

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

13th December, 2018

Notice

A meeting of the members of the IQAC will be held on 15th December, 2018 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Discussion on plan of activities for the second term at the department level
2. Review of the work done by the new committees constituted
3. Discussion on faculty empowerment strategies
4. Review of progress in Research
5. Progress of work done by Autonomy Core Committee
6. Progress of work done under RUSA, CPE, Block Grant, ARIIA & NIRF
7. Progress of work under Unnat Bharat Abhiyan
8. Developments with regards to the Ph.D. Research Center
9. Preparing Policy Handbook
10. Any other matter with the permission of the chair


Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 15th December, 2018

Agenda I

Discussion on plan of activities for the second term at the department level

IQAC In charge Dr. Aarti Sukheja shared that a number of workshops and seminars have been planned in the second term for the benefit of faculty and students. Prof. Deepika Sharma, Vice Principal, shared that a One Day International Conference on “Role of engaging Digitalization in Socio- economic Growth and Nation Building” hosted by Dept. of B.M.S. and Dept. of C.S. and I.T.in association with CISI Chartered Institute for Securities and Conference is scheduled on 15th December, 2018. Incubation and Innovation Cell was directed to conduct a National level Seminar on Intellectual Property Rights. It was shared that IQAC would conduct a Workshop on AQAR writing and submission in the month of March, 2019. Also Coordinators and Association In charges were instructed to plan for events in their domain. Prof. Varsha C. shared that a Workshop on Stress Management, Time Management and Relaxation Techniques was planned in the month of March, 2019.

Prof. Jabeen Masum, In charge of Alumni Association, shared that a Mega Alumni Meet was planned on 22nd December, 2018 for the alumni to celebrate 20th anniversary of the college. Also it was shared that to celebrate 50 years of Mahatma Education Society, our parent body, there would be celebration of 50 Golden Saturdays of the entire year. Alumni Association in association with Student Council would inaugurate “Golden Saturday” on 5th January, 2019 for which alumni of Students Council would be invited to flag the event.

Prof. Kavita Baddi, Certificate Course Coordinator, shared that the following courses would be conducted between February and March, 2019.

- Digital marketing
- Ethical hacking
- Advanced Excel
- Financial Modeling
- Soft Skills
- Basics of securities Market.
- Food Technology
- Certified Tax Accountant Plus
- Tally ERP

Dr. Farhat Shaikh, In charge of Social Awareness Cell, shared that all the Departments and Associations must conduct social activities in the second term with the involvement of students.

Agenda II

Review of the work done by the new committees constituted

Prof. Varsha C., Incharge of Value Based Education Centre, shared that a Seminar on “How to improve the quality of life” was conducted on 7th July, 2018. Subjects like how to live effectively, how to improve the power of concentration & memory, how to plan ones goals and achieve them, how to become successful were discussed. This program was conducted in two session for students of various streams. Over 300 students participated in the same along with faculty members. Also it was shared that an interactive session on ‘Stop existing Start Living’ was organized on 28th July, 2018. Values like kindness, empathy and honesty that included the journey of the guest speaker who is a motivational speaker, wildlife photographer and a teacher was conducted. This session was attended by over 100 students.

Prof. KavitaBaddi, Liaison Officer of NMCA, shared that the Community Interface Committee has taken the shape of Navi Mumbai Colleges Association with the Principals Meet hosted by our college on 20th August, 2018. Dr. S.T. Gadade, Principal of Ramsheth Thakur College of Commerce and Science, Kharghar is the Chairperson of the NMCA. Following colleges have signed MOU’s and have joined as members of the NMCA:

Changu Kana Thakur College of Arts, Commerce & Science, Panvel

Ramsheth Thakur College of Commerce and Science, Kharghar

Barns College of Arts, Commerce & Science, Panvel

Shri D.D. Vispute College Science, Commerce & Management, New Panvel

K.L.E. College of Science and Commerce, Kalamboli

Pillai HOC College of Arts, Science & Commerce, Rasayni

NMCA organized a FDP in Association with BIAP on ‘Innovative Teaching Methods’ on 12 September, 2018.

Innovation Club In charge, Prof. Sujata S. shared that 6 teams from Information Technology & Computer Science participated in the Problem Statements for Smart India Hackathon (SH) 2019 conducted by MHRD’s Innovation Cell. There were 6 teams participated in the event for both hardware & software category. Further it was shared that a one day workshop on “Innovative Teaching & Learning Technique using WORDPRESS” on 13th October 2018, Saturday.

Agenda III

Discussion on faculty empowerment strategies

It was shared by Dr. Rinkoo Shantnu, In charge of Performance Appraisal, that a performance appraisal system comprehensive enough to ensure that information on multiple activities is appropriately captured and considered for better appraisal was in place and is conducted annually. It was shared by the coordinators that teachers attended seminars, workshops, conferences, FDP and Courses. Prof. Sujata S. , In charge Innovation Club, shared that a one day workshop on 'Innovative Teaching & Learning Technique using WORDPRESS' was organised on 13th October, 2018. Prof. Prathamesh Tugaonkar from Terna Engineering College, Nerul addressed the following:

How Wordpress can be ICT in education?

What is CMS?

Terminologies in Wordpress

How to create out own website?

How to conduct quiz?

How to upload Study material on our webs?

Prof. Kavita Kathare, In charge of Staff Colloquium, shared that a session on Bioinformatics Mimics and Nanotechnology was organised on 27th October, 2018. Prof. Seema Somani, Department of B.Com., shared that a 10 days Faculty Development Programme on BFSI Sector, sponsored by MHRD, GOI in association with Sydenham Faculty Development Centre, PMMMNMTT, Mumbai was organised from 15-12-2018 to 24-12-2018. Prof. Kavita Kathare, Liaison Officer of NMCA, shared that a FDP in Association with BIAP on 'Innovative Teaching Methods' was conducted on 12 September, 2018.

Agenda IV

Review of progress in Research

It was shared by Dr. Rinkoo Shantnu, Member Research Development Cell, that in the A.Y. 2018-2019, Minor Research Projects have been sent to University of Mumbai by following teachers:

- Dr. C. K. Prashant
- Ms. Jyoti R. Kadam
- Mrs. Bindu Rajguru
- Mrs. Meenakshi Johri
- Mr. Gopakumar Pillai
- Mrs. Kumudini Das

It was shared by Dr. Seema Somani, Member Research Development Cell, that out of 26 entries 5 groups qualified for the first round in the Avishkar Resarch Convention (20th December, 2018). At the University round out of 5 entries, 1 entry qualified. Mr. Kundan Das secured Third rank at the final round (University Level) of 13th Inter- Collegiate Avishkar Research Convention: 2018-19. He received Certificate of Merit and bronze Medal for the same. It was shared by Prof. Bhavana Parab, IQAC Co-Coordinator, that a number of research paper publications had been carried out by the faculty in reputed journals which will be compiled at the end of the second term.

Agenda V

Progress of work done by Autonomy Core Committee

The Autonomy Core Committee shared that the inspection for autonomy would be tentatively in the month of March, 2019. Mr. Shardul Buva shared that the committee has been working continuously on:

- Submission of Syllabus with the Board of Studies in different subjects.;
- Evolving methods of assessment of students performance, the conduct of examinations and notification of results;
- Use of modern tools of educational technology
- Promotion of healthy practices such as community service, extension activities, and projects for the benefit of the society at large, neighborhood programmes, etc.

Agenda VI

Progress of work done under RUSA, CPE, Block Grant, ARIIA & NIRF

Prof. Bhavana Parab, IQAC Co-Coordinator, shared that Rashtriya Uchchattar Shiksha Abhiyan CFL score was declared and our college was shortlisted in the list 472 colleges on 17th September, 2018. She further shared that the College had applied for the College with Potential for Excellence (CPE) CPE for which the results were declared and our college name did not appear in the top 4 colleges list selected for funding. Dr. Aarti Sukheja shared that Block Grant Proposal was submitted on 10th December, 2018.

IQAC Coordinator Dr. Aarti Sukheja shared that the college would register itself for ARIIA on or before 27th December, 2018. It was further shared that the Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Human Resource Development (MHRD), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to "Innovation and Entrepreneurship Development" amongst students and faculties. The following are the Major Indicators for consideration:

- Budget & Funding Support.
- Infrastructure & Facilities.
- Awareness, Promotions & support for Idea Generation & Innovation.
- Promotion & Support for Entrepreneurship Development.
- Innovative Learning Methods & Courses.
- Intellectual Property Generation, Technology Transfer & Commercialization.
- Innovation in Governance of the Institution.

It was further shared that the following would be the members of the team who would register for ARIIA:

Ms. Nithya Varghese (Incubation Cell In charge)

Ms. Jennie Prajith (EDP In charge)

Ms. Sujata Shahabade(Innovation Club In charge)

And Ms. Bhavana Parab and Dr. Aarti Sukheja would be assisting them.

It was shared by Dr. Aarti Sukheja that the NIRF registration was successfully done on 19th November, 2018. She further shared that the National Institutional Ranking Framework (NIRF) was approved by the MHRD and the framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and Inclusivity," and "Perception".

Agenda VII

Progress of work under Unnat Bharat Abhiyan

It was shared by Prof. Shabab Rizvi, NSS Programme Officer that the college has been selected under Unnat Bharat Abhiyan, a flagship program of Ministry of Human Resource Development (MHRD) Government of India through a challenge mode application. He further shared that the selected cluster of villages under Unnat Bharat Abhiyan (UBA) in consultation with the District Collectors was approved. The next step is to complete the survey of all the villages adopted by the college. It was shared that the survey had started in the villages and the data would be uploaded online on the reporting portal of UBA website. After final submission of baseline survey data an analysis report of the data, reports will be generated on the UBA Website at our Institute page under Reporting Portal on the home page and the same may be used for the preparation of plan of action/ Village development plan/ Technologies intervention for each village.

Agenda VIII

Developments with regards to the Ph.D. Research Center

It was announced by Prof. Shardul Buva that as the college has been granted permission for the Research Centre for Ph.D. degree in the subject of Accountancy, Economics and Business Policy and administration it has started inviting applications for Ph.D. Interview date was announced as 19th January, 2019. Interviews and selection of candidates would be within the parameters and rules framed by university of Mumbai. There are 6 recognized guides of this Centre.

1. Dr. Monali Ray
2. Dr. Gajanan Wader
3. Dr. Aarti Sukheja
4. Dr. Seema Somani
5. Dr. Rinkoo Shantnu
6. Dr. Zhrekar Eknath Kundlik

Agenda IX

Preparing Policy Handbook

It was shared by Dr. Aarti Sukheja that the Policy Handbook has been prepared which is a compilation of all the policies that are used at the college. The list of policies included are:

1. Admission Policy
2. Association' Policy
3. Attendance Policy
4. Book Bank Policy
5. EQC Policy
6. Examination Policy
7. Feedback Policy
8. Anti-Ragging Policy
9. General Conduct
10. Grievance Policy
11. Library Policy
12. Lab Policy
13. Unfair Policy
14. Stakeholders Interaction Policy
15. IQAC Policy
16. VBEC Policy
17. Social Awareness Cell Policy
18. Research Development Cell Policy
19. Internal Complaints Committee Policy
20. Biotechnology Laboratory Policy

Agenda X

Any other matter with the permission of the chair

Since there was no other matter the meeting concluded with thanks to the chair.


Dr. Aarti Sukheja

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