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

pcacs

INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/MNT/2021-22/T2/5

Minutes of the Meeting held on 1ˢᵗ April, 2022

Agenda I
Planning for AQAR Boot Camp.
Prof. Bhavana Parab shared that the day wise schedule of the Camp, which is being inaugurated on 4ᵗʰ April, 2022, has been shared with the staff. Staff has also been briefed regarding the documents they should bring along. The chair congratulated IQAC for planning the Camp.

Agenda II

Submission of AQAR.

Dr. Aarti Sukheja shared that the data collected in the Boot Camp will be sorted and filled in the AQAR format. In the beginning of the academic year 2022-23 and after review, the AQAR will be uploaded on NAAC portal.

Agenda III

Curriculum Feedback Analysis.

Dr. Shardul Buva shared that the Curriculum Feedback was completed on 10ᵗʰ March, 2022. Feedback was collected from students, teachers, outside teachers, alumni and employers. He further added that the analysis of the same is being carried out and the report for the same will be shared with IQAC. The Chair directed Dr. Shardul Buva to prepare an Action Taken Report for the Curriculum Feedback.

Agenda IV

IQAC Plan of Action.

Dr. Aarti Sukheja shared the plan of action of IQAC for the A.Y. 2022-23:

Criteria I Annual Plan

1. To introduce New Courses – Interdisciplinary /Multidisciplinary.
2. Increasing Global Linkages
3. Introducing one new subject in Semester III/V.
4. Introducing one new subject in Semester IV/VI.

5. Multiple Entry and Exit Options

6. Industry Tie-ups Department Wise & Centre wise

7. Restructuring existing P.G. courses with Core and Elective papers.

8. Strong Feedback Mechanism is to be achieved

9. Concrete Steps towards Entrepreneurship/Startups-2 Start-ups per year

10. Measuring Department Wise placements.

11. Cross Cutting issues like professional Ethics, Emotional Intelligence & Gender to be given focus.

Criteria 2 Annual Plan

● MOUs/Tie ups with National / International Universities, Industries, Media Houses.

1. TLC to tie up with other TLCs, Academic Institutions, Research Centres, Corporates to give added thrust to its activities.

2. Guiding sessions on PET, NET, SET and the like.

3. Increasing Bridge Courses

4. Establishment of Centre for N.S.D.C.

5. New Parameters for Performance Appraisal of Staff.

6. Skill Development through different Associations.

7. Student centric activities to be focussed like: Field visit, Skill based courses, Internships, Personality Development Programs.

8. Teacher Centric activities to be focussed: FDP, Short term Courses, Orientation, Refresher

9. Evaluation Reforms: Conduct Continuous Assessments on Online Mode,One full paper practical, Increase in Non-Academic credits.

10. Reducing Mentor-Mentee Ratio: Improving Result Outcome, Reducing number of dropouts through Mentoring Policy.

Criteria 3 Annual Plan

1. Added thrust to the Idea Centres

2. Consultancy by each Idea Centre

3. Updating Research Labs (NABL Accreditation)

4. Increase seed money for research

5. Promoting Publication of quality research papers

6. Increasing linkages with industries for trainings

7. Increasing number of functional MOUs signed with industry or other Universities

8. Increasing number of teachers applying for National/International fellowships

Criteria 4 Annual Plan

1. Upgrading Academic Infrastructure: Number of class room and seminar halls with ICT facilities, Number of Smart Classrooms
2. Arranging grants for Smart Classrooms
3. Computer Labs (extension), Media Lab Upgradation (Plan to apply for RUSA Component 9)
4. Encourage faculty to develop more e-content (plan to link it to appraisal)

Criteria 5 Annual Plan

1. Increase the amount of Scholarships by collaborating with some NGOs
2. Capability Development and Skills enhancement Activities
3. Active participation of students in Idea Centres (linking to Non Academic Credits)
4. Improving Competitive Exam Cell
5. Associating with Career Counsellors in various domains
6. State / National Level Sports and Cultural events
7. Placement of students
8. Plan to increase contribution from Alumni

Criteria 6 Annual Plan

1. Institutional contribution for Faculty Enhancement Programmes
2. Promote Faculty Exchange Programmes in National/International Universities
3. Motivate Faculty to attend Conferences/ Workshops
4. Increase in number of Professional development/ administrative training programmes organized by the institution
5. Promotion teachers to attend FDP, OrientationProgrammes, Refreshers, Training Programmesetc
6. Promote Staff Welfare
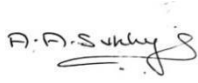7. Mobilization of funds and optimum utilization of resources

Criteria 7 Annual Plan

1. Paperless administration
2. Paper recycling
3. Green Initiatives like Cultivation of medicinal plants
4. Maintaining wet and dry bins
5. Managing e-waste and bio-waste
6. Quality audits on environment and energy
7. Apply for Clean and Green Campus Award

Agenda V

Any other matter with the permission of the chair.

As there was no other matter the meeting ended with thanks to 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. Shardul Buva
16.	Mr. Arun Radhakrishnan
17.	Mrs. Rajni Suresh
18.	Mr. Ranjit Patil
19.	Mr. Sunil Nair
20.	Mr. Rajesh Menon

21.	Mr. Vikas Lade
22.	Mr. Alex
23.	Mrs. Sharavathi J.
24.	Mr. Krishna Kumar

DAY-WISE SCHEDULE : 4th April 2022 - CRITERIA 1

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	All coordinators (U.G. & P.G.)	10.30 am to 12.00 pm	1.1.2	Programmes where syllabus revision – syllabus copy, minutes of BOS meetings
2.			1.1.3	List of each semester wise Number of courses focusing on employability/entrepreneurship/ skill development & syllabus copy https://docs.google.com/spreadsheets/d/1CSaXjh4TZ69vw7rUpW8v4CiNT0RU4Vd6y9zV3-wvZDw/edit?usp=sharing
3.			1.2.1	List of new courses introduced across all programmes & syllabus copyhttps://docs.google.com/spreadsheets/d/1BLPdWIbymYRj-8d6HwIZRqPpaQjUKVCEc5L74GdIgR
4.			1.3.1	List of courses with cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum & copy of Syllabus highlighting above cross-cutting issues
5.			1.3.2	Details of value-added courses, copy of certificate course Syllabus , list of students enrolled, MOU's with agencies

DAY-WISE SCHEDULE : 4th April 2022 - CRITERIA 1

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
6.	All UG & PG coordinators & Mr. Gopakumar (internship from placement) –11.30 pm	12.30 pm to 2.30 pm	1.3.4	list of students undertaking fieldwork /projects/ internships / student projects Student project - Google classroom link of 1 subject any semester for all students (fy,sy,ty)in format specified https://docs.google.com/spreadsheets/d/1-QvoQkjLkymgHDxk8UOzlgyGTFP2Bhmf1jgrY-aDle0/edit?usp=sharing Internship work - list of students with details of internship and internship letter https://drive.google.com/drive/folders/1U7-A6wRGXq1XMN2RMI6xAY2rhTzDwKhP?usp=sharing
7.	Curriculum feedback - Mr.Shardul		1.4.1 & 1.4.2	Curriculum feedback —Consolidate department wise feedback report, students, alumni, teachers inhouse & outhouse , employers & action taken report

DAY-WISE SCHEDULE : 5th April 2022 - CRITERIA 6

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	Dr. Aarti	10.00 am to 12.00 am	6.2.1	Strategic action plan-deployment, action taken report
2.	Mrs. Sharavati		6.3.1	Staff welfare measures - policy , report of activities cariied out with geo-tagged photos
3.	All faculty members		6.3.2	• Details & soft copy Certificates of seminar/workshop/conference/ training programme/ attended, soft copy of fees paid receipt • Membership details of professional bodies, soft copy of fees paid receipt
4.	Non-teaching staff		6.3.2	• Details & soft copy Certificates of seminar/workshop/conference/ training programme/ attended, soft copy of fees paid receipt • Membership details of professional bodies, soft copy of fees paid receipt
5.	Dr. Prerna Sharma		6.3.3	professional development / administrative training programmes organized for teaching staff - brochure, list of participants, budget, income & expense statement, report with geo-tagged photos (if any), any document of fees waive off /sponsorship details (if any)

DAY-WISE SCHEDULE : 5th April 2022 - CRITERIA 6

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
6.	Dr. Sanjay M.	12.30pm to 1.30 pm	6.3.3	professional development / administrative training programmes organized for non-teaching staff - brochure, list of participants, budget, income & expense statement, report with geo-tagged photos (if any),any document of fees waive off /sponsorship details (if any)
7.	All faculty & Bhavana		6.3.4	online/ face-to-face Faculty Development Programmes /short term courses/ Orientation Programme, Refresher Course- certificates IQAC report on Faculty Development Programmes /short term courses/ Orientation Programme, Refresher Course- certificates
8.	Mrs. Jennie Prajith	1.30 pm to 2.30 pm	6.4.1	Internal & external audit notice, report , action taken report
9.	Mr. Arun		6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropists - grant letter, utilization certificate/ account statement

DAY-WISE SCHEDULE : 5th April 2022 - CRITERIA 6

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
10.	Dr. Aarti S.	1.30 pm to 2.30 pm	6.5.3	IQAC notices, minutes
11	Bhavana, Sabitha, Kiran		6.5.3	NIRF & ARIIA Report, e-copies of the accreditations and certifications, ISO Certification, AQAR copies, energy audits, electricity audit, green audit, safety audit

DAY-WISE SCHEDULE : 6th April 2022 - CRITERIA 2

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	Mr. Sunil Nair	10.00 am to 11.00 am	2.1.1	Student Enrolment - Programme wise for all the three years sanctioned & Admitted https://docs.google.com/spreadsheets/d/15SXOPRKNSPUSm-aHMtIMTkVznLQ7ULlm_1iLmxoPFmw/edit?usp=sharing
			2.1.2	Category wise details & minority details https://docs.google.com/spreadsheets/d/1U_uxbSxqSB5_mWK4yGsMOHLwiZqYKt30b_ubX0WqeI0/edit?usp=sharing
2.	Dr. Smitha		2.1.1	Economically backward –-- https://docs.google.com/spreadsheets/d/15SXOPRKNSPUSm-aHMtIMTkVznLQ7ULlm_1iLmxoPFmw/edit?usp=sharing
3.	Mr. Shabab Rizvi		2.2.1	Advance learner - policy, notice, report departwise & records

DAY-WISE SCHEDULE : 6th April 2022 - CRITERIA 2

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
4.	Mr. Arun	10.00 am to 11.00 am	2.2.2	Student - Full time teacher ratio
5.	All UG Co-ordinators	11.00 am to 12.00pm	2.3.3	Mentoring policy, notices For second and third year, link of folder of CA II Assignments of any one subject of each class I and II Term. For first year, Appointment of Mentor Notices , Follow up notices, Credit Verification camp sheet
6.	Dr. Kavita K. DSDE incharge			Appointment of Mentor Notices , Follow up notices , Consolidated Skill Credit sheet, Defaulter notice
7.	All UG & PG Co-ordinators		2.3.4	Link of Google drive of Teaching Plan I and II term of all subjects and Academic Diary I and II Term
			2.6.1	Consolidated Programme and Course Outcome I term and II term subjects
8.	All faculty members	12.30 pm to 1.30 pm	2.4.1 & 2.4.3	Pan Card No. Aadhar No. All soft copy of Qualification certificates (till date), Industry/ Academic Experience certificate (if any) of all faculty

DAY-WISE SCHEDULE : 6th April 2022 - CRITERIA 2

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
9.	Ph.D Faculty & Dr. Shardul Buva	1.30 pm to 2.30 pm.	2.4.2	Ph.D Convocation Certificate(of new PH.D. holders), Ph.D students details registered in 2021-22 under Ph.D Centre
10.	Dr. Monali ray		2.5.1	Programme wise result declaration https://docs.google.com/spreadsheets/d/1sm2RT580ZZ_j2uksFTXaBn6W_e7IjI_U_GOkTHxitbg
11.	Dr. Seema Somani		2.5.2	Sample of Complaint letter, Minutes and notice https://docs.google.com/document/d/1FzmSt0PcXiVHYqXx_XSkAcozsnLX1uvHpUWKO06HndY
12.	Dr. Monali ray		2.5.3 & 2.6.3	Exam policy, Programme wise Semester V and VI result https://docs.google.com/spreadsheets/d/1ISg-ko8c5waCBKPL5bGHG2Sa-PrcEd7HfPRcjONuWOY/edit?usp=sharing
13.	Bhavana P.		2.7	Student satisfaction survey report & action taken report

DAY-WISE SCHEDULE : 8th April 2022 - CRITERIA 5

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
11.	Mr. Shardul	1.30pm to 2.00 pm	5.3.1 & 5.3.3	certificate of appreciation, compiled report along with photos of awards won https://docs.google.com/spreadsheets/d/1AUDoQXIcH-a_j6D6yFa739-AHd3UHu5teViO4Ldcca0/edit?usp=sharing
12	Mrs Ramya			
13.	Association & centre incharges		5.3.3	compiled report along with photos https://docs.google.com/spreadsheets/d/1hKMG1G9mI-Vtf_Lj9fh9jukOddjlFi6HR6mpPybI-KQ/edit?usp=drivesdk
14.	Mrs. Jagruti	2.00 pm to 3.00pm	5.4.2	**Alumni contribution & activities report**
15.	UG & PG Coordinators Dr. Kumudini		5.2.3	**Verification of students appearing & Qualifying for entrance exams https://docs.google.com/spreadsheets/d/1GW-YZzOoNVWTXrZRy25aAlMnkr4Y-hqnImIyZtYdNqY/edit?usp=drivesdk**

DAY-WISE SCHEDULE : 7th April 2022 - CRITERIA 3

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	All faculty members	10.00 am to 12.00 pm	3.1.3	e-copies of the award letters in research, copyright certificates
			3.2.2	Details of research projects undertaken and fellowships received
			3.2.4	e-copies of the grant award letters for research projects sponsored by Govt/non-governmental agencies/organizations
			3.4.3	research papers details title, author, department, and year of publication, pdf of the papers
			3.4.4	details of books and chapters published, soft copy of the front page and the index
			3.4.5	Details of Citation Index in Scopus/ Web of Science/PubMed
			3.4.6	Details of Scopus/ Web of Science – h-Index
2.	Mrs. Suparna		3.1.1 & 3.1.2	• Research advisory committee minutes & notices • Research seed money details

DAY-WISE SCHEDULE : 9th April 2022 - CRITERIA 7

Sr. No.	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	Dr. Rinkoo	10.00 am to 12.00pm	7.1.1	Gender audit -notice, report, recommendations & action taken report
2.	Kaynath		7.1.2	Solar & energy audit report , composting report - Geotagged Photographs
			7.1.3	Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • – report of activities, policy , Geotagged Photographs
3.	Mr. Arun		7.1.4	Rain water harvesting - policy, report, Geotagged Photographs
4.	Dr. Kiran Kaynath		7.1.5	Green campus initiatives - report of nature club, Enact activities with Geotagged Photographs
5.	Bhavana		7.1.6	Quality audits - Green audit, Energy audit, Environment audit,Clean and green campus recognitions/awards,

DAY-WISE SCHEDULE : 7th April 2022 - CRITERIA 3

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
3.	Mr. Shabab Rizvi	12.30 pm to 1.30 pm.	3.6.1 3.6.3 3.6.4	Extension activities details N.S.S. - report , geotagged photos, attendance record
4.	Mrs. Sharavati			Extension activities details DLLE- report , geotagged photos, attendance record
5.	Dr. Kumudini			Social activity report consolidate department & association wise- report , geotagged photos, attendance record
6.	UG & PG Coordinators & Dr. Kavita (NMCA)	1.30 pmto 2.00 pm	3.7.1	Report and supporting documents for collaborative activities for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work
			3.7.2	Scanned copy of MoUs. Report of the activities conducted under MoU
7.	Ms. Poonam G.	2.00 pm to 3.00 pm	3.5.1 3.5.2	• Details of consultancy: letters, financial documents • details of training programs for teachers and clerical/ project staff for undertaking consultancy
8.	Mrs. Prajakta B..			
9.	Centre Incharges			

DAY-WISE SCHEDULE : 9th April 2022 - CRITERIA 4

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1.	Dr. Sanjay M.	12.30 pm to 1.30 pm.	4.2.1, 4.2.2 4.2.3 & 4.2.4	Library Software details , E-Resources Subscription bills , Income and Expenditure of Library , Foot fall Details
2.	Mr. Krishna Kumar	1.30 pm to 2.00 pm	4.3.2, 4.3.3 & 4.3.4	Details of computer Lab with upgradation and Purchase and maintenance bills for record , WIFI connection bills , Lab Lending income and expenditure statement, Bandwidth details
3.	Mr. Shardul		4.1.1	Sports infrastructure upgradation with Income and Expenditure Statement , with Geo Tag Photos
4.	Mrs. Ramya		4.1.2	Cultural infrastructure upgradation with Income and Expenditure Statement , with Geo Tag Photos
5.	Mr. Arun		4.1.3	list of ICT enabled classrooms and seminar halls details,Expenditure Statment for the same https://docs.google.com/spreadsheets/d/1FJB9B0P897u7edOBfQ4vUkDFgMYCEOwmqCbueClU8uo/edit?usp=sharing

DAY-WISE SCHEDULE : 8th April 2022 - CRITERIA 5

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
1	Mr. Ranjit Patil	10.00am to 11.00 am	5.1.1	Government Scholarship Scholarship details- 1. List of Students applied for and received scholarship 2. List of scholarship amount received 3. Screenshot of dashboard https://docs.google.com/spreadsheets/d/1cTdo0sU8ml2GzF3iwvK9JfzaITBWxYMuvJ1nArRo0fk
	UG & PG Coordinators Mr. Ranjit Patil		5.2.2.	Students Progression https://docs.google.com/spreadsheets/d/1aIHeTu-OaqRSegdi4UU9JDiGSixHEIxi7yRfvYyZGi
2.	Dr. Smitha J. Mr. Arun (CMA scholarship)		5.1.2	Non- Government & Management Scholarship Scholarship details- 1. List of Students applied for and received scholarship 2. List of scholarship amount received, letter of grant of scholarship https://docs.google.com/spreadsheets/d/1cTdo0sU8ml2GzF3iwvK9JfzaITBWxYMuvJ1nArRo0fk
3.	UG & PG Coordinators	11.00 am to 12.00 pm	5.1.3	List of participants, Brochure, Resource person profile, Certificate soft copy, Geotagged photos of the event along with report, https://docs.google.com/spreadsheets/d/1_5uEywfxZnbe4SABBZhHVEv9kuZQjUNbXGgk-KOfuls
4.	Centre & Association incharges			

DAY-WISE SCHEDULE : 9th April 2022 - CRITERIA 4

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
6.	Mrs. Prajakta K	2.00 pm to 3.00 pm	4.3.4	Faculty E- Content details **https://docs.google.com/spreadsheets/d/1xlAK8JSq-M8dRnY-5qvh3oqAgibhf_F2/edit?usp=sharing&cuid=11658964453992100436&srtpof=true&sd=true**
7.	UG& PG Coordinators			E-content developed by Departmental members on youtube and google classroom https://docs.google.com/spreadsheets/d/1xlAK8JSq-M8dRnY-5qvh3oqAgibhf_F2/edit?usp=sharing&cuid=11658964453992100436&rtpof=true&sd=true
8.	Dr. Abida		4.1.4 & 4.4.1	Audited Financial Statement , Expenditure on Infrastructure - Physical and Academic with salary component. https://docs.google.com/spreadsheets/d/1BduB_ImaU2eNz5lDiVKOOsShvO5RW81Z8-tDgD0k-H0/edit?usp=sharing Maintenance statement 4.4.1 https://docs.google.com/spreadsheets/d/1QWzsHLCW4iMduI_FyTYCyyONFvNJMapD4S8qnXXcmH4/edit?usp=sharing

DAY-WISE SCHEDULE : 8th April 2022 - CRITERIA 5

Sr. No	Name of incharge	Reporting time	Excel sheet no for data entry	list of documents required for AQAR updation
5.	Dr. Kavita (DSDE)	11.00 am to 12.00 pm	5.1.3	List of participants, Brochure, Resource person profile, Certificate soft copy, Geotagged photos of the event along with report, https://docs.google.com/spreadsheets/d/1_5uEywfxZnbe4SABBZhHVEv9kuZQjUNbXGgk-KOfuls
7.	Dr. Kumudini	12.30pm to 1.00pm	5.1.4	Documents (Syllabus,Brochure, List of Students Participated, Photos) https://docs.google.com/spreadsheets/d/17uPCwonHfbzwZNxFMyK_9wvf_d6bvsBvBAvdIpbOuqs
8.	Mrs. Jennie		5.1.4	Report of career counseling session with Brochure, List of Students Participated, Photos https://docs.google.com/spreadsheets/d/17uPCwonHfbzwZNxFMyK_9wvf_d6bvsBvBAvdIpbOuqs
9.	Mrs.Sabitha, Mrs.Kumudini, Mrs Dhanya		5.1.5	Students grievance cell & anti ragging - composition, minutes, notices https://docs.google.com/spreadsheets/d/1rZ2Aeh9x01NuhWOIXJrD-qZY4UNiV8tjLMNN5Pn8fAg
10.	Mr. Gopakumar Pillai	1.00 pm to 1.30 pm	5.2.1	**Placement details - notice, list of students participated, selected On campus-**https://docs.google.com/spreadsheets/d/1C9o5Tk6WX-biDV **Off campus-** https://docs.google.com/spreadsheets/d/1zydNvXUV3ZkA6qkOFlfu