

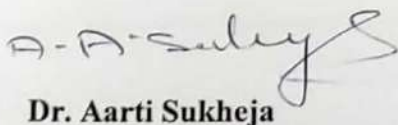
**Mahatma Education Society's  
Pillai College of Art's, Commerce & Science  
New Panvel**

11<sup>th</sup> June, 2019

**Notice**

A meeting of the members of the IQAC will be held on 14 June, 2019 in the Conclave at 11.30 a.m. to discuss the following agenda:

1. To welcome IQAC members and appoint coordinator for the academic year 2019-20.
2. Discussion with Criteria In charges for strengthening key indicators.
3. Discussion on plan of action for first term.
4. Discussion on plan of action of Incubation and EDP Cell
5. Discussion on plan of action of Value Based Education Centre
6. Strengthening IMS (Information Management System) Team
7. Progress of work done by Autonomy Core Committee
8. Discussion of Policies formalized by the institution (mandatory committees)
9. Planning for Audit: Gender, Environmental, Administrative and Academic
10. Plan of action of Research Development Cell
11. Discussion on Seminars, Workshops, Events of National/ International Importance
12. Identifying New Best Practices at Department level and institutionalizing it
13. Best Practices at College level
14. Consultancy
15. Suggestion from other stakeholders ( Students and other representatives on IQAC)
16. Any other matter with the permission of the chair.

  
**Dr. Aarti Sukheja**

MINUTES OF THE MEETING HELD ON 14<sup>th</sup> JUNE, 2019

**Agenda I**

**To welcome IQAC members and appoint coordinator for the academic year 2019-20**

The Chair announced that IQAC has been formed by the college with the following members and C-ordinator for the academic year 2019-2020:

Chairperson	Dr. Gajanan Wader , Principal
Co-ordinator	Dr. Aarti Sukheja
Co Co-ordinator	Ms. Bhavana Parab
Management Representative	Mr. A.N.Kutty
Teachers	1. Dr. Kiran Deshmukh 2. Dr. Rinkoo Shantnu 3. Mrs. Surekha Padmaraj 4. Mrs. Nithya Varghese 5. Dr. Abida Khan 6. Mrs. Bindu Rajaguru 7. Mrs. Jennie Prajith 8. Dr. Seema Somani
Librarian	Dr. Sanjay Munavalli
Administrative Staff	1. Mrs. Rajani Suresh (Senior Clerk) 2. Mr. Ranjit Patil (Clerk) 3. Mr. Arun Radhakrishnan ( Academic Coordinator)
Technical Staff	1. Mr. Rajesh Menon (Manager, Hardware Section)
Student	1. . Ms. Chanchal Saxena (T.Y.B.Com. B)
Alumni	1. Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)
Stake Holder	1. Mr. Stephen George (Father of our student Mr. Tharun George of T.Y.B.M.M.)
Society	1. Dr. S.T. Gadade (Secretary, Janardan Bhagat Shikshan Prasarak Sanstha, Panvel & Principal, Ramsheth Thakur College of Commerce & Science, Kharghar)
Employers/Industrialist	1. Mrs. Anjana Varma (Campus Operations & Marketing Lead, Mumbai) 2. Mrs. Jaspreet Walia (H.R. Head, Infosys,Pune)

NAAC Advisory Committee

1. Mrs. Deepika Sharma (Vice Principal)
2. Mr. Shabab Rizvi
3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)

## Agenda II

### Discussion with Criteria In charges for strengthening key indicators.

Dr. Aarti Sukheja shared that the criteria based assessment forms the backbone of the Assessment and Accreditation process of NAAC. The seven criterias represent the core functions and activities of a HEI. It was further discussed at length the Key Indicators applicable to autonomous colleges and of affiliated colleges which should be noted by the criteria in charges as the college is awaiting its result for autonomous status. The key indicators discussed are as given below:

### NAAC Criteria's for Autonomous (34 Key Indicators) and Affiliated colleges (32 Key Indicators)

#### Criterion I: - Curricular Aspects

#### KEY INDICATORS

1.1\*(U) -Curriculum Design and Development

1.1\*(A) - Curriculum Planning and Implementation

1.2 Academic Flexibility

1.3 Curriculum Enrichment


1.4 Feedback System

\*(U) - applicable only for Universities and Autonomous Colleges \*(A) - applicable only for the Affiliated/Constituent Colleges


#### Criterion II: - Teaching Learning and Evaluation

#### KEY INDICATORS

- 2.1 Student Enrolment and Profile
- 2.2 Catering to Student Diversity
- 2.3 Teaching-Learning Process
- 2.4 Teacher Profile and Quality
- 2.5 Evaluation Process and Reforms
- 2.6 Student Performance and Learning Outcomes
- 2.7 Student Satisfaction Survey

 **Criterion III: - Research, Innovations and Extension**

**KEY INDICATORS**

- 3.1 \*Promotion of Research and Facilities
- 3.2 Resource Mobilization for Research
- 3.3 Innovation Ecosystem
- 3.4 Research Publications and Awards
- 3.5 \*Consultancy
- 3.6 Extension Activities
-  3.7 Collaboration

\*Not Applicable to Affiliated Colleges

**Criterion IV: - Infrastructure and Learning Resources**

**KEY INDICATORS**

- 4.1 Physical Facilities
- 4.2 Library as a Learning Resource

4.3 IT Infrastructure

4.4 Maintenance

**Criterion V: - Student Support and Progression**

**KEY INDICATORS**

5.1 Student Support

5.2 Student Progression

5.3 Student Participation and Activities

5.4 Alumni Engagement of Campus Infrastructure

**Criterion VI: - Governance, Leadership and Management**

**KEY INDICATOR**

6.1 Institutional Vision and Leadership

6.2 Strategy Development and Deployment

6.3 Faculty Empowerment Strategies

6.4 Financial Management and Resource Mobilization

6.5 Internal Quality Assurance System (IQAS)

**Criterion VII: - Institutional Values and Best Practices**

**KEY INDICATORS**

7.1 Institutional Values and Social Responsibilities

7.2 Best Practices

7.3 Institutional Distinctiveness

It was further added that the key indicators within the criteria have to be taken cognizance of. The Chair directed the In charges and their teams to study the quality indicators in their respective criteria's and plan to bring about marked improvement in the said parameters. The scoring under an affiliated and an autonomous set up was discussed:

**Distribution of weightages across Key Indicators (KIs)**

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges
<b>1. Curricular Aspects</b>	1.1 *(U)Curriculum Design and Development	50	50	NA
	1.1. *(A) Curricular Planning and Implementation	NA	NA	20
	1.2 Academic Flexibility	50	40	30
	1.3 Curriculum Enrichment	30	40	30
	1.4 Feedback System	20	20	20
	<b>Total</b>	<b>150</b>	<b>150</b>	<b>100</b>
<b>2. Teaching-Learning and Evaluation</b>	2.1 Student Enrolment and Profile	10	20	30
	2.2 Catering to Student Diversity	20	30	50
	2.3 Teaching-Learning Process	20	50	50
	2.4 Teacher Profile and Quality	50	60	80
	2.5 Evaluation Process and Reforms	40	40	50
	2.6 Student Performance and Learning Outcomes	30	50	40
	2.7 Student satisfaction Survey	30	50	50
	<b>Total</b>	<b>200</b>	<b>300</b>	<b>350</b>
<b>3. Research, Innovations and Extension</b>	3.1 Promotion of Research and Facilities	20	20	NA
	3.2 Resource Mobilization for Research	20	10	10
	3.3 Innovation Ecosystem	30	20	10

	3.4 Research Publications and Awards	100	20	20
	3.5 Consultancy	20	10	NA
	3.6 Extension Activities	40	50	60
	3.7 Collaboration	20	20	20
	<b>Total</b>	<b>250</b>	<b>150</b>	<b>120</b>
<b>4. Infrastructure and Learning Resources</b>	4.1 Physical Facilities	30	30	30
	4.2 Library as a Learning Resource	20	20	20
	4.3 IT Infrastructure	30	30	30
	4.4 Maintenance of Campus Infrastructure	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>5. Student Support and Progression</b>	5.1 Student Support	30	30	50
	5.2 Student Progression	40	30	45
	5.3 Student Participation and Activities	20	30	25
	5.4 Alumni Engagement	10	10	10
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>130</b>
<b>6. Governance, Leadership and Management</b>	6.1 Institutional Vision and Leadership	10	10	10
	6.2 Strategy Development and Deployment	10	10	10
	6.3 Faculty Empowerment Strategies	30	30	30
	6.4 Financial Management and Resource Mobilization	20	20	20
	6.5 Internal Quality Assurance System	30	30	30
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>
	7.1 Institutional Values and Social Responsibilities	50	50	50

7. Institutional Values and Best Practices	7.2 Best Practices	30	30	30
	7.3 Institutional Distinctiveness	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>
	<b>TOTAL SCORE</b>	<b>1000 *</b>	<b>1000 *</b>	<b>1000 *</b>

### Agenda III

#### Discussion on plan of action for first term.

The Chair announced that the Committees set up for carrying out academic and non academic activities are required to submit their plan of action for the first term with dates of conduct of event. There would be one to one meeting with the IQAC In charge and the Vice Principal to discuss these plans from 17<sup>th</sup> June, 2019 onwards. Committee In charges were asked to keep their road map ready for discussion.

### Agenda IV

#### Discussion on plan of action of Incubation and EDP Cell

The Chair congratulated the Incubation Cell and the EDP Cell for their participation in the ARIIA for which the college received a participation certificate. The Members of the said Cells were asked to work in the following direction:

- Connect with mentors, successful students- turned- entrepreneurs and create opportunities through conducting workshops, seminars and interactive sessions
- Connect with Government schemes, Grants, Bodies, Industry, Incubation Centre through MOUs
- Get opportunities for students to work on live projects with the help of industry ( internships)
- Utilisation of infrastructure (Make use of incubation space)
- Initiate Relevant Courses
- Maintain Data Base of successful entrepreneurs and start ups



- Workshop/seminars on Intellectual Property Rights (IPR)

#### **Agenda V**

##### **Discussion on plan of action of Value Based Education Centre**

With regards to the Value Based Education Centre the chair directed In charge Prof. Varsha C. to identify core values for the institution and display them on the college website. Also value based courses need to be introduced for the students and the outcome of value based education must be measured. A National Level event needs to be planned, visuals can be put up in the campus instilling important values in students. Divyanjan facilities available on the campus must also be displayed on the college website for the benefit of the students. Appropriate activities to increase consciousness about national identities and symbols; course on human values and professional ethics, upgrading Divyanjan facilities etc. to be carried out.

#### **Agenda VI**

##### **Strengthening IMS (Information Management System) Team**

The Chair directed the strengthening of Information Management System Team under the leadership of Prof. Shubhangi Pawar. It was shared that IMS would be used as an information system for coordination, control, analysis and visualization of information flow in the institution. It will help in providing an overall picture of all the events conducted in an organization. It will act as a communication and planning tool. It was added that the data will be arranged in a way that storage and retrieval process is optimized. It was further shared that IMS would also oversee the scheduling and execution of programs. IMS would be customized to make ready data available for IQAC.

#### **Agenda VII**

##### **Progress of work done by Autonomy Core Committee**

Prof. Shardul Buva, Member of Autonomy Core Committee, shared that the Inspection for Autonomous Status by UGC was completed and results were awaited. College had applied for an **autonomous status** in 2018 following which an inspection was carried out on March 15 and 16, 2019 by a committee set up to examine applications for grant of autonomous status. An Autonomy Core Committee would be conducted in due course to discuss implementation of Revised Pattern of conducting examinations.

### **Agenda VIII**

#### **Discussion of Policies formalized by the institution (mandatory committees)**

IQAC shared that the following policies have been prepared by the respective In charge faculty and the same will be formalized post review by the Heads, IQAC and Management.

#### **Policies**

- Stakeholders Interaction Policy
- IQAC Policy
- Sports Policy
- Social Awareness Cell Policy
- Admission Policy
- Association Policy
- Attendance Policy
- Book Bank Policy
- Equal Opportunity Cell Policy
- Examination Policy
- Feedback Policy
- Anti Ragging Policy
- Student Code of Conduct
- Grievance Policy
- Library Policy
- Quality Policy

- Unfair Means Policy
- H.R. Policy
- Research Development Cell Policy
- Value Based Policy
- Laboratory Policy

## **Agenda IX**

### **Planning for Audit: Gender, Environmental, Administrative and Academic**

The Chair directed Dr. Rinkoo Shantnu to initiate Gender Audit of the college this year. Dr. Monali Ray, In charge of Women Cell, shared that an Internal Gender Audit was planned for the institution and parameters for the same have been identified. The parameters were discussed in the meeting.

#### Gender Audit Parameters for A.Y. 2018-2019

#### **Inputs on Gender Audit**

- a. A lady representative in LMC
- b. Special attention to practical gender needs (Infrastructure & Facility friendly) Hostel etc.
- c. Gender budgeting – allocation of special funds for girl scholarships and gender sensitization programmes
- d. More short term courses – designed especially for girls – self defence/earn and learn
- e. Improve placement activities for girls
- f. To increase female staff in Non-Teaching category (recruitment process)
- g. Documentation of gender participation (Admission: gender ratio)
- h. Earn and learn, Separate Entrance, Parking Facilities, Study Room, Ladies Room, Girls Washroom, Canteen, Medical checkup and Health Camp for Ladies, Gender sensitization programmes, Schemes, Activities

i. Gender equality in admissions, scholarships, library facilities, teaching learning process, practical, hostel admissions and at all other required levels.

The Chair directed Prof. Jennie Prajith to carry out regular internal and external administrative and academic audits once in every 3 years and the audit recommendations be shared with IQAC for follow up and action. Dr. Kiran Deshmukh shared that the process of environmental audit has begun.

## Agenda X

### Plan of action of Research Development Cell

The Chair directed the Research Development Cell to motivate staff to write quality research papers and apply for minor/major projects. The Chair announced the names of the in charges who would be ensuring quality research:

<b>Faculty Publications Wing</b>	Mrs. Agnas Vidya (Compilation) Dr. Rinkoo Shantnu (Follow up) <b>Research Advisor:</b> Dr. Goyal
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<b>Publication and Paper Presentation</b>	1. Dr. Kiran D. 2. Mrs. Sujata Shahabade (Follow up)
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### Research Paper presenting or Publishing funding Policy

- It is compulsory for teachers who are under the grade system to submit atleast two quality paper under quality manual
- Two of the papers published or presented will be sponsored by the college provided it is National / International with high impact factor.(UGC recognized)
- Duty leave will be sanctioned taking into account travelling and Conference Schedule

- International at the max.4 days presentation within India

## Agenda XI

### Discussion on Seminars, Workshops, Events of National/ International Importance

The Chair announced the names of the In charges for follow up of seminars and other events.

### Discussion on Seminars, Workshops, Events of National/ International Importance

Seminar/Workshop(International, National, State)	<ol style="list-style-type: none"> <li>1. Mrs. Sunita Saini ( Incharge)</li> <li>2. Mrs. Meenakshi Johri</li> <li>3. Dr. Rinkoo Shantnu (Advisory)</li> <li>4. All Coordinators</li> </ol>
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Guidelines for smooth Conduct of the Seminars/ Workshops/ Conferences were discussed at length.

1. Every Department and Committee has to organise one State/ National/ International level Seminar/ Workshop/ Conference in each semester and minimum two Seminar/ Workshop/ Conference in a year.
2. The conveners of the Seminar/Workshop/Conference are the members of the Seminar/ Workshop Committee for the smooth conduct of the event.
3. Conveners should ensure that google form is duly filled before 16<sup>th</sup> April ,2019. The link for the same is mailed to all the faculties along with list of Funding agencies.
4. Every Department and Committee should apply for two funding agencies in a semester to ensure execution of the event. Once approved, copy should be submitted to the committee.
5. Every Department and Committee has to approve budget of the event from the budget committee.
6. Follow- up meeting will be conducted with concerned Convener 15 days prior to the event.
7. Attendance is compulsory for all faculties for all the Seminar/ Workshop/Conference conducted by various Departments. Absence will be reported to the Principal.
8. In case prior permission is taken from the Principal , a copy of the same has to be submitted to the Committee/Concerned Department before the event.

## Agenda XII

### Identifying New Best Practices at Department level and institutionalizing it

Departments are requested to share their new best practice or an improvement in an existing practice so that the practice gets institutionalized. The chair announced that existing best practices may be improved upon and new practices maybe initiated for which any support needed should be seeked.

### Agenda XIII

#### Best Practices at College level

The chair directed IQAC to develop the following best practices at institutional level:

1. Value based
2. Incubation and EDP Cell
3. Gender Audit

### Agenda XIV

#### Consultancy

With regards to Consultancy the chair shared that Dr. C.K. Prashant was involved in Consultancy. In this acadmic year consultancy in Law and Taxation would be given thrust. The finances generated through consultancy are fairly utilized by the institution.

Consultancy	1. Mr. Shardul Buva (Tax) 2. Ms. Poonam Gupta (Legal) 3. Dr. C.K. Prashant (Biotechnology)
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Dr. C.K. Prashant (Assistant Professor, Dept. of Biotechnology) has been appointed as a **Consultant with iHeal Innovations LLP** with effect from 15<sup>th</sup> March, 2019 to provide intellectual support, involvement in scientific discussions, method/product development and grant writing.

### Agenda XV

#### Suggestion from other stakeholders (Students and other representatives on IQAC)

Student Representative Chanchal Saxena from T.Y.B.Com. B suggested that new teaching methods like brainstorming sessions, field visits, internships, corporate interface, group discussions etc. should be given focus. Alumni Jeffin Johns, Entrepreneur, suggested that to enhance the employability quotient of students a number of relevant skill development courses

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should be available for the students to choose from. Other suggestions from the stakeholders include:

1. Introducing Online Courses for the benefit of students
2. Courses should be affordable
3. Tie up with academic bodies and incubations spaces for the benefit of students

**Agenda XVII**

**Any other matter with the permission of the chair**

As there was no other matter the meeting closed with thanks to the chair.

A. A. Saleh