



**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



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## INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/MTG/2020-21/T1

16<sup>th</sup> June, 2020

### Notice

A meeting of the members of the I.Q.A.C. will be held on 19<sup>th</sup> June, 2020 on Google meet at 4 p.m. to discuss the following agenda:

1. To welcome I.Q.A.C. members and appoint coordinator for the academic year 2020-21.
2. Discussion on Criteria I.
3. Discussion on Criteria 2.
4. Discussion on Criteria 3.
5. Discussion on Criteria 4.
6. Discussion on Criteria 5.
7. Discussion on Criteria 6.
8. Discussion on Criteria 7.
9. Discussion on Compliance to RUSA I.M.S.
10. Planning for Online External Peer Team Review of the performance of the college under autonomous status.
11. Progress of work done by Autonomy Core Committee.
12. Suggestions from our stakeholders.
13. Any other matter with the permission of the chair.

A.A.S.

**Dr. Aarti Sukheja**  
**I.Q.A.C. Coordinator**

**Minutes of the Meeting held on 19<sup>th</sup> June,2020**

**Agenda I**

**To welcome I.Q.A.C. members and appoint coordinator for the academic year 2020-21.**

The Chair announced that I.Q.A.C. has been formed by the college with the following members for the academic year 2020-21:

Chairperson	Dr. Gajanan Wader , Principal
Co-ordinator	Dr. Aarti Sukheja
Co Co-ordinator	Ms. Bhavana Parab
Management Representative	Mr. A.N. Kutty
Teachers	<ol style="list-style-type: none"><li>1. Dr. Kavita Kathare</li><li>2. Dr. Purna Sharma</li><li>3. Mrs. Suparna Deepak</li><li>4. Dr. Farhat Shaikh</li><li>5. Mrs. Sunita Saini</li><li>6. Ms. Bhakti Hirani</li><li>7. Ms. Navmi Dayal</li><li>8. Dr. Kiran Deshmukh</li><li>9. Mrs. Ramya Kumar</li></ol>
Librarian	Dr. Sanjay Munavalli
Administrative Staff	<ol style="list-style-type: none"><li>1. Mrs. Rajani Suresh (Senior Clerk)</li><li>2. Mr. Ranjit Patil (Clerk)</li><li>3. Mr. Arun Radhakrishnan (Academic Coordinator)</li></ol>
Technical Staff	<ol style="list-style-type: none"><li>1. Mr. Rajesh Menon (Manager, Hardware Section)</li></ol>
Student	<ol style="list-style-type: none"><li>1. Ms. Avantika Singh (T.Y.B.Com. A)</li></ol>
Alumni	<ol style="list-style-type: none"><li>1. Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)</li></ol>
Stake Holder	<ol style="list-style-type: none"><li>1. Mr. Ramesh Nair P. (Father of our student Ms. Devika Nair of T.Y. Biotechnology)</li></ol>
Society	<ol style="list-style-type: none"><li>1. Dr. S.T. Gadade (Secretary, Janardan Bhagat Shikshan Prasarak Sanstha, Panvel &amp; Principal, Ramsheth Thakur College of Commerce &amp; Science, Kharghar)</li></ol>
Employers/Industrialist	<ol style="list-style-type: none"><li>1. Mr. Avinesh Joshi (Senior Associate Lead-Talent Acquisition, Infosys)</li><li>2. Mrs. Jaspreet Walia (Talent Acquisition Specialist (Campus), Oracle)</li></ol>

N.A.A.C. Advisory Committee	<ol style="list-style-type: none"><li>1. Mrs. Deepika Sharma (Vice Principal)</li><li>2. Mr. Shabab Rizvi</li><li>3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)</li></ol>
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## **Agenda II**

### **Discussion on Criteria I.**

Dr. Aarti Sukheja shared that from the said Academic Year, for each criteria prescribed by N.A.A.C, there will be one faculty in charge who would be responsible for maintaining data of the prescribed criteria and would also work towards attainment of quality parameters prescribed by N.A.A.C. in each Key Indicator towards achieving quality outcomes. Dr. Kavita Kathare was announced as the in charge for Criteria I.

Dr. Kavita Kathare was directed to plan for new courses in the Department of Excellence for the said Academic Year with focus on Skills, Employability, Entrepreneurship, Gender Issues. Environment, Value Education and other relevant subjects.

Dr. Kavita Kathare shared that the following Diploma Programs have been planned to be introduced & coordinators have been asked to submit the syllabus for the same.

1. Diploma in Film Making-Dr. Perna Sharma
2. Diploma in Health Sciences-Mrs. Suparna Deepak
3. Diploma in Human Resource Management-Mrs. Nithya Varghese & Dr. Kiran Deshmukh
4. Diploma in AAYUSH-Mrs. Suparna Deepak & Mr. Shabab Rizvi
5. Diploma in Data Analytics-Mrs. Shubhangi P. & Dr. Abida Khan

Dr. Kavita Kathare, further shared that shortly the first formal meeting of the Department of Excellence will be conducted in which syllabus for all diploma programs would be approved.

Dr. Aarti Sukheja asked for increasing the involvement of industry in curriculum design, Career/Market oriented courses to be offered to students and increasing number of student certifications.

Dr. Kavita Kathare shared the formal composition of the Department of Excellence and added that thrust would be given on inputs given by I.Q.A.C.

### **Composition of Board of Studies of Department of Excellence**

<b>Sr. No.</b>	<b>Name</b>	<b>Category</b>
1	Dr. Kavita Kathare	Chairperson
2	Dr. Gajanan Wader	Principal
3	Mrs. Deepika Sharma	Vice-Principal
4	Dr. Aarti Sukheja	I.Q.A.C. Coordinator
5	Dr. Priam Pillai	Management Representative
6	Dr. Tanmay Nayak (Director, NUSSD, TISS)	Academic Expert
7	Mr. Bipin Shrestha (Head Presales, TCS)	Industry Expert
8	Mr. Vaibhav Khilari, Senior Research Associate, Zelle Biotech	Industry Expert
9.	Mr. Unni Krishnan	Alumni
10	Mrs. Nithya Varghese	Co-ordinator of Bachelor of Management Studies
11	Dr. Abida Khan	Co-ordinator of Bachelor of Commerce Accounting and Finance
12	Mrs. Suparna Deepak	Co-ordinator of Bachelor of Science Biotechnology
13	Dr. Purna Sharma	Co-ordinator of Bachelor of Arts in Media and Communication
14	Mrs. Jennie Prajith	Co-ordinator of Bachelor of Commerce Financial Markets
15	Dr. Kiran Deshmukh	Co-ordinator –Bachelor of Commerce
16	Mrs. Anju Somani	Sub Co-ordinator of Bachelor of Science Information Technology

17	Mrs. Shubhangi Pawar	Sub Co-ordinator of Bachelor of Science Computer Science
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The chair appreciated the industry involvement in designing courses and added that student certifications would definitely get a boost with these initiatives.

### **Agenda III**

#### **Discussion on Criteria 2.**

Dr. Aarti Sukheja announced that Dr. Prerna Sharma would lead Criteria 2. Dr. Prerna Sharma was directed to plan for events under the auspices of Innovation Club for aiding digital teaching and learning under which the faculty can be taught innovative methods of engaging students in learning. Dr. Aarti Sukheja further added that there must be additional content on institution's e- learning portal. She further added that there is a need to increase the institutions global linkages and the Criteria Coordinator must make a consistent effort in this direction.

### **Agenda IV**

#### **Discussion on Criteria 3.**

Dr. Aarti Sukheja announced that Mrs. Suparna Deepak would lead Criteria 3 and directed her to plan for the attainment of the following:

- To decide on research publications in quality journals.
- To increase the number of students participating in Avishkar Research Convention.
- To plan for faculty participation in major/minor projects.
- To increase IPR generated by the institution.
- Collaborate with industries for student/ research project, Establishing MOU's with industry for technology IP sharing.
- To strengthen Alumni Engagement practices and events.
- To increase Extension Activities involving major impact on the society.
- To strengthen Consultancy Services.
- To conduct more activities through Navi Mumbai College Association.

- Increase in number of National and International Conferences/Seminars/Workshops/ Faculty Development Programmes organized by the different Departments and Committees. (IPRs, Entrepreneurship, Research, Skill Development)

## **Agenda V**

### **Discussion on Criteria 4.**

Dr. Aarti Sukheja announced that Dr. Abida Khan would lead Criteria 4 and directed her to plan for the attainment of the following:

- To Increase utilization of E-resources in the library
- Full automation.

It was further added that towards increasing utilization of E-resources in the library the Library Advisory Committee should be directed to conduct regular Workshops and Awareness Programs on usage of e-resources, increasing the use of E-resources by making it compulsory for referencing for all student projects and progress in this regard must be reviewed. Additionally, it was added that the criteria coordinator should identify tasks that can be automated as the institution aims at achieving full automation in the near future.

## **Agenda VI**

### **Discussion on Criteria 5.**

Dr. Aarti Sukheja announced that Mrs. Sunita Saini would lead Criteria 5 and directed her to plan for the attainment of the following:

- To Increase student participation in National and International Conferences/Seminars/Workshops
- To increase placement and internship opportunities for students.
- To strengthen Alumni Engagement practices and events.

## **Agenda VII**

### **Discussion on Criteria 6.**

Dr. Aarti Sukheja announced that Ms. Bhakti Hirani would be in charge of Criteria 6 and directed her to plan for the attainment of the following:

- To Increase faculty participation in National and International Conferences/Seminars/ Workshops/ Faculty Development Programmes.
- To conduct Regular Audits.(External, Internal, Gender, Environmental, ISO, Administrative)

## **Agenda VIII**

### **Discussion on Criteria 7**

Dr. Aarti Sukheja announced that Ms. Navmi Dayal would lead Criteria 7 and directed her to plan for the attainment of the following:

- To introduce/adapt Energy Efficiency & Green Measures.
- Identifying New Best Practices and institutionalizing it.

## **Agenda IX**

### **Discussion on Compliance to RUSA IMS**

Dr. Aarti Sukheja shared that the institution has registered itself on RUSA's Web Based Accreditation Information Management System. The information from the registered institutions can be feeded in a scalable web-based Management Information System (MIS) made by RUSA. RUSA I.M.S. will aid data sorting for the seven criteria's prescribed by N.A.A.C. The criteria coordinators were directed to visit <https://rusaonline.maharashtra.gov.in/>. A meeting would be organised post visiting RUSA site to decide on how data will be stored on the RUSA I.M.S.

Mrs. Deepika Sharma, Vice Principal of the college, shared videos of RUSA I.M.S. and also explained its contents. Mrs. Deepika Sharma announced that she would be sharing the ways and means of utilising RUSA IMS towards data preservation in the next meeting of I.Q.A.C.

## **Agenda X**

### **Planning for Online External Peer Team Review of the performance of the college under autonomous status.**

Dr. Aarti Sukheja shared that in the month of August,2020 the institution would go for an Online External Peer Team Review of the performance of the college under autonomous status.

Permission for conducting an Online Review was obtained and as the composition of the Committee is in place the event would be conducted smoothly.

### **Agenda XI**

#### **Progress of work done by Autonomy Core Committee.**

Prof. Shardul Buva, Member of Autonomy Core Committee, shared that the Progress Report post Autonomous Status to be submitted to U.G.C. was completed and has been forwarded to I.Q.A.C. and heads for review. Post review it would be forwarded to U.G.C. as compliance.

### **Agenda XII**

#### **Suggestion from other stakeholders (Students and other representatives on I.Q.A.C.)**

Our alumni, Mr. Jeffin Johns shared that the job market is tough and hence students need to build a strong resume to prevail. The college can play an important role in this by offering relevant courses/electives, internships and giving technology skills to students.

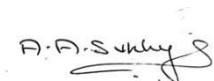
Ms. Avantika Singh, student representative on I.Q.A.C., shared that students must be given practical exposure. She added that students are looking for the institutions which are providing a good platform for internship which helps in achieving the final goal of being placed. Value added courses relevant to market needs must be introduced in the college.

The chair appreciated the suggestions received and assured that follow up action would be taken in its regard.

### **Agenda XIII**

#### **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 19<sup>th</sup> June 2020**

<b>Sr. No.</b>	<b>Name of the members</b>
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. Abida Khan
18	Mr. Avinesh Joshi
19	Mrs. Rajani Sureesh
20	Mr. Shardul Buva
21	Dr. Prerna Sharma
22	Dr. Navami dayal
23	Mrs. Jennie Prajith
24	Dr. Farhat Shaikh



**Dr. Aarti Sukheja**

**IQAC**