



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

Affiliated to University of Mumbai
NAAC Accredited 'A' grade (3 cycles)
Best College Award by University of Mumbai
ISO 9001:2015 Certified



INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/MTG/2020-21/T2

7th May, 2021

NOTICE

A meeting of the members of the I.Q.A.C. will be held on 15th May, 2021 on Google meet at 4 p.m. to discuss the following agenda:

1. Sharing Action Taken Report 2020-21 prepared by I.Q.A.C.
2. Date for submission of Final Draft to N.A.A.C.
3. Date of External Peer Team Review.
4. Discussion on Perspective Plan.
5. Discussion on Best Practices of the year.
6. Discussion on Institutional Distinctiveness.
7. IQAC Team 2021-22.
8. Plan of Action for the Academic Year 2021-22.
9. Any other matter with the permission of the chair.

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

Minutes of the Meeting held on 15th May,2021

Agenda I

Sharing Action Taken Report 2020-21 prepared by I.Q.A.C.

Dr. Aarti Sukheja, Coordinator IQAC, shared the Action Taken Report. The chair appreciated the initiatives made by IQAC.

Plans of Action for the year 2020-21 & Action Taken

Plan	Action Taken
Functional MOUs	<p><u>Department of Skill Development and Entrepreneurship</u></p> <p>Satyam Institute of Tax Accountant PlusProgramming Hub Research shiksha National Foundation for training & Research</p> <p>Financial Planning Academy</p> <p>TATA Institute of Social Sciences, NUSSD</p> <p>ISRO</p> <p><u>Research</u></p> <p>Anant Pharmaceuticals</p> <p>Biophemy Pvt Ltd.</p> <p>MGM School of Biomedical Science</p> <p><u>Extension activities</u></p> <p>Youth for Global Peace and Transformation</p> <p>AWAAZ – NGO</p> <p><u>PCACS -TLC & Dept. of B.A.M.M.C.</u></p> <p>SWAYAM NPTEL Local Chapter</p> <p>DIGISAS with Department B.A.M.M.C.</p> <p>DIGISAS with Pillai’s TLC</p> <p>VOC Skills with B.A.M.M.C.</p>

	<p>VOC Skills with Pillai's TLC</p> <p><u>Global Linkages</u></p> <p>Millennium University, South Africa</p> <p><u>Incubation</u></p> <p>CIBA: Centre for Incubation and Business Acceleration, Mumbai</p>
Industry Relevant Courses	20
Student Certifications	More than 600
Students undertaking field work /projects/ internships / student projects:	486
Students benefited from guidance/coaching for competitive examinations and career counselling	267
Integration of cross-cutting issues in curriculum	Human Values, Environment included in Curriculum
Online Examination Grievance Redressal Cell	Established
E-Content	<p>Added on MES E-Learning Channel</p> <p>Workshop on creating E-Content conducted</p>
Number of Smart Classrooms	20
Audits	Conducted Internal Academic Audit
Quality Research Publications	26
Research Awards/ Recognition/Appreciation	38

Workshops/Seminars on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development	23
Participation of Students in Research Projects	32
Participation of Faculty in Research Projects	9
Placements and Internships	64
IPRs and IPR events	6 Copyrights and 6 Events
Start Ups	10
Research MOUs	3
Global Linkages	1
Extension Activities	23
Energy Efficiency & Green Measures	<p>Green Measures: Ongoing: E-waste Management, Solid and Liquid Waste Management, Waste Recycling System, Recycling of Waste Papers</p> <p>Energy Efficiency: Ongoing: Solar energy, Biogas plant, Sensor-based energy conservation, and Use of LED bulbs/ power-efficient equipment</p>
Gender Equity Promotion Programmes	8
Automation	Administration, Finance and Accounts, Student Admission and Support, Examination

Consultancy	Tax, Law, Biotechnology
Value Education	Setting up of Centre of Virtue, Wellness and Recreation
Added thrust to	<p>Nine Idea Centres Established</p> <ol style="list-style-type: none"> 1. Centre for Biosciences 2. Centre for Social Sciences 3. Centre for Accounting and Taxation 4. Centre for Virtue , Wellness and Recreation 5. Centre for Non-Teaching Staff 6. Teaching Learning Centre 7. Centre for Skill Fostering 8. Centre for Smart Systems 9. Commerce Lab
Feedback	<p>Completed</p> <p>Curriculum Feedback</p> <p>Student Satisfaction Survey</p> <p>College Level Semester wise Feedback</p>
Professional development / administrative training programmes for teaching and non-teaching staff	8

Agenda II

Date for submission of Final Draft to N.A.A.C.

Dr. Bhavana Parab, Co-Coordinator IQAC, shared that the AQAR would be shared on 20th June, 2021.

Agenda III

Date of External Peer Team Review.

Dr. Aarti Sukheja, Coordinator IQAC, shared that the External Peer Team Review of the institution would start on 24th May, 2021. The Report and the documents are ready for submission to the Committee for scrutiny.

Agenda IV

Discussion on Perspective Plan.

Dr. Farhat Shaikh shared that the Perspective Plan has been updated with newer initiatives planned during the said academic year. She further added that for each criteria, annual plans were made so that in a phased manner all the goals are achieved. The Chair appreciated the updation of the Plan.

Agenda V

Discussion on Best Practices of the year.

Dr. Navami D. shared that two practices have been identified as the institutions best practices for the said academic year: **1. IPR generated by IPR Cell.** She further added that IPR Cell has been able to file 08 and secure 06 copyrights in just one year. She further added that six events were organized towards creating IP awareness. The statistics is indicative that IP awareness has sensitized the inventors and creators of IP and have succeeded in taking measures for protection and enforcement of their rights.

She further added that the establishment of the **PCACS Teaching Learning Centre** is another Best Practice at the institution. The main objectives of this Centre is to upgrade the knowledge of its staff and students by arranging webinars, expert talks in various areas and also to provide them with valuable certifications. The Centre has conducted the following events in the said academic year:

Virtual National Seminar on “Impact of Online Teaching-Learning on Quality Of Higher Education In India” on 21st October, 2020 in collaboration with Guru Angad Dev Teaching Learning Centre, SGTB Khalsa College, University of Delhi under the Pandit Madan Mohan

Malaviya National Mission on Teachers and Teaching (PMMMNTT) of MHRD, National Virtual Webinar on Personal Branding on LinkedIn on 23rd November, 2020.

As there was no other matter to be discussed the meeting ended with thanks to the chair.

Agenda VI

Discussion on Institutional Distinctiveness

Ms. Navami shared that creating a climate of entrepreneurship on the campus to develop curiosity in the young minds to develop ideas, innovation, prototypes, business models, registering companies and thus laying the pillar stones for startups and ventures from the college is the institutions distinct practice. She shared that Idea Generation Competition, Business Plan Competition, Regular Workshops, Seminars, Interactions with entrepreneurs/Investors/Professionals, Mini--challenges with the involvement of industries are all regular events in the college. She further added that currently we have more than 10 startup ventures from campus earning surplus and many more ideas are lined up for development. She shared that institution has conserved and created a reserve of 1% of total revenue to be utilised for funding for the entrepreneurial development activities within the institution for student and faculty start-up initiatives. Also the institution has updated the Institution's Innovation Portal to highlight innovative projects carried out by the institution's faculty and students to the Ministry of Education. The chair appreciated the work done towards fostering entrepreneurship.

Agenda VII

IQAC Team 2021-22.

Dr. Aarti Sukheja shared the IQAC Team for the year 2020-21.

NAAC	Chairperson	Dr. Gajanan Wader , Principal
IQAC	Co-ordinator	Dr. Aarti Sukheja
	Co Co-ordinator	Ms. Bhavana Parab

Management Representative	Prof. A.N. Kutty (Academic Adviser)
Teachers - NAAC Criteria In-charges	<ol style="list-style-type: none"> 1. Dr. Kavita Baddi (Criteria I) 2. Dr. Prerna Sharma (Criteria II) 3. Mrs. Suparna Deepak(Criteria III) 4. Dr. Farhat Shaikh (Criteria IV) 5. Mrs. Sunita Saini(Criteria V) 6. Ms. Bhakti Hirani (Criteria VI) 7. Dr. Navami Dayal (Criteria VII)
Teachers - NAAC Criteria Sub In charges	<ol style="list-style-type: none"> 1. Mrs. Meenakshi and Mrs. Bindu R. (Criteria I) 2. Mrs. Juliet and Ms. Pritika (Criteria II) 3. Mrs. Prajakta B. and Ms. Suprita(Criteria III) 4. Mr. Abhijeet S. and Mrs. Jennie P. (Criteria IV) 5. Dr. Kiran D. ,Ms. Jagruti, Mr. Gopakumar (Criteria V) 6. Ms. Ruchika B. and Adv. Poonam G. (Criteria VI) 7. Mrs. Dhanya V. and Ms. Kaynath (Criteria VII)
Librarian	Dr. Sanjay Munavalli
Administrative Staff	<ol style="list-style-type: none"> 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. Gandhar Mandar Tandel (S.Y.B.Com.)
Alumni	Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)

Stakeholder	1. Mr. Nitin Abhang Junior Secretary Assistant Father of our student Ms. Sanskriti Abhang
Society	To be decided
Employers/ Industrialist	1. Mr. Avinesh Joshi (Senior Associate Head – Talent Acquisition, Infosys) 2. Mrs. Jaspreet Walia (Talent Acquisition Specialist(Campus), Oracle)
NAAC Advisory Committee	1. Prof. Deepika Sharma (Vice Principal) 2. Mr. Shabab Rizvi 3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)

Agenda VIII

Plan of Action for the Academic Year 2021-22

Dr. Aarti Sukheja shared the Plan of Action for the year 2021-22.

Criteria I Annual Plan

1. To introduce New Courses – Interdisciplinary /Multidisciplinary.
2. Increasing Global Linkages
3. Introducing one new subject in SEM III/V.
4. Introducing one new subject in SEM IV/VI.
5. Multiple Entry and Exit Options
6. Revising Non-Academic Credits Policy
7. Best Department Award
8. Industry Tie-ups Department Wise & Centre wise,
9. Restructuring existing P.G. courses with Core and Elective papers.
10. Strong Feedback Mechanism is to be achieved.
11. Concrete Steps towards Entrepreneurship/Startups-2 Start-ups per year.
12. Measuring Department Wise placements.

13. Cross Cutting issues like professional Ethics, Emotional Intelligence & Gender to be given focus.

Criteria 2 Annual Plan

- MOUs/Tie ups with National / International Universities, Industries, Media Houses.
1. TLC to tie up with other TLCs, Academic Institutions, Research Centres, Corporates to give added thrust to its activities.
 2. Set up of Ph.D. Centre of Educational Technology under other reputed universities.
 3. Guiding sessions on PET, NET, SET and the like.
 4. Increasing Bridge Courses: Introducing Bridge Course in Python
 5. Establishment of Centre for N.S.D.C.
 6. New Parameters for Performance Appraisal of Staff.
 7. Skill Development through different Associations
 8. Student centric activities to be focussed like: Field visit, Skill based courses, Internships, Personality Development Programs.
 9. Teacher Centric activities to be focussed: FDP, Short term Courses, Orientation, Refresher
 10. Evaluation Reforms: CA Online, One full paper practical, Increase in Non-Academic credits
 11. Reducing Mentor-Mentee Ratio: Improving Result Outcome, Reducing number of dropouts through Mentoring Policy

Criteria 3 Annual Plan

1. Added thrust to the Idea Centres
2. Consultancy by each Idea Centre
3. Updating Research Labs (NABL Accreditation)
4. Increase seed money for research
5. Promoting Publication of quality research papers
6. Increasing linkages with industries for trainings
7. Increasing number of functional MOUs signed with industry or other Universities
8. Increasing number of teachers applying for National/International fellowships

Criteria 4 Annual Plan

1. Upgrading Academic Infrastructure: Number of class room and seminar halls with ICT facilities, Number of Smart Classrooms
2. Arranging grants for Smart Classrooms
3. Computer Labs (extension), Media Lab Upgradation (Plan to apply for RUSA Component 9)
4. Encourage faculty to develop more e-content (plan to link it to appraisal)

Criteria 5 Annual Plan

1. Increase the amount of Scholarships by collaborating with some NGOs
2. Capability Development and Skills enhancement Activities
3. Active participation of students in Idea Centres (linking to Non Academic Credits)
4. Improving Competitive Exam Cell
5. Associating with Career Counsellors in various domains
6. State / National Level Sports and Cultural events
7. Placement of students
8. Plan to increase contribution from Alumni

Criteria 6 Annual Plan

1. Institutional contribution for Faculty Enhancement Programmes
2. Promote Faculty Exchange Programmes in National/International Universities
3. Motivate Faculty to attend Conferences/ Workshops
4. Increase in number of Professional development/ administrative training programmes organized by the institution
5. Promotion teachers to attend FDP, Orientation Programmes, Refreshers, Training Programmes etc
6. Promote Staff Welfare
7. Mobilisation of funds and optimum utilisation of resources

Criteria 7 Annual Plan

1. Paperless administration
2. Paper recycling

3. Green Initiatives like Cultivation of medicinal plants
4. Maintaining wet and dry bins
5. Managing e-waste and bio-waste
6. Quality audits on environment and energy
7. Apply for Clean and Green Campus Award

Agenda VIII

Plan of Action for the Academic Year 2021-22.

Dr. Aarti Sukheja shared the future plans of IQAC.

Future Plans 2021-22

Criteria I Annual Plan

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2. Increasing Global Linkages
3. Introducing one new subject in Semester III/V.
4. Introducing one new subject in Semester IV/VI.
5. Multiple Entry and Exit Options
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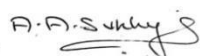
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Agenda IX

Any other matter with the permission of the chair.

As there was no other matter to be discussed the meeting ended with thanks to the chair.



Dr. Aarti Sukheja

I.Q.A.C. Coordinator

MEMBERS PRESENT FOR THE MEETING on 15th MAY 2021

Sr. No.	Name of the members
1	Mr. A.N. Kutty
2	Dr. Gajanan Wader
3	Dr. Aarti Sukheja

4	Ms. Bhavana Parab
5	Dr. Kavita Kathare
6	Dr. Prerna Sharma
7	Dr. Kiran Deshmukh
8	Dr. Farhat Shaikh
9	Mrs. Sunita Saini
10	Ms. Bhakti Hirani
11	Mrs. Suparna Deepak
12	Mr. Arun Radhakrishnan
13	Mr. Ranjit Patil
14	Mr. Sunil Nair
15	Ms. Avantika Singh
16	Mr. Jeffin Ani Johns
17	Dr. S.T. Gadade
18	Mr. Avinesh Joshi
19	Mrs. Rajani Sureesh
20	Mr. Shardul Buva
21	Dr. Prerna Sharma
22	Dr. Navami dayal
23	Dr. Farhat Shaikh
24	Mrs. Deepika Sharma