

**Mahatma Education Society's
Pillai College of Arts, Commerce & Science
(Autonomous)**

21st September, 2019

Notice

A meeting of the members of the IQAC will be held on 22nd September, 2019 in the Conclave at 12.30 noon to discuss the following agenda:

1. Discussion on activities conducted in First Term.
2. Progress of work done by Autonomy Core Committee.
3. Progress of work done under ARIIA & NIRF.
4. Progress of work done under Ph.D. Research Center & Research Development Cell
5. Progress of application submitted for financial assistance under autonomous status to U.G.C.
6. Discussion on Role of Planning & Evaluation Committee.
7. Discussion on strengthening key indicators prescribed for autonomous colleges by NAAC with reference to SSR.
8. Discussion on strengthening criteria wise indicators prescribed for autonomous colleges by NAAC with reference to AQAR.
9. Any other matter with the permission of the chair

F. A. Sukheja

Dr. Aarti Sukheja

IQAC Coordinator

Agenda I

Discussion on activities conducted in First Term.

Dr. Aarti Sukheja shared that activities planned for the first term are being carried out as scheduled. IMS report has been received which ratifies the conduct of activities.

Dr. Kavita Kathare reported to the Chair that in the First Semester, 9 Certificate Courses were conducted covering 574 students. In the next Semester, the Committee will be focusing on collaboration with T.I.S.S. and will provide free Diploma Courses to economically and academically weak students. She added that the Orientation Programme was conducted for T.Y. students and around 150 Students appeared for the test and those who clear will be eligible for Diploma Course in Banking & Finance. Once the procedure gets completed, M.O.U. will be signed between Pillai College & T.I.S.S. List of Certificate Courses planned for next Semester was shared which is as follows:

- a. Google Certified Android App Developer
- b. Google Certified Digital Marketing
- c. Certification Course in Logistics Management
- d. Campus to Corporate – A personality Development Course
- e. Certification Course in Mutual Fund & Basic Capital Market
- f. Certification Course in Food Technology
- g. Certification Course in Photography & Digital Gaming

Mrs. Sunita Saini reported to the Chair that 12 Events (Seminars & Workshops) were conducted out of 18 Events of which 07 at National Level, 03 at State Level, 01 at College Level and 01 at Intra-Collegiate Level. She added that remaining 06 Events would be conducted in the Second Term along with the other Seminars & Workshops planned.

Dr. Kiran Deshmukh reported to the Chair that the ISO Audit would be carried out on 30th September, 2019 and the observations of the same would be shared with the concerned In-charges and faculty members.

Mr. Shardul Buva reported to the Chair that out of 14 eligible faculty members under approved Category, 11 have applied for M.R.P. and 02 unapproved faculty members have submitted jointly with Approved Faculty.

Dr. Navami Dayal reported to the Chair about the newly constituted I.P.R. Cell. She shared the plan for conduct of activities in the second semester which include Talks on IPR, Applying for Copyrights and others.

Dr. Kavita Kathare reported to the Chair that a meeting of N.M.C.A. was conducted on 15th June, 2019 to draw action plan for the A.Y 2019-20. N.S.S. Unit of the college in association with N.M.C.A. & Asha Ki Kiran Foundation hosted Anti-drug Awareness Program on 29th August, 2019.

Agenda II

Progress of work done by Autonomy Core Committee.

Mr. Shardul Buva reported to the Chair that **Board of Studies Meetings** for the confirmation of syllabus for the first term of academic year 19-20 for all programmes was completed between 26th August and 30th August, 2019. Meeting of members of **Academic Council** for the academic year 2019-20 was conducted on Saturday, 21st September, 2019. Meeting of members of **Finance Committee** for the academic year 2019-20 was conducted on Thursday, 26th September, 2019. Meeting of members of **Governing Body** for the academic year 2019-20 was conducted on Saturday, 28th September, 2019.

Agenda III

Progress of work done under ARIIA & NIRF.

Dr. Aarti Sukheja shared that the institution is in the process of registering for NIRF once the window opens.

Dr. Aarti shared that ARIIA Orientation Session was attended by her on 25th July, 2019 at Welingkar Institute of Management at Matunga, Mumbai from 11.00 a.m. to 5 p.m. The Programme discussed about formation of Institution Innovation Council & its activities. The following was discussed in the said programme:

Major focus of IIC

- To create a vibrant local innovation ecosystem.
- Start-up supporting Mechanism in HEIs.
- Prepare institute for Atal Ranking of Institutions on Innovation Achievements Framework.
- Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas.
- Develop better Cognitive Ability for Technology Students.

Functions of IICs

- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- The IIC formation was detailed out.

Formation of Council

- Representation from faculties, external experts and students.
 - Representation from Departments/Centre/Incubation systems at Institutes.
 - There should be representation from faculty, experts, students.
1. President- Faculty will be nominated by Head of the Institute
 2. Convenor (Incubation in charge of Institute or Faculty with Entrepreneurship Experience)
 3. Innovation Activity Coordinator (Faculty)
 4. Start up activity Coordinator (Faculty)
 5. Internship Coordinator (Faculty)
 6. IPR activity Coordinator (Faculty)
 7. Social Media Coordinator (Faculty)
 8. ARIIA Coordinator (Faculty)

9. NIRF Coordinator (Faculty)

10. Members- No Limit

It was further shared that the College IIC is being formed and will be shared with ARIAA.

Agenda IV

Progress of work done under Ph.D. Research Centre & Research Development Cell

Mr. Shardul Buva reported to the Chair that the Local Inquiry Committee visited Research Centre for continuation of Recognition of our Ph.D. Research Centre on 20th September, 2019. He added that the Committee verified documents, interacted with Ph.D. Students & Guides and visited Research Centre and College Library. The following are the recommendations:

- a. Number of Research Journal to be increased
- b. Research books to be purchased
- c. Funding for Research activities to be increased

He stated the Compliance Report to be submitted to the University within due date i.e. 6 months.

Agenda V

Progress of application submitted for financial assistance under autonomous status to U.G.C.

Prof. Smitha Jayaram shared that the Proposal for the Grant of Rs. 9 Lacs is being prepared for submission and would be approved in the Finance Committee meeting scheduled on 26th September, 2019 and subsequently placed before the Governing Body in the meeting scheduled on 28th September, 2019.

Agenda VI

Discussion on Role of Planning & Evaluation Committee.

Dr. Kavita Kathare reported to the Chair that as per U.G.C. Guidelines, certain Statutory and Non-statutory bodies have to be constituted and Planning & Evaluation Committee is one such body which is being constituted to evaluate academic and non-academic activities, improvement in standards and to assess how best the Institution has made use of its autonomous status. Since

Type of HEIs	Autonomous Colleges
Criteria	7
Key Indicators (KIs)	34
Qualitative Metrics (QIM) Quantitative Metrics (QnM)	38
Quantitative Metrics (QnM)	98
Total Metrics (QIM + QnM)	136

The Criteria In charges were requested to take a note of the changed parameters under autonomous status and accordingly redefine targets to be achieved in the said academic year.

Agenda VIII

Discussion on strengthening criteria wise indicators prescribed for autonomous colleges by NAAC with reference to AQAR.

Ms. Bhavana Parab shared the new AQAR for Autonomous Colleges. The following points were covered in the discussion:

Criterion I – Curricular Aspects

- 1.1 Curriculum Design and Development
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

Criterion II -Teaching-Learning & Evaluation

NAAC with reference to

- 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 & Extension

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 Collaborations

Criterion IV – Infrastructure & Learning Resources

4.1 Physical Facilities

4.2 Library as a Learning Resource

4.3 IT Infrastructure

4.4 Maintenance of Campus Infrastructure

Criterion V - Student Support & Progression

5.1 Student Support

5.2 Student Progression

5.3 Student Participation and Activities

Criterion VI –Governance, Leadership & Management

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

Criterion Vii – Institutional Values & Best Practices

7.1 Institutional Values and Social Responsibilities

Criterion VIII –

7.2 Best Practices

7.3 Institutional Distinctiveness

Dr. Priam Pillai, C.O.O. of M.E.S. guided the faculty on how to plan a road map towards achieving quality parameters prescribed with reference to the AQAR document.

Agenda IX

Any other matter with the permission of the chair

As there was no other matter to be discussed the meeting closed with thanks to the Chair.


A. A. Sukheja

Dr. Aarti Sukheja

IQAC Coordinator

Any other matter with the permission of the chair

IQAC Coordinator