Mahatma Education Society's

Pillai College of Arts, Commerce & Science

New Panvel

14th September, 2017

Notice

A meeting of the members of the IQAC will be held on 16th September, 2017 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Discussion on activities planned and conducted
2. Discussion on Policies (Quality, Mentoring & Environment)
3. Discussion on Autonomy Process
4. Discussion on the NAAC Revised Accreditation Framework
5. Any other matter with the permission of the chair

Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER, 2017

Agenda I

Discussion on activities planned and conducted

Dr. Aarti Sukheja shared the following with regards to activities planned and conducted:

Internal Academic Audit: Internal Academic Audit Committee has been constituted with senior most faculty members. 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.

Application for Research Centre: The college with the initiative of its recognised Research Guides: Dr. Gajanan Wader, Dr. Seema Somani, Dr. Aarti Sukheja & Dr.Rinkoo Shantnu have submitted proposal for a Research Centre at the college and approval by the University of Mumbai for this Centre is in the final stage.

CPE Proposal: The Chair announced that the Committee has been constituted to work on the proposal for College for Potential Excellence Committee to work on the report to be submitted to University of Mumbai. The Committee will 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)

Applying for Grants: IQAC In charge Dr.Aarti Sukheja announced that the following grants would be applied for: RUSA & Block Grant for which ground work must be initiated.

Revamping of Library: It has been planned that there would be a major renovation and revamping of the library infrastructure along with other facilities in the library. The work has already started and is scheduled to be completed within a year. The plan envisages complete face lift of entrance, circulation area, reorganization of reference and periodicals reading hall, providing a variety of users spaces for individual and group studies and research, digital knowledge facilities, improved staff work areas and a large reading area.

Agenda II

Discussion on Policies (Quality, Mentoring & Environment)

Environment Policy Committee:

Environment Policy Committee has been constituted to coordinate and frame Environment Policy to conform to the specific requirements for completion of ISO Certification. Dr. Kiran Deshmukh has been appointed as the In-Charge for the said exercise.

Quality Policy:

Prof. Aarti Sukheja shared that the quality policy was finalised and ready for implementation and has fully adhered to the parameters prescribed by NAAC and ISO.

The policy focuses on the following strategic priorities of the institution:

1. To improve the quality of teaching, learning and assessment.
2. To conduct student centric activities.
3. To improve student progression, employability and wider student outcomes.
4. To increase the involvement of stakeholders for holistic development of the institution.
5. To enhance the learning environment.
6. To more effectively support students.
7. To support staff development programmes.
8. To encourage research.
9. To develop effective partnerships.
10. To have quality control mechanisms in place.
11. To continuously review systems and processes to ensure Quality assurance.

The policy supports the institution by:

- Ensuring high quality of teaching, learning and assessment.

- Meeting students" needs and facilitating their continuous development.

- Meeting standards set by accreditation bodies; most particularly NAAC.

- Dealing promptly and fairly with grievances

- Meeting the requirements of internal and external audits.

- Meeting the needs of industry and business.

- Identifying strategies for improvement.

- Ensuring quality assurance processes are rigorous.

- Utilising the potential of the institution for quality enhancement.

- Ensuring Quality Sustenance.

Mentoring Policy:

Dr.Abida Khan shared the mentoring policy in detail and motivated faculty to mentor the weak students for bringing about inclusivity in education. The objectives of the Mentoring Policy were discussed in the meeting along with its main elements and mechanism as given below:

Objectives of Mentoring Policy

The purpose of this programme is to identify intervening mechanisms to improve the performance of weak students. In this context few objectives come across to achieve desired result.

1. To focus and motivate students to achieve learning goals and thereby improve their academic performance.

2. To generate interest in academics and other institutional activities amongst students.

3. To provide students with information on preparatory courses such as bridge courses, skill courses, etc.

Elements of mentoring policy

Under mentoring programme certain important aspects have to be dealt with. They are:

1) Identification of weak students.

2) Identification of mechanism to aid weak students.

3) Realization of desired outcome post mentoring.

Mechanism of mentoring policy

The mechanism for the above intervention programme which is to be followed by all departments as given:

1. Mentoring programme to be organized every semester of each academic year.

2. Coordinator in consultation with the class teacher to identify weak students at second and third year levels as per the given criterion by 15th June in the first term and from first to third year by 30th November in the second term every year.

3. Group of weak students which have been identified by the class teacher. Each group should include ten (10) students.

4. Appointment of subject teacher as mentors by the class teacher for every subject for each group to bridge the gap between learning skills and improve students" performance. Appointment of mentor teacher depends upon the level of difficulty faced by students in different subjects.

5. Class teacher will prepare a schedule of meeting of mentors and students. Schedule of meeting should ensure that every subject teacher must have one meeting in a week with students. If there is more number of groups, schedule of each group can be kept every alternative week.

6. To keep a track of performance of students, mentor teacher should conduct tests every month following the schedule prepared by the class teacher.

7. Mentor teacher will take initiative in forming of peer learning groups of weak students and academically bright students and also keep a record of the notices and schedule of the meetings.

8. Class teacher will keep a record of list of student mentee, notice of appointment of mentor teacher and schedule of meeting of mentor teacher and student mentee.

9. To check the outcome of mentoring, Semester End exam result and ATKT exam result of the student should be compared with previous results. Class teacher should prepare comparative marks statement of students to quantify the outcome of mentoring programme.

10. In the subject of language such as Business Communication, mentor teacher should identify gaps in communication skills of students. Students should be provided with the use of Language Lab to improve their English language skills. Subject teacher should prepare schedule of visit of students to Language Lab.

11. Class teacher should inform parents about students with mentoring needs, the mentoring procedure and the desired outcome of mentoring.

12. To motivate teachers to comply the procedure of mentoring policy, they should be awarded with certificates on improving the performance of weak students.

13. Subject teacher should take undertaking from identified weak students in case of non-acceptance of mentoring procedure.

Agenda III

Discussion on Autonomy Process

It was shared by the Autonomy Core Committee that the following four statutory committees have been formed:

- Governing Body
- Board of Studies for all subjects
- Finance Committee
- Academic Council

The Committee shared that the Academic Council has been formed and its functions have been put in place:

Composition of the Academic Council of Autonomous PCACS

Sr. No.	Name	Category
1	Dr. Gajanan Wader	Principal (Chairman)
2	Dr. Seema Somani	H.O.D. (Commerce)
3	Dr. Rinkoo Shantnu	H.O.D. (Business Economics)
4	Mrs. Monali Ray	H.O.D. (Accountancy)
5	Dr. Smitha Jayaram	H.O.D. (Mathematics)
6	Mrs. Deepika Sharma	H.O.D. (I.T. and C.S.)
7	Mrs. Prerana Sharma	Teacher of the College – B.M.S.
8	Mrs. Bindu Rajguru	Teacher of College – Biotechnology
9	Mrs. Surekha Sudhanraja	Teacher of the College – B.M.M.
10	Mrs. Jennie Prajith	Teacher of the College – F.M.
11	Mr. Ajaykumar Bhatt	Industry Experts (Nominated by GB)
12	Dr. Sandeep Joshi	Industry Experts (Nominated by GB)
13	Mr. PramodJadhav	Industry Experts (Nominated by GB)
14	Mr. Tushar Pradhan	Industry Experts (Nominated by GB)
15	Awaited	Mumbai University Nominee
16	Awaited	Mumbai University Nominee
17	Awaited	Mumbai University Nominee
18	Mr. Shardul Buva	Secretary (Nominated by Principal)

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

II) **Meetings**: The principal shall convene a meeting of the Academic Council at least once a year

Functions of the Academic Council :

The Academic Council will have powers to:

a) Scrutinize and approve the proposals with or without modifications of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any

proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

b) Recommend to the Governing Body proposals for institutions of new programme of study.

c) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

d) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

e) Perform such other functions as may be assigned by the Governing Body.

It was further shared that the BOS for all subjects had been formed and details of the same was shared. (Please find Annexure 1)

It was further shared that first round of BOS meetings in all subjects would be completed by February, 2018.Application for Autonomy would be submitted to University of Mumbai in academic year 2018-19.

Agenda IV

Discussion on the NAAC Revised Accreditation Framework

Dr.Aarti Sukheja shared that National Assessment and Accreditation Council (NAAC) has brought in new spirit into its process of assessment and accreditation. The revised process is being adopted from July 2017. The main focus of the revision process has been to enhance the redeeming features of the accreditation process and make them more robust, objective, transparent and scalable as well as make it ICT enabled. It also has reduced duration of accreditation process. The entire revision exercise has successfully resulted in the development of an assessment and accreditation framework which is technology enabled and user friendly. The following were some of the points highlighted with regards to NAAC new assessment policy:
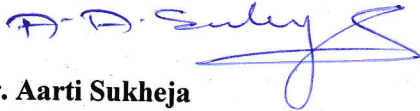
- introducing Pre-qualifier for peer team visit, as 30% of system generated score
- introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
- in introducing the element of third party validation of data

- in providing appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges
- in revising several metrics to bring in enhanced participation of students and alumni in the assessment process

Agenda V

Any other matter with the permission of the chair

The Chair congratulated all the heads and faculty for winning ET Now Awards. IQAC participated and won the „Outstanding Institute Award" under Education Category organised by Economic Times Group. (ET NOW Award- Making of Developed India Award)

Dr. Aarti Sukheja
IQAC