



**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

25th January, 2021

NOTICE

A meeting of the members of the I.Q.A.C. will be held on 2nd February, 2021 on Google meet at 4 p.m. to discuss the following agenda:

1. Preparation of Consolidated Departmental/Association Report and Date for submission of Final Draft of A.Q.A.R. to the Principal and the Advisory Committee.
2. Peer Team Report for External Review.
3. Curriculum Feedback by Autonomy Core Committee.
4. Planning for Student Satisfaction Survey.
5. Discussion on Progress in Research by Research Development Cell.
6. Progress of work done under A.R.I.I.A. & N.I.R.F.
7. Planning for Internal Academic Audit.
8. Discussion on progress in IPR.
9. Outreach and Extension Activities conducted during the year.
10. Any other matter with the permission of the chair.

A.A. Sukheja

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

Minutes of the Meeting held on 2nd February, 2021

Agenda I

Preparation of Consolidated Departmental/Association Report and Date for submission of Final Draft of A.Q.A.R. to the Principal and the Advisory Committee.

Ms. Bhavana Parab shared that the data templates prepared by IQAC for data collection had been shared with the faculty and the faculty is able to furnish information with ease. She further shared that once the data is received the consolidation of all the data formats under each criteria will be carried out and on 15th March, 2021 the Report will be shared with the Heads and the Advisory Committee.

Dr. Aarti Sukheja added that the current data formats prepared by IQAC ensures that no information goes unreported.

Agenda II

Peer Team Report for External Review.

Dr. Aarti Sukheja shared that the Peer Team Review Report is ready. It will be released once all the documentation is received in the folder shared with the staff. She further added that a few autonomy related meetings were scheduled in March post which the Report will be shared with the Peer Team.

Agenda III

Curriculum Feedback by Autonomy Core Committee.

Prof. Shardul Buva shared that a **Standard Format for Curriculum Feedback** from stakeholders for each category (Alumni, Students, Employers, Teachers) for reviewing feedback on curriculum has already been prepared and will be executed in the month of April. He further added that the feedback from the stakeholders will be analyzed following which Action taken Report will be prepared and forwarded to the B.O.S. for incorporation and improvement of curriculum.

Agenda IV

Planning for Student Satisfaction Survey.

Dr. Purna Sharma, In charge of Student Satisfaction Survey, shared that the survey will begin in the second week of March, 2021. She further added that the Student Survey Forms

encompasses all aspects to gauge student satisfaction. The feedback will be taken online and analyzed with the help of specially developed software and results will be interpreted with suggestions. Reports will be prepared and presented to the Principal. The Principal will give suggestions based on analysis of feedback given by students for improvements in overall institutional performance and the quality of teaching and learning process.

Agenda V

Discussion on Progress in Research by Research Development Cell.

It was shared by Prof. Suparna that 38 teachers received awards and recognitions for research during the year. She further added that Nine of our faculty are working on research projects during the year. She shared that an MOU signed with MGM School of Biomedical Sciences, Kamothe for collaborative research activities. 26 Research Papers were notified in CARE Journals on U.G.C. website during the year. 32 entries were received for Avishkar Research Convention. Our institution won the Overall Championship in Commerce, Management and Law of University of Mumbai, Department of Student Development in the 52nd Inter-collegiate/Institute/Dept. Avishkar Research Convention 2020-21.

Agenda VI

Progress of work done under A.R.I.I.A. & N.I.R.F.

Prof. Bhavana Parab shared that the Report of N.I.R.F. is ready and have been approved by the Heads. IQAC will be submitting its National Institutional Ranking Framework (2020-21) Report on 5th February, 2021.

Dr. Aarti Sukheja shared that the Reports of A.R.I.I.A. is being prepared and after it is approved by the Heads , IQAC will be submitting its Report in the Month of March, 2021.

Agenda VII

Planning for Internal Academic Audit

Prof. Jennie Prajith, Incharge of Internal Academic Audit, shared that Internal Academic Audit has been planned on 28th and 29th May, 2021. She further added that all Departments, Committees (Statutory & Non-Statutory) and Associations must keep the files in online folder ready and shared by 25th May, 2021 positively. She further added that all the newly

formed Idea Centres would also be included in the Audit. She shared that the following is the internal audit check list for departments:

1. Introduction to department
2. Department Info
3. Seminar /workshop conducted
4. Paper presentation/publication
5. Notices
6. Teaching plan
7. University circulars /notices
8. Faculty achievement & development
9. Syllabus completion
10. Student support
11. Lecture Recordings
12. Social Activity
13. Department association
14. Internal Assessment-CA I & II
15. TT with Class room link.
16. Feedback

Agenda VIII

Discussion on progress in IPR.

Dr. Navami D. shared that six faculty got their copyrights filed with GOI for their research work. 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 exposure of faculty and students to the IPR Cell has enhanced their learning and led to improvement in the number of copyrights. IPR Cell has been able to file 08 and secure 06 copyrights in just one year. 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.

Agenda IX

Outreach and Extension Activities conducted during the year.

Dr. Farhat shared that 23 extension and outreach programmes were conducted in collaboration with NGOS's and other bodies by N.S.S. Unit and other Departments/Cells/Associations of the college. She further added that due to the pandemic situation field activities were limited but all the effort was made to contribute as much as possible towards the betterment of the society.

Agenda X

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.

A.A.Sukheja

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

MEMBERS PRESENT FOR THE MEETING on 2nd February 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	Mrs. Jennie Prajith
24	Dr. Farhat Shaikh
25	Mrs. Deepika Sharma