INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/MNT/2021-22/T2/4

Minutes of the Meeting held on 17 February,2022

Agenda I

Planning for AQAR Boot Camp

Prof. Bhavana Parab shared that the AQAR Data Compilation Boot Camp 2021-22 will be starting from 4th April, 2021. All the planning for the same has been done. The teaching and non teaching staff will assemble in the Computer Laboratory and the data will be entered from one common place. Day wise schedule will be shared with the staff. She further added that the list of documents needed for the camp will be shared in advance with the staff.

Agenda II

Events under 1QAC March-April 2022.

Dr. Aarti Sukheja shared that he following events are planned under IQAC:

Criteria One: Webinar on Changing Industry-Academic Dynamics post pandemic on 26th April, 2022

Criteria Two: Workshop on Curriculum Evaluation: Measuring attainment of Pos on 9th April, 2022.

Criteria Three: Webinar on Prototyping of Patent Ideas on 26th March, 2022

Criteria Four: International Conference on Artificial Intelligence on 18th April, 2022.

Criteria Five: Webinar on effective Communication on 25th April, 2022.

Criteria Six: Webinar on Resource Mobilisation for Development of HEIs and Leads on Professional Development on 11th April, 2022.

Agenda III

List of requirements under each criteria for up gradation under ploughing back profit idea.
Prof. Suparna Deepak shared the following requirements under each criteria:

Sr. No.	Focus Area	Recommended Requirements	Solution
1	Effective Teaching and learning with digital revolution.	All classrooms to be converted into AV rooms.	To apply to Samsung for sponsorship

2	Blended Learning	Networking facilities in Classrooms	
3	Holistic development of the students	1.A Cultural studio with all necessary equipments like musical instruments, good sound systems etc, 2.Practice Area for Theatre Groups , Dance groups, Rooms for keeping the musical instruments and art work safely. 3.Upgradation of Gymnasium and promoting more games in sports	State of art Dance theatre is developed
4	Practical teaching Learning	Needed Softwares as per the requirement of streams.	List of softwares to be collected from the Co-ordinators
5	DSDE	A separate cell for Department of Skill Development & Entrepreneurship equipped with atleast 50-100 pcs where actual sessions can take place and separate classrooms for certificate courses.	Half section of 4th floor office
6	IIC	A separate visible cell with incubation facilities.	Sec 9 New Panvel
7	Biotechnology Lab (Practicals, Research and Consultancy)	Microwave Oven, Weighing Balance and Microplate Reader.	2021-22
8	Seminar halls, Auditorium and Conclave	Automated centralised availing System for Academic Support Facilities	
9	Exam Cell	- Direct phone connection in the examination cell (Many times the students are not able to connect to the examination cell for some information. Teachers during supervision are not able to connect to the Examination Committee if need is there.) - Photocopy machine (The existing photocopy machine if used for a lesser number of photocopies the cost to the college becomes high. We need a machine where where number of copies can be taken at reasonable cost) - Shredder machine (The shredder machine should have the capacity of shredding sufficient number of papers at a time as we have number of rounds of examination and which requires multiple question papers.) - HP Laser printer (Currently for taking print out the teahcers are asked to take it from Computer Lab. If additional printer is installed we can allow the teachers to take print from the examination cell which will improve the secrecy and confidentiality of question paper.) - Computer desktop	2021-22 will be done immediately
10	Library	Radio Frequency Identification System (RFIS) - For better security of costly books	
		Installation of CCTV - For overall surveillance	will be done immediately

		No of Computer system to be increased - For better accessibility for teachers and students (increase from 4 to 8)	
		Reference books to be added as per the autonomous subjects offered in all streams and new courses	List to be collected
		Online Database subscription to be increased. Only N-List available (Two more can be added)	
		Seating facility in reading room to be replaced from revolving chairs to Fixed chairs	
		Wifi Facility to be upgraded	
11	Eco Friendly measures	Sensor based elevators	
		Restoration of solar panel	
		Plastic Bottle Shredder	
		Waste-water reuse unit	
		Setting continuous Composting/Vermicomposting system	
		Computer Braille	
12	Staff room	Upgradation of staff rooms required.	
13	Students Hub	A dedicated room, well equipped with computers where students can work in collaboration with teachers to complete the tasks of the committees	
14	Classroom for MA	BMM section's new course requires an additional classroom.	

The Chair appreciated the efforts of the Criteria In charges for their efforts.

Agenda IV

Course Outcome Feedback and Student Satisfaction Survey.
Prof. Abida Khan shared that the Course Outcome Feedback will be conducted from 23rd February, 2022.

The Student Satisfaction Survey will be completed on 23 March, 2022.

Agenda V

Progress of work done under A.R.I.I.A. & N.I.R.F.
Prof. Sabitha shared that the institution participated in NIRF on 17 February, 2022. Dr. Nithya Varghese

shared that the institution participated in ARIIA on 16th February, 2022.

Agenda VI

Discussion on Institutions Innovation Council.
Prof. Nithya Varghese shared that the institutions IIC has been accredited with a four star rating on 1st

December, 2021. The Chair congratulated the entire team for their efforts.

Agenda VII

Planning for Internal Academic Audit.

Prof. Jennie Prajith shared that the Internal and External academic Audit of the institution will be conducted from. 21-23 April, 2022. The format and the parameters to be evaluated is ready and approved by the Heads and IQAC.

Agenda VIII

Discussion on IPR and Research.

Prof. Suparna Deepak shared that Pillai College of Arts, Commerce, and Science Skill Credit has been issued a patent by the German patent and Trademark Office. The number assigned is 20 2021 106 919.8. She added that this is our first step towards expanding the Intellectual Property Rights of the college. She shared that Vice-Principal Deepika Sharma, Dr. Kavita Kathare, Dr. Priam Pillai, Dr. Daphne Pillai and Deputy CEO, Mr. Franav Pillai contributed to this initiative.

The Chair shared the following for the development of Research:

- **To follow up for Focus students' research Journal.**

  It was decided that the Focus will remain multidisciplinary and will have different sections as per departments. Every section will have specific editors whose role will be to edit the papers and scrutinize them and submit to Dr. Kavita Kathare who will further compile it. So, every department has to contribute good students research project works for the journal. Dr. Aarti suggested Dr. Seema Somani can also be added to the focus committee so that all the Avishkar projects can also be included. Mrs. Deepika Sharma suggested that for the next academic year, a common theme could be kept for both Focus and the college magazine.

- **From next academic year, PG students have to be given assignments for themed based book.**

  The PG Co-ordinators were informed that from next academic year every PG student should be given review writing or chapter writing assignments based on a common theme. These chapters/reviews can be then compiled together in aform of a book which will be published. For this and the Focus journal, it was decided to apply for ISSN/ISBN number. Dr. Sanjay Munavale was given the responsibility to apply for the same and to allocate proper numbers for every publication.

- **To encourage students to write research papers and get it published in collaboration with faculty members**.

  All the co-ordinators were informed that from next academic year the class teachers have to select 3 good students from their class for writing good publication with collaboration with the faculty member. These papers could be published in peer reviewed journals. For this the students will also be given 2 skill credit

points. It was also informed that all the publication should be checked for plagiarism as per the research policy of our institute. Proper data will be maintained for the plagiarism check by Dr. Sanjay Munavale.
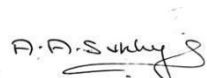
- **To follow up of extension activities by NSS.**

  Dr. Shabab Rizvi was informed to keep the data for all the events as required by IQAC the format of which will be provided by Mrs. Suparna Deepak.

Agenda IX

Any other matter with the permission of the chair.

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

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

MEMBERS PRESENT FOR THE MEETING on 17th February 2022

Sr. No.	Name of the members
1	Dr. Gajanan Wader
2	Mrs. Deepika Sharma
3	Dr. Aarti Sukheja
4	Ms. Bhavana Parab
5	Mrs. Suparna Deepak
6	Mrs. Jennie Prajith
7	Mrs. Sunita Saini
8	Dr. Navami Dayal
9	Mrs. Prajakta Kane
10	Dr. Shabab Rizvi
11	Mrs. Sabitha Praveen
12.	Dr. Nithya Varghese
13.	Dr. Kavita Kathae
14.	Dr. Abida Khan
15.	Dr. Monali Ray

16.	Mr. Arun Radhakrishnan
17.	Mrs. Rajni Suresh
18.	Mr. Ranjit Patil
19.	Mr. Sunil Nair