ratio of students to mentor for academic and stress related issues

Agenda XI

Planning for Environment Audit

It was shared by Dr. Kiran Deshmukh that the proposal for environmental audit would be presented to the management for approval and sanction, post review by IQAC.

Agenda XII

Planning for Quality in PCACS Publications

It was decided that rules on plagiarism may be framed for all publications of the institution and this should be given due publicity. Undertaking forms may be taken to ensure that work sought is original and not copied and due credit is given to someone else's work.

The Chair directed editors of all Publications:

- Magazine
 - News Bulletin
 - P.C.A.C.S. Research Journal
 - Compilation of Paper Publications / Presentations
 - Student Publication
- FOCUS
CRESCENT TIMES

to keep a record of all notices and copies of publication for 5 years, check for plagiarism, use Undertaking Form and ensure quality publication.

Agenda XIII

Social/Environment & Gender Sensitization activities

It was decided that activities must be undertaken in coordination with NGO's and other organizations through which public spaces may be improved, skill development may take place for the disadvantaged and gender sensitivity may be inculcated.

The Chair instructed the following:

- Atleast 3 activities each term with a social activity with long lasting impact.
- Identifying NGOs to be associated with.
- Field trips and industrial visits
- Practical orientation of each activity

Agenda XIV

Planning for Autonomy Initiation Process

The Chair announced that the following members would be in the Autonomy Core Committee which would be responsible for taking the institution through the process of autonomy:

1. Dr. Gajanan Wader
2. Prof. Deepika Sharma
3. Prof. Shardul Buva
4. Dr. Aarti Sukheja
5. Mr. Arun Radhakrishnan
6. Dr. RinkooShantnu
7. Dr. Monali Ray
8. Dr. SeemaSomani

The Chair shared the aims and Objectives of the Autonomy status:

Aims and Objectives:

Aims and Objectives of Autonomous Pillai College of Arts, Commerce and Science –

- a) To provide Need Based Educational Programs
- b) To obtain Flexibility in designing and Restructuring Syllabi meet market demands.
- c) To have interdisciplinary approach in Arts, Commerce and Science education.
- d) To provide wider choice of subjects to students
- e) To promote and exercise Innovating Teaching Methodology
- f) To use Continuous Evaluation and Assessment Process
- g) To use Information and Communication Technology creatively
- h) To Promote the quality research
- i) To promote Interdisciplinary Approach towards education
- j) To nurture Students and faculty exchange programs

- k) To cater the educational requirement through starting new certificate and diploma courses

The Chair also shared the Composition of the Governing Body and its Functions:

I) Composition of the Governing Body (G.B.) of Autonomous PCACS

Sr. No.	Name	Category
1	Dr. K.M. Vasudevan Pillai	Management (Chairman)
2	Dr. Priam V. Pillai	Management (C.O.O.)
3	Mr. Franav Pillai	Management (Dy. CEO)
4	Dr. Daphne V. Pillai	Management (Secretary and Rector)
5	Mr. Raveendran S.	Management (Board Member)
6	Dr. SeemaSomani	Teacher of the College
7	Dr. Aarti Sharma	Teacher (IQAC Coordinator)
8	Dr. Satish Nair	Educationalist / Industrialist (Nominated by the Management)
9	Awaited	UGC Nominee
10	Awaited	State Government Nominee
11	Awaited	Mumbai University Nominee
12	Dr. Gajanan Wader	Principal of College (Ex-officio Secretary)

II) Term: Two years, except for the UGC nominee whose term will be a full six years.

III) Meetings: At least one meeting in each semester and two meetings in a year.

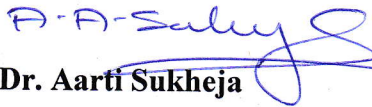
IV) Functions of the Governing Body:

- a) Approve and decide the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- b) Institute Scholarships, Fellowships, Studentships, Medals, Prizes, and Certificate on the recommendations of the Academic Council.
- c) Approve and institution of new programs of study leading to degrees and/or diplomas.
- d) Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfilment of the objectives of the autonomous college.
- e) Formulate regulations for the college and ratify the academic regulations forwarded by Academic Council.

Agenda XV

Any other matter with the permission of the chair.

It was discussed and decided that a Value Based Centre would be constituted to impart value based learning to the students along with academics. The committee for Value Based Centre would consist of faculty members and students.



Dr. Aarti Sukheja

IQAC