

*Pillai*

**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**



10<sup>th</sup> December, 2019

**Notice**

A meeting of the members of the I.Q.A.C. will be held on 14<sup>th</sup> December, 2019 in the Conclave at 11.30 a.m. to discuss the following agenda:

1. Review of first semester activities and planning for the second semester activities.
2. Constitution of External Peer Team for review of performance of the college under autonomous status.
3. Discussion on Audit.
4. Discussion on Perspective Plan of the Institution.
5. Progress of work done by Autonomy Core Committee.
6. Suggestions made by Planning & Evaluation Committee and its implementation.
7. New Courses planned by Centre of Excellence and commenced in the second term.
8. Discussion on Faculty Empowerment Strategies.
9. Progress of work done under Ph.D. Research Centre & Research Development Cell.
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 14<sup>th</sup> December, 2019**

### **Agenda I**

#### **Review of first semester activities and planning for the second semester activities.**

The activities conducted in the first term was shared in a nutshell by the I.Q.A.C. Coordinator, Dr. Aarti Sukheja. It was shared that new certificate courses were introduced, workshops and seminars were conducted, research project proposals were sent to University of Mumbai, IPR Cell was in place, activities planned under N.M.C.A. were conducted and all the association and committees followed the plan of action prescribed by I.Q.A.C.

The Centre of Excellence Incharge Dr. Kavita Kathare was directed by Dr. Aarti Sukheja to introduce new certificate courses with thrust on employability, entrepreneurship, skill development, environment and the like. Dr. Aarti S. added that student certifications must double their existing numbers. It was further shared with Mrs. Sunita Saini that Seminars, Conferences and Workshops at National and International level should be conducted. Seminars and events pertaining to IPRs should be stressed upon. N.M.C.A. should take up Faculty/ Student Exchange Programmes in the second semester. Incubation Centre shall look for tie ups with other reputed Incubation Centre's. The Staff Development Committee was directed to undertake Faculty Development Programs under SWAYAM-A Government of India initiative for the second semester.

### **Agenda II**

#### **Constitution of External Peer Team for review of performance of the college under autonomous status.**

Dr. Aarti Sukheja shared that the External Peer Team for review of performance of the college under autonomous status was in place. She further shared that as per U.G.C. mandate, External Peer Team comprising of academicians of repute has been formed and will send report to U.G.C. regarding the performance of the College. The report will also be put on public domain on the website of the College. The External Peer Review will be conducted atleast once in a year. The Composition of External Peer Team Committee for reviewing the performance of the institution post autonomy was shared by Dr. Aarti Sukheja.

**1. Dr. Elizabeth Mathews**

Faculty In charge,  
H.O.D. Commerce and Research Guide  
C.K. Thakur College, Panvel

**2. Dr. Shubhada Nayak**

Vice Principal and I.Q.A.C. Coordinator,  
Associate Professor and H.O.D., Microbiology,  
K.B.P. College, Vashi

**3. Dr. AnushreeLokur**

Principal, RamnarainRuia Autonomous College  
Mumbai, Maharashtra, India

**Agenda III**

**Discussion on Audit.**

It was shared by Dr. Kiran Deshmukh, In charge of Green/ISO Audit, that Green Audit for the institution has been completed. (May-June 2019) Green Audit Report was prepared by STEP (Sustainable Technosolutions for Environmental Protection Private Limited) based on visit to the Campus, checking records and interactions with faculty, non-teaching staff and students. Preliminary reconnaissance audit of the Campus was performed on May 30, 2019 and detailed audit was conducted on June 14, 2019. She further added that Annual ISO Surveillance Audit would be conducted in the college on 30<sup>th</sup> September, 2019.

It was shared by Mrs. Jennie Prajith, In charge of Internal and External Audit, that Internal Audit was conducted in August/September 2019 by the Internal Audit Committee and Application for an External Audit of the institution will be made to University of Mumbai in the month of February, 2020.

**Agenda IV**

**Discussion on Perspective Plan of the Institution.**

It was shared by Dr. Aarti Sukheja that the **Perspective Plan** for the period of five years, commencing from academic year 2019-20 to academic year 2023-24, has been prepared by

the College by taking into consideration the quality indicators of seven criteria determined by N.A.A.C. The Inputs from all stakeholders, their expectations, management policies and goals and objectives of the college helped to develop a base for formulation of the perspective plan. The draft of Perspective Plan has been discussed, reviewed and approved by I.Q.A.C.

## **Agenda V**

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

Prof. Shardul Buva, In charge, Autonomy Core Committee, shared that the First Meeting of Academic Council was on 21<sup>st</sup> September, 2019 and the next meeting is planned for February, 2020.

He further shared that the following points were covered in the said meeting: adherence to admission policy of University of Mumbai, new examination policy was shared, minutes of Board of Studies (B.O.S.) meetings of different courses and departments was shared and academic Calendar was approved.

Prof. Shardul Buva shared that the First Meeting of Governing Body was on 28th September, 2019 and the next meeting is planned for February, 2020.

He further shared that the following points were covered in the said meeting: Approval of Minutes of the Academic Council, discussion on the Policy for Recruitments of Teaching / Non-Teaching Faculty as applicable in accordance with the policies laid down by U.G.C. and State Government and assign the right to the Principal to create ad-hoc posts., approval on introduction of new certificate courses and diploma courses, introducing new courses / subjects providing Entrepreneurship Skills, Employability and Skill development, approval of Research Policy for staff & students, forming IPR (Intellectual Property Rights) Committee and approval for the Autonomous Status funding Proposals forwarding to U.G.C. / R.U.S.A.

Prof. Shardul Buva shared that the First Meeting of Finance Committee was held on 28th September, 2019 and the next meeting is planned for February, 2020.

He further shared that the following points were covered in the said meeting: Audited Financial Accounts for the Academic Year 2018-2019, Budget for the Academic Year 2019-2020, Budget estimates relating to the Grant Receivable from U.G.C., budget estimates relating to the Grant Receivable from R.U.S.A., fees structure of all U.G., P.G. & Ph.D.

courses conducted or to be conducted and propose to increase Exam Fees by Rs. 200/- per student, approval for the remuneration to be given for activities under Examination Committee.

The Chair appreciated the work done by Autonomy Core Committee and shared that the Progress Report of Autonomy should be shared at the end of the year.

## **Agenda VI**

### **Discussion on the work of Planning & Evaluation Committee.**

Dr. Kavita Kathare, In charge, Planning and Evaluation Committee, shared that the Committee was set up with the following composition:

|                    |                      |
|--------------------|----------------------|
| Dr.KavitaKathare   | Chairperson          |
| MrsBindu.R         | Member one           |
| Mrs Anju S         | Member Two           |
| Dr.Gajanan Wader   | Principal            |
| Mrs Deepika Sharma | Vice-Principal       |
| Dr.Aarti Sukheja   | I.Q.A.C. Coordinator |

The said committee would evaluate academic performance, improvements in standards and assess how best the Institution has used the autonomous status. She further added that suggestions would be made by the planning and evaluation committee for improvement in quality.

## **Agenda VII**

### **New courses planned by Centre of Excellence and commenced in the second term.**

Dr. Kavita Kathare shared that to develop and design realistic and industry oriented autonomous certificate courses, Board of Studies, in discussion with I.Q.A.C. and Principal was formed. She further shared that the following in-house courses were decided to be introduced in the second term:

- Ethical hacking
- Testing Courses

- Interdisciplinary I.T. related Course.
- Digital Marketing
- Human Resource Management
- Project Financing & Risk Management
- Basics of Capital Market
- Mutual Funds
- N.I.S.M. Certificate courses
- Mutual funds
- Export/Import Documentation
- Advance Excel

It was further shared that courses need approval of the concerned Board of Studies and Governing Body. The chair appreciated the efforts in introducing relevant courses for students.

### **Agenda VIII**

#### **Discussion on Faculty Empowerment Strategies.**

The Staff Development Committee in charge, Mrs. Bindu, was directed by Dr. Aarti Sukheja to encourage faculty to undertake Faculty Development Programs under SWAYAM-A Government of India initiative in the second semester. 28 teaching faculty successfully completed the FDP in the first term of 2019-20. It was further shared that International and National Level F.D.P.s must be organised in the said semester. It was announced that research publications would carry substantial weight in the faculty selection, promotions, increment as advised by the University Grants Commission (U.G.C). The institution shall provide the necessary support for encouraging quality research. Management provides funding for publication of quality research papers will be considered. Faculty should publish Research Papers with reputed Journals. (National and International)

### **Agenda IX**

#### **Progress of work done under Ph.D. Research Centre & Research Development Cell.**

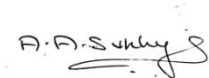
Dr. Aarti Sukheja directed the Research Development Cell to encourage and increase faculty and student participation in research activities. Quality research papers must be published by

the faculty for which the R.D.C. must support the faculty with Training Programmes, Expert Lectures, Information on reputed publishers, sponsoring research paper fees (College Research Policy) and the like. It was shared by Mr. Shardul Buva that the Ph.D. Research Centre shall call for Proposals for Ph.D. in Commerce in the subject of Business Economics, Business Policy and Administration and Accountancy in the month of February, 2020.

### **Agenda X**

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

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



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