

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

**5<sup>th</sup> April, 2019**

**Notice**

A meeting of the members of the IQAC will be held on 8<sup>th</sup> April, 2019 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Discussion of activities completed in 2018-19 in the light of Peer Team Committee recommendations
2. Date for submission of Final Draft to NAAC
3. SWOT of the institution with reference to Internal Audit conducted
4. Sharing compiled list of new best practices
5. Plan of action for the academic year 2019-20
6. Any other matter with the permission of the chair

  
**Dr. Aarti Sukheja**

**IQAC**

## MINUTES OF THE MEETING HELD ON 8<sup>th</sup> April, 2019

### **Agenda I**

#### **Discussion of activities completed in 2018-19 in the light of Peer Team Committee recommendations**

It was shared by IQAC In charge Dr. Aarti Sukheja that the Peer Team Recommendations have been seriously looked into and elaborate targets have been set to achieve the same:

#### **Ph.D. Research Centre**

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 and interviews for the same have been conducted.

#### **Navi Mumbai Colleges Association**

Prof. Kavita Baddi, 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 20<sup>th</sup> August, 2018. Dr. S.T. Gadade, Principal of Ramsheth Thakur College of Commerce and Science, Kharghar was designated as the Chairperson of the NMCA. Following colleges have signed MOU's and have joined as members of the NMCA:

1. Changu Kana Thakur College of Arts, Commerce & Science, Panvel
2. Ramsheth Thakur College of Commerce and Science, Kharghar
3. Barns College of Arts, Commerce & Science, Panvel
4. Shri D.D. Vispute College Science, Commerce & Management, New Panvel
5. K.L.E. College of Science and Commerce, Kalamboli
6. Pillai HOC College of Arts, Science & Commerce, Rasayni

The main objective of NMCA would be to promote cooperation among neighboring Colleges with a view of improving the quality of higher education in the region by sharing the resources in Teaching, Learning, Research and Extension. The following are the initiatives of NMCA for the said academic year:

- a. Faculty Development Program was conducted on 12/9/19 in association with BIAP on Innovative teaching methods. Around 55 participants benefitted by FDP.
- b. Faculty Exchange program was conducted with Barns College on 13/2/19 & 14/2/19 in the subject of Operation Research, T.Y.B.M.S & International Finance, T.Y.B.M.S. Asst. Prof Kumudini Das & Asst. Prof Shardul Buva were deputed for the same. Barns College deputed Mrs Anju S. and Mr. Nitin Prajapathi for faculty exchange program in the

subject of Indian Ethos and Service Sector Management for T.Y.B.M.S in Pillai College on 28/1/19.

- c. S.Y.B.Com. Acc. & Fin. student Nishant Bansal presented a research paper on Environmental Impact of Paper And Polymer Bank Notes in Inter Collegiate Paper presentation Competition on Supreme India: Opportunities and Challenges organised by KSA Barns College of Arts, Science & Commerce, Panvel on 15/21/19.
- d. T.Y.B.Com. Acc. & Fin. student Kundan Das presented a research paper on topic: simplifying the process of removal of vehicle hypothecation in Inter Collegiate Paper presentation Competition on Supreme India: Opportunities and Challenges organised by KSA Barns College of Arts, Science & Commerce, Panvel on 15/21/19.
- e. Faculty Exchange program was conducted with Pillai HOC College on in the subject of Mass Media Research, S.Y.B.M.M.& Human Resource Management in global perspective, T.Y.B.M.S. Asst.Prof. Mishkaat & Asst.Prof.Nithya Varghese were were deputed for the same from Pillai College, Panvel. Asst.Prof. Sindhuja.J was deputed from Pillai HOC College of Arts , Commerce & science.
- f. Department of Accounting & Finance in association with Navi Mumbai College Association conducted Guidance Session on Semester V for T.Y.B.Com. Accounting & Finance on 19<sup>th</sup> October 2018 in Pillai College of Arts, Commerce and Science, New Panvel.

### **Innovation Club& Incubation**

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 I the event for both hardware & software category. Further it was shared that a one day workshop on "Innovative Teaching & Learning Technique using Word Press on 13th October 2018,Saturday.Prof. Nithya V. In charge of Incubation Cell shared that a National level Seminar was conducted on 1<sup>st</sup> April 2019 on Intellectual Property Rights and its role in Indian economy by the Incubation Cell and Centre for Incubation and Business Acceleration (CIBA.)

## **Certificate Courses Introduced**

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

## **Alumni Engagement**

Mega Alumni Meet was conducted on 22<sup>nd</sup> December, 2018 for the alumni to celebrate 20<sup>th</sup> anniversary of the college. It was planned that on account of 50 years of Mahatma Education Society, our parent body, 50 Golden Saturdays would be celebrated starting from 5<sup>th</sup> January, 2019. For this event Alumni's would be invited as Experts.

## **Value Based Education Centre**

Prof. Varsha C., In charge of Value Based Education Centre, shared that a number of programmes were conducted in the said year towards value based education: Seminar on "How to improve the quality of life" was conducted on 7th July, 2019, Interactive session on values like kindness, empathy and honesty on 28th July, 2018, Yoga Session in association with Patanjali Yogpeeth from 7 to 12th January, 2019, Seminar on mindfulness, accountability and kindness on 19th January, 2019, Program in association with Art of Living on 4th February, 2019, Seminar on Employability and CareerSkills on 8th March, 2019 and Workshop on Stress Management on 19th March, 2019.

## **Autonomous Status**

IQAC in coordination with the Autonomy Core Committee has prepared the proposal for availing Autonomous status to be submitted to University of Mumbai. Prof. Shardul Buva, Member of the Autonomy Core Committee, shared that the inspection for Autonomous status took place on 15<sup>th</sup> and 16<sup>th</sup> March, 2019.

## **Agenda II**

### **Date for submission of Final Draft to NAAC**

Dr. Aarti Sukheja shared that the final draft to NAAC will be sent by July 15th, 2019.

### Agenda III

#### SWOT of the institution with reference to Internal Audit conducted

It was shared by Dr. Monali Ray that Internal Academic Audit of all departments was conducted from 17<sup>th</sup> July 2018 to 23<sup>rd</sup> July, 2018.

#### .REPORT ON INTERNAL AUDIT OF DEPARTMENTS FOR ACADEMIC YEAR

Sr. No.	Name of the department	Recommendations of the committee
1.	B.Com.	<ul style="list-style-type: none"><li>• Year wise consolidate statement of paper publications &amp; presentation should be updated</li><li>• Faculty achievements record should be updated along with copy of certificates</li><li>• Certificate course details to be updated along with students list</li><li>• Overall placement records to be updated</li><li>• Best practices records to be updated</li></ul>
2.	B.Com. Accounting & Finance	<ul style="list-style-type: none"><li>• Paper Presentation &amp; Publications record should be filed separately with certificates copy</li><li>• Need to attend Faculty development programmes</li><li>• Membership record of student members of the association</li><li>• Photos of the activities required to be maintained</li></ul>
3.	B.Sc. Computer Science	<ul style="list-style-type: none"><li>• Result analysis record to be maintained in tabular form</li><li>• Faculty need to attend refresher/orientation courses/faculty development program</li><li>• Faculty members updated qualification records to be maintained</li><li>• Student support activities advance learners &amp; remedial lecture records to be maintained</li></ul>
4.	B.Sc. Biotechnology	<ul style="list-style-type: none"><li>• Online CAP records to be maintained</li><li>• Paper Presentation &amp; Publications record should be filed separately with certificates copy</li><li>• Faculty development program records to be maintained in the respective file</li><li>• Other association membership to be taken</li><li>• Guidance lecture/ Field visit documents need to added</li><li>• Earn &amp; Learn students list need to be maintained</li><li>• Best practice format to be followed</li></ul>
5.	B.M.M.	<ul style="list-style-type: none"><li>• Online CAP assessment records to be maintained</li><li>• Photos to be added for departmental activities in report</li></ul>
6.	B.Com. Financial Markets	<ul style="list-style-type: none"><li>• Online CAP assessment records to be maintained</li><li>• Other Association Membership records to be updated</li><li>• Industrial Visit record file to be updated with current year report and photos</li><li>• Other Best practice should be identified</li></ul>

7.	B.M.S.	<ul style="list-style-type: none"> <li>• Text books published &amp; Paper published records to be maintained separately</li> <li>• Records for faculty achievements should be maintained</li> <li>• Paper Presentation &amp; Publications record should be filed separately with certificates copy</li> <li>• Mentoring &amp; List of internship students to be maintained</li> <li>• Placement records needs to be updated</li> <li>• Result Analysis to be updated in graphical representation.</li> </ul>
8.	B.Sc. Information Technology	<ul style="list-style-type: none"> <li>• Result analysis record to be maintained in tabular form</li> <li>• Faculty need to attend refresher/orientation courses/faculty development program</li> <li>• Faculty members updated qualification records to be maintained</li> <li>• Study tours arranged for one day records to be maintained</li> </ul>

#### **Agenda IV**

##### **Sharing compiled list of new best practices**

Dr. Aarti Sukheja shared that the compiled list of best practices has been prepared and will be shared amongst all departments for implementation at institutional level.

#### **Agenda V**

##### **Plan of action for the academic year 2019-20**

IQAC In Charge Dr. Aarti Sukheja shared the Plans of the institution for next year (2019- 20):

- Encourage faculty and students to take up research projects
  - More participation of teachers in Academic Bodies
  - New methods of teaching
  - Added Certificate Courses
- Courses addressing cross cutting issues like gender, environment, human values and professional ethics
- Global Linkages
  - Strengthen Alumni Participation.
  - Strengthening Consultancy Services.
  - Incubation Centre to conduct more activities and focus on tie ups
  - Strengthen Industry Collaboration & MOU
  - Foster innovation through Innovation Club
  - Environmental Audit
  - Conducting more activities through Navi Mumbai Colleges Association
  - Value Education to be given importance

**Agenda VI**

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

As there was no other matter the meeting ended with thanks to the Chair.

A. A. Suley

Dr. AARTI SOKHEJA

IQAC COORDINATOR