

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

7th March, 2019

Notice

A meeting of the members of the IQAC will be held on 9th March, 2019 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. Preparation of Consolidated Departmental / Association Report
2. Date for submission of Final Draft of AQAR to the Principal and the Advisory Committee
3. Progress of work done by Autonomy Core Committee
4. Progress of work under Unnat Bharat Abhiyan
5. Progress of work done under RUSA, Block Grant, ARIIA & NIRF
6. Identifying new best practices
7. IQAC team for 2019-2020
8. Any other matter with the permission of the chair


Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 9th March, 2019

Agenda I

Preparation of Consolidated Departmental/Association Report

The Chair announced that all reports of Departments/Associations must be mailed to pcacsiqac@mes.ac.in on or before 15th March, 2019. The chair announced that details of all the events and activities carried out in the said academic year must be duly recorded and documented and the same must be presented in the AQAR to give a clear representation to NAAC regarding the endeavors made at the institution towards quality improvement.

Agenda II

Date for submission of Final Draft to the Principal and the Advisory Committee

The Chair announced that the IQAC team must submit the Final Draft of AQAR to the Principal and the Advisory Committee on 15th April, 2019.

Agenda III

Progress of work done by Autonomy Core Committee

Prof. Shardul Buva, Member of the Autonomy Core Committee, shared that the inspection for Autonomous status is scheduled on 15th and 16th March, 2019. He further shared the Route Map for the inspection days:

ROUTE MAP FOR AUTONOMY INSPECTION DAY 01 - 15th March 2019

Timing	Event	Place
10.00 am	Arrival	Ground Floor
10.00 am to 11.00 am	Presentation by IQAC Chairperson	Board Room (1st Floor)
	Interaction With Principal	2nd Floor
	Display Room	2nd Floor
11.00 am to 1.00 pm	Visit To Departments	
	Commerce + Economics + Accountancy	2 nd Floor
	BMS + BMM + A/F +FM + Math & Statistics	2 nd Floor
	Vice Principal	2 nd Floor
	Biotechnology	3 rd Floor
1.00 pm to 2.00 pm	Lunch	Board Room (1st Floor)
	Interaction	Conclave (3rd Floor)
	Students	

2.00 pm to 3.30 pm	Teaching Staff	
	Non Teaching Staff	
	Visit to Central Facility	
3.30 pm to 6.00 pm	Library	Ground Floor
	Canteen	Ground Floor
	Gymkhana + Ground	Ground Floor
	Hostel	
	Placement	Ground Floor
	Administrative Office	Ground Floor
	Counseling Room	1 st Floor
	Health Centre	1 st Floor
	Computer Lab (I & II)	1 st Floor
	Computer Lab (III)	2 nd Floor
	Boys Common Room	2 nd Floor
	Girls Common Room	2 nd Floor
	Students Council	2 nd Floor
	Exam Cell	2 nd Floor
	Shooting Range	2 nd Floor
	E – Learning	2 nd Floor
NSS	3 rd Floor	
Fashion Design Studio	6 th Floor	
Auditorium	7 th Floor	

ROUTE MAP FOR AUTONOMY INSPECTION DAY 02 - 16th March 2019

Timing	Event	Place
10.00 am to 1.00 pm	Document Verification	2nd Floor
1.00 pm to 2.00 pm	Lunch	Board Room
2.00 pm to 5.00 pm	Report Writing	2nd Floor
5.00 pm	Exit Meeting	Conclave

Agenda IV

Progress of work under Unnat Bharat Abhiyan

It was shared by Prof. Shabab Rizvi, N.S.S. Programme Officer, that the college has adopted five villages namely Nevali, Pale Bk, Valap, Nitalas and Vavanje under UBA program for Baseline Household survey as well as village survey. 30 student volunteers headed by a Professor has completed the survey as per the prescribed format given by the Government. In total 163 student volunteers collected data from these villages with the help of Gram Panchayat and the data has been uploaded online on the reporting portal of UBA website. Currently the unit is waiting for the government funds to execute the plans and to meet the requirements of the villages.

Agenda V

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

Prof. BhavanaParab, 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. Dr. Aarti Sukheja shared that Block Grant Proposal was submitted on 10th December, 2018 and there have been no further developments.

IQAC Coordinator Dr. Aarti Sukheja shared that the college had registered for ARIIA on 27th December, 2018. It was further shared that the inspection for the same would be any day before 5th April, 2019 as intimated. It was shared by Dr. Aarti Sukheja that the NIRF ranking results are being awaited.

Agenda VI

Identifying new best practices

Dr. Aarti Sukheja, Coordinator IQAC, shared that Alumni Engagement and Formation of Navi Mumbai Colleges Association (NMCA) have been identified as best practices for the current year. Heads and Coordinators shared their Best Practices for dissemination of the same to all departments:

B.Com. Financial Markets: Guest Lectures and Guidance Session by Alumni

B.Com. Accounting & Finance: Guidance Session by Experts under Navi Mumbai Colleges Association

B.Com.: Performance Test for all classes in both semesters

B.Sc. Biotechnology: Hands on Experience of new research to all students

B.M.S.: Internship and Research Projects in a phased manner

B.M.M.: 'Unuttered' a social platform (Instagram's): Initiative for T.Y.B.M.M. Journalism students to have sensible discussions on sensitive issues of society

B.Sc.I.T. & C.S.: Alumni Mentoring for Final Year Students

Agenda VII

IQAC team for 2019-2020

In conformance with the requirement of NAAC, Pillai College of Arts, Commerce & Science has formed an IQAC with the following members:

	Chairperson	Principal Dr. Gajanan Wader (Head of the Institution)
	Co-ordinator	Dr. Aarti Sukheja (Associate Prof. Department of Business Economics)
	Co Co-ordinator	Ms. Bhavana Parab (Assistant Prof. Department of F.M.)
NAAC IQAC	Teachers	1. Dr. KiranDeshmukh 2. Dr. RinkooShantnu 3. Mrs. SurekhaPadmaraj 4. Mrs. Nithya Varghese 5. Dr. AbidaKhan 6. Mrs. BinduRajaguru 7. Mrs. JenniePrajith 8. Dr. SeemaSomani
	Librarian	1. 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)
	Management Representative	1. Mr. A.N. Kutty (Trust Nominee)
	Alumni	1. Mr. Jeffin Ani Johns (Entrepreneur, 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	<ol style="list-style-type: none"> 1. Mrs. Anjana Varma (Campus Operations & Marketing Lead, Mumbai) 2. Mrs. Jaspreet Walia (H.R. Head, Infosys, Pune)
NAAC Advisory Committee		<ol style="list-style-type: none"> 1. Mrs. Deepika Sharma (Vice Principal) 2. Mr. Shabab Rizvi (N.S.S. Programme Officer) 3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)

NAAC Criteria Incharge	
	Dr. Rinkoo Shantnu
	Mrs. Prerna Sharma
	Dr. Seema Somani
	Dr. Abida Khan
	Dr. Kiran Deshmukh
	Mrs. Nithya Varghese
	Mr. Gopakumar Pillai

Agenda VIII

Any other matter with the permission of the chair

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


Dr. Aarti Sukheja

IQAC