

PCACS/IQAC/MTG/2017-18/T2

Mahatma Education Society's

Pillai College of Arts, Commerce & Science

New Panvel

14th December, 2017

Notice

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

1. Discussion on progress in activities planned for the second term
2. Discussion on teaching/non-teaching staff development activities
3. Discussion on Autonomy Process
4. Any other matter with the permission of the chair


Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 16th December, 2017

Agenda I

Discussion on progress in activities planned for the second term

IQAC In charge Dr. Aarti Sukheja shared that the NAAC Sponsored Two Day National Seminar on "Using ICT for Quality in Teaching-Learning and Evaluation Processes" on 15th and 16th December, 2017 was planned and a duty allocation chart was prepared for the said event. A One Day Symposium on the theme 'Best Practices in Degree Colleges for Quality Enhancement' was planned on 26th March, 2018. A One Day Workshop on the theme: 'Revised Assessment & Accreditation Process by NAAC' was to be organised on 28th March, 2018 in which there would be an in-depth elaboration and discussion on the New NAAC Parameters.

Agenda II

Discussion on teaching/non-teaching staff development activities

The Chair announced that IQAC must record the average percentage of teachers attending professional development Programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes. Professional development /administrative training programs must be organised by the institution for teaching and non-teaching staff.

Staff Colloquium In charge Prof. Kavita Baddi shared that a number of events for the benefit of the staff was organised. Health check up camps, Guest Lectures on career advancement and new age teaching methods was planned in this term. Research Development Cell shared that a One Day Workshop on „Research Proposals & Publications“ for faculty was organized on 3rd July, 2017. 18 Minor Research Projects were submitted out of which 6 Minor Research Projects have been sanctioned by University of Mumbai. 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 6th December, 2017. A Session on „Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H Index“ was organised for faculty on 31st August, 2017.

Agenda III

Discussion on Autonomy Process

Prof. Shardul Buva (Member, Autonomy Core Committee) shared that the Finance Committee has been formed and its functions have been defined as below:

Composition of the Finance Committee of Autonomous PCACS

Sr. No.	Name	Category
1	Dr. Gajanan Wader	The Principal (Chairman)
2	Dr. Franav Pillai	Governing Body Nominee
3	Mr. Shardul Buva	Teacher of the College (Nominated by the Principal)

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

III) Meetings: The Finance Committee will be an advisory body to the Governing Body and will meet at least once in each semester and two meetings in a year.

Functions of the Finance Committee:

- a) Prepare the budget estimates relating to the grant received/receivables from UGC / State Government and income from fees, amount collected for the activities to undertake as well as all the financial duties allotted by Governing Body.
- b) Analysis of quotations, finalizing of the vendor, deciding the terms and conditions for a vendor, facilitates preparation and drafting of purchase orders.
- c) Budget appropriations with approval of Governing Body.
- d) To facilitate Governing Body to take financial decisions.
- e) To facilitate and complete the process of auditing of financial statements.

It was further shared that that the Board of Studies had been formed for all subjects and meetings for all subjects have started and will be completed by February, 2018.

Agenda IV

Any other matter with the permission of the chair

The Chair announced that the Revised Guidelines of NAAC must be adequately studied and reflected in the institutions goals and endeavours. Prof. Aarti Sukheja shared that NAAC has directed HEIs applying for A&A process to take note of the changes in the assessment process. It must be noted that the SSR has to be submitted online only through portal. The portal will be made available to the Institution on the NAAC website in „Apply Online Tab“. It would be helpful if the institution read the Manual carefully and get ready with all kinds of details required to be filled up in online format. The Manual has mailed to all the faculty by IQAC for understanding the revised process of A&A and preparing for the submission of SSR in the new online format.



Dr. Aarti Sukheja

IQAC