

*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**



5<sup>th</sup> March, 2020

**Notice**

A meeting of the members of the I.Q.A.C. will be held on 9<sup>th</sup> March, 2020 in the Conclave 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 A.Q.A.R. to the Principal and the Advisory Committee.
3. Planning for External Peer Team Review of the performance of the college under autonomous status.
4. Progress of work done by Autonomy Core Committee
5. Suggestions made by Planning & Evaluation Committee and its implementation.
6. Progress of work done under U.B.A., R.U.S.A., Block Grant, A.R.I.I.A.& N.I.R.F.
7. Discussion on new Best Practices.
8. I.Q.A.C. team for 2020-21.
9. 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 9<sup>th</sup> March,2020**

### **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 30th March ,2020. The chair announced that details of all the events and activities carried out in the said academic year must be duly recorded and documented as same must be presented in the A.Q.A.R. to give a clear representation to N.A.A.C. regarding the endeavors made at the institution towards quality improvement.

### **Agenda II**

#### **Date for submission of Final Draft of A.Q.A.R. to the Principal and the Advisory Committee.**

The Chair announced that the I.Q.A.C. team must submit the Final Draft of A.Q.A.R. to the Principal and the Advisory Committee on 30<sup>th</sup> April,2020.

### **Agenda III**

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

Dr. Aarti Sukheja shared that I.Q.A.C. has started preparing the report to be reviewed by the External Peer Team constituted to evaluate the progress made by the institution post autonomous status. The following documents will be verified to ascertain the regularity of the functioning of the different initiatives taken by the college.

1. Letters of conferment of Autonomous status to the institution
2. Academic and Examination Calendar/Policy
3. Grants received post autonomy
4. Minutes of the Governing Council, Academic Council, Board of Studies and Finance Committee.

5. Audited statement of the expenditure (2019-20)
6. Minutes of the I.Q.A.C. meetings of 2019-20
7. Action Taken Report 2019-20
8. Perspective Plans 2019-2024
9. Proceedings of the various other statutory committees

#### **genda IV**

#### **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 12<sup>th</sup> February, 2020.

He further shared that the action taken report was prepared after each meeting and shared the same.

#### **Action Taken Report**

For 2<sup>nd</sup> Academic Council Meeting conducted on 12<sup>th</sup> February 2020

| <b>Recommendation</b>   | <b>Action Taken</b>  |
|---|--|
| Suggestion for inclusion of College Development Committee in the Calendar | Suggestion was accepted and the same would be incorporated in the Calendar.  |
| Students should be given maximum practical exposure.                      | This recommendation was forwarded to the Board of Studies and it was decided to include Project Work in the curriculum.          |
| Students should write only subjects in which they fail.                   | Recommendation was accommodated in the Exam Policy.  |
| Information on Break-up of credits was sought                             | Under Graduate Courses: 126 Credits & Post Graduate Courses: = 96 Credits<br>Breakup for the same was shared in the meeting.     |
| To conduct review of progress of Ph.D. work on regular basis              | Six monthly review has been completed. Further review will be conducted on last Saturday of every month from June, 2020 onwards. |
| Information on Follow up Actions  | Recommendations have been shared with the Head of the institution and all Departments for corrective action.                     |
| Forming Department of Excellence  | Department of Excellence formed to give added thrust to student certifications.  |
| Seeking management permission for change in time slot                     | Management permission has been granted for the same.   |

Prof. ShardulBuva shared that the First Meeting of Governing Body was on 14<sup>th</sup> February,2020 and shared its action taken report:

### **Action Taken Report**

2<sup>nd</sup> Meeting of Governing Body held on 14<sup>th</sup> February, 2020

| <b>Recommendation</b>   | <b>Action Taken</b>   |
|---|---|
| Provision for additional examination for students who miss an examination due to participation in extra-curricular activities or other unavoidable circumstances. | Incorporated in Examination Policy.   |
| To send proposal for fast track approval to University of Mumabi  | Dr. Sunil Nair, Registrar of the Institution, is preparing the same for submission to University.   |
| To make it compulsory for students to choose atleast one Certificate Course for First Year.   | Post submission of the said proposal to Exam Committee to incorporate the same, on the affirmation of the B.O.S. of different subjects, the same has been incorporated in the system. |
| Compliance Report needs to be supported by numerical data.  | Numerical data has been incorporated in the Report & forwarded to U.G.C. Western Regional Office, Pune in the first week of March, 2020   |
| Employability, Entrepreneurship Skills and Research should be considered while framing syllabus   | Syllabus framed by considering the three parameters shared.   |
| Budget approved in Finance Committee Meeting must be shared with respective departments.  | Copy of Budget is sent to respective departments after approval from Finance Committee and Governing Body in the last week of March ,2020   |

Prof. ShardulBuva shared that the First Meeting of Finance Committee was held on 13<sup>th</sup> February,2020 and shared its action taken report:

### **Action Taken Report**

2<sup>nd</sup> Finance Committee Meeting conducted on 13<sup>th</sup> February, 2020 at 11:30 a.m.

| <b>Recommendation</b>   | <b>Action Taken</b>  |
|---|--|
| Budget for only new activities incorporated should be discussed in the meeting. | The suggestion was accepted and in the subsequent meetings only new items of budget will be discussed. |
| Verification of budget estimates by   | Budget Estimate verified by management   |

|  |   |
|--|---|
| management.  | before sending to U.G.C.  |
| Quotations to be sought before finalising order.                     | Quotations were invited from vendors and post approval from management orders were placed.                            |
| Increase in Examination Fees   | Suggestion was accepted by the Committee and the same was implemented.  |
| Seek management approval for purchasing shredding machine.           | Management Body approval was taken before purchase.   |
|  |   |
| Detailing Library Expenses   | Instructions given to Librarian about detailing such items in upcoming budgets.                                       |
| Seeking information on formula for calculation of Breakage Expenses. | Formula for breakage expenses is Total Cost of Breakage/Number, which is being used for the Biotechnology Laboratory. |
| Include Budget of Certificate Courses in Master budget.              | Budget for Certificate Courses has been forwarded to Budget Committee for incorporation.                              |

The Chair appreciated the action taken reports prepared by Autonomy Core Committee.

## **Agenda V**

### **Suggestions made by Planning & Evaluation Committee and its implementation.**

Dr. Kavita Kathare, In charge of Planning and Evaluation Committee, shared the suggestions put forth by the Committee towards quality improvement post attaining autonomous status:

1. Disclosure regarding Academic Guidelines under Autonomy so that students are well informed with rules and regulations post Autonomy thereby bringing transparency in our functioning.
2. Detailed Syllabi under Autonomy to be disclosed on the college website.
3. Leading Page under Autonomy in College website.
4. All semester end question papers after examination to be shown in the subsequent Board of Studies meeting to evaluate whether all the parameters have been followed.
5. To strengthen the examination system and make evaluation system further stronger, it is suggested to have a Question Paper Review Panel which will have a review of question papers on the basis of set parameters. The Committee suggested to implement this suggestion on pilot basis for all question papers of T.Y. Streams.
6. To create data base for final year T.Y. students including the following details

- Name of the Student
- Stream
- Roll No
- Whether interested in doing job or higher studies post U.G.?
- Have they participated in placement drive conducted by College?
- Have they got placed?
- Participation in certificate courses?

7. The above data base will help in:

- Finding out post Autonomy Placement Status over a period of time.
- Establishing a link between placements and value added programs run by the College.

8. The College runs number of value added programs for the students which will result in skill development & Employability. The data for last three years is given below:

| <b>Year</b>      | <b>Courses Introduced</b>                          | <b>Students Enrolled</b> |
|------------------|--|--------------------------|
| <b>2017-18</b>   | 11   | 285                      |
| <b>2018-19</b>   | 07(In-house Program)<br>06(Collaborative Programs) | 475                      |
| <b>2019-2020</b> | 16   | 1126                     |

Post autonomy it is being decided to give two non-academic credits per year on successful completion of certificate courses. The Committee put forth the suggestion to form Department of Excellence comprising of academicians and industry experts.

-To develop and design realistic and industry-oriented certificate courses which will result in skill enhancement & improved employability quotient.

-To have a sound evaluation pattern for these certificate courses, on the basis of which two non-academic credits can be given to students per year.

9. Course fees for all certificate courses to be put before the Finance Committee for necessary sanction & approval.

Dr. Kavita Kathare further added that the following action was taken based on the suggestions given:

**Action Taken based on suggestions:**

1. Academic guidelines under autonomy have been framed and disclosed on College Website. Necessary orientation have been given to teachers & students.
2. Detailed Syllabi under Autonomy is disclosed on the college website.
3. Leading Page under Autonomy is disclosed on the College website.
4. All semester end question papers after examination were shown in the respective Board of Studies meeting to evaluate whether all the parameters have been followed.
5. Question Paper Review Panel have been formed and deciding the role of the committee is in process.
6. Preparation of placement data base of final year students is in process.
7. The proposal to form Department of Excellence is included in the agenda of Agenda of Academic Council Meeting Scheduled on 12/2/2020.
8. Course fees for all certificate courses are included in the agenda of Finance Committee meeting scheduled on 14/2/2020 for necessary sanction & approval

## **Agenda VI**

### **Progress of work done under U.B.A., A.R.I.A.& N.I.R.F.**

Prof. Shabab Rizvi, N.S.S. Unit In charge, shared that under Unnat Bharat Abhiyan, a flagship program of Ministry of Human Resource Development (M.H.R.D.) Government of India, U.G.C. has selected our institution to fulfill the objectives. As per the guidelines, the N.S.S. unit of Pillai College of Arts, Commerce & Science has adopted five villages namely Nevali, Pale Bk, Valap, Nitalas and Vavanje, under this 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. The data has been uploaded online on the reporting portal of U.B.A. website. Currently the unit is waiting for the government funds to execute the plans and to meet the requirements of the villages.

Dr. Aarti Sukheja shared that our institution actively participated in A.R.I.A.A. and N.I.R.F. and I.Q.A.C is working continuously towards the development and application of quality benchmarks/parameters towards quality improvement.

## **Agenda VII**

### **Discussion on new Best Practices.**

Dr. Aarti Sukheja, Coordinator I.Q.A.C., shared that the following two practices of the institution have been identified as the best practices for the current academic year.

- Initiatives of Department of Excellence
- Equipping teachers with relevant skills to conduct teaching-learning activities on a digital platform.

Dr. Aarti Sukheja shared that the COVID-19 pandemic situation has affected conventional teaching-learning. As a result e-learning on digital platforms is the need of the hour. Gauging this need, the Innovation Cell has been continuously organising Workshops and Training Modules to equip teachers with skills needed on a digital platform. All our faculty are able to carry out digital teaching and related activities with ease. The Innovation Cell has planned for an Online Teaching Workshop themed 'Interactive teaching with Technology' from June 4- June 6, 2020 on Google Meet to train teachers to teach in an online environment. E-tutors will be appointed and training would be given to the faculty. The Innovation Cell will be giving hands-on training on Google Classroom and Google Extensions Online tools like Jamboard, Concept Mapping (using Miro), Kahoot, Testmoz, H5p, Infograph, Screencast-O-Matic and the like to aid interactive and innovative teaching. E-Content has been developed by teachers which has been put up on Mahatma Education Society (MES: Parent Body) Learning Channel for the benefit of the students.

### **Agenda VIII**

#### **I.Q.A.C. team for 2020-21.**

Dr. Aarti Sukheja shared that in conformance with the requirement of N.A.A.C., the college formed an I.Q.A.C. with the following members:



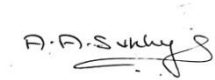
**I.O.A.C. 2020-21**

|                             |  |
|-----------------------------|--|
| 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. Perna Sharma</li><li>3. Mrs. Suparna Deepak</li><li>4. Dr. Abida Khan</li><li>5. Mrs. Sunita Saini</li><li>6. Ms. Bhakti Hirani</li><li>7. Ms. NavmiDayal</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<br/>(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 9869109754 of T.Y.Biotechnology)</li></ol>  |
| Society                     | <ol style="list-style-type: none"><li>1. Dr. S.T. Gadade<br/>(Secretary, Janardan Bhagat ShikshanPrasarak 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>  |

## **Agenda IX**

**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

A handwritten signature in black ink, appearing to read "A. A. Sukheja". The signature is written in a cursive style with a long, sweeping underline.

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