



INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/MNT/2021-22/T1/1

Minutes of the Meeting held on 28th June,2021

Agenda I

To welcome I.Q.A.C. members and appoint coordinator for the academic year 2021-22.

The Chair announced that I.Q.A.C. has been formed by the college with the following members for the academic year 2021-22:

NAAC	Chairperson	Dr. Gajanan Wader , Principal
IQAC	Co-ordinator	Dr. Aarti Sukheja
	Co Co-ordinator	Ms. Bhavana Parab

Management Representative	Prof. A.N. Kutty (Academic Adviser)
Teachers - NAAC Criteria In-charges	1. Dr. Kavita Baddi (Criteria I) 2. Dr. Perna Sharma (Criteria II) 3. Mrs. Suparna Deepak(Criteria III) 4. Dr. Farhat Shaikh (Criteria IV) 5. Mrs. Sunita Saini(Criteria V) 6. Ms. Bhakti Hirani (Criteria VI) 7. Dr. Navami Dayal (Criteria VII)
Teachers - NAAC Criteria Sub In charges	1. Mrs. Meenakshi and Mrs. Bindu R. (Criteria I) 2. Mrs. Juliet and Ms. Pritika (Criteria II) 3. Mrs. Prajakta B. and Ms. Suprita(Criteria III) 4. Mr. Abhijeet S. and Mrs. Jennie P. (Criteria IV)

	<p>5. Dr. Kiran D. ,Ms. Jagruti, Mr. Gopakumar (Criteria V)</p> <p>6. Ms. Ruchika B. and Adv. Poonam G. (Criteria VI)</p> <p>7. Mrs. Dhanya V. and Ms. Kaynath (Criteria VII)</p>
Librarian	Dr. Sanjay Munavalli
Administrative Staff	<p>1. Mrs. Rajani Suresh (Senior Clerk)</p> <p>2. Mr. Ranjit Patil (Clerk)</p> <p>3. Mr. Arun Radhakrishnan (Academic Coordinator)</p>
Technical Staff	<p>1. Mr. Rajesh Menon (Manager, Hardware Section)</p>
Student	1. Gandhar Mandar Tandel (S.Y.B.Com.)
Alumni	Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)
Stakeholder	<p>1. Mr. Nitin Abhang, Junior Secretary Assistant Father of our student Ms. Sanskriti Abhang</p>
Society	Mr. Ganesh Deshmukh, P.M.C. Commissioner
Employers/ Industrialist	<p>1. Avinesh Joshi (Senior Associate Head – Talent, Acquisition, Infosys)</p> <p>2. Mrs. Jaspreet Walia (Talent Acquisition Specialist(Campus), Oracle)</p>
NAAC Advisory Committee	<p>1. Prof. Deepika Sharma (Vice Principal)</p> <p>2. Mr. Shabab Rizvi</p> <p>3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)</p>

Agenda II

Discussion on Plan of Action of Criteria I.

Dr. Aarti Sukheja directed Dr. Kavita Kathare to plan for new courses in the Department of Skill Development and Entrepreneurship for the said Academic Year with focus on Skills, Employability, Entrepreneurship, Gender Issues. Environment, Value Education and other relevant subjects.

Dr. Kavita Kathare shared that the following new programmes have been rolled out for the current academic year:

1. B.Sc. in Economics
2. M.A. (Communication & Journalism)
3. Diploma in Data Analytics

She further added that more than 30 new courses will be introduced by the D.S.D.E. in the said academic year.

Dr. Kavita Kathare, further shared that shortly the first formal meeting of the Department of Excellence will be conducted in which syllabus for all diploma programs would be approved.

Dr. Aarti Sukheja asked for increasing the involvement of industry in curriculum design, Career/Market oriented courses to be offered to students and increasing number of student certifications.

The chair appreciated the industry involvement in designing courses and added that student certifications would definitely get a boost with these initiatives.

Agenda III

Discussion on Plan of Action of Criteria II.

Dr. Aarti Sukheja directed Dr. Prerna Sharma to plan for bridge courses. She further directed her to increase the MOUs for skill development and research which would aid upskilling of students. The Teaching Learning Centre under the leadership of Dr. Prerna Sharma was guided to roll out FDP, Workshops for upgrading teachers. She was asked to continue with system of Online Continuous Assessment with Practical Assessment for all programmes in the college. The Mentoring Policy was asked to be revamped by appointing skill credit mentors and Dr. Prerna Sharma was asked to implement the same.

Agenda IV

Discussion on Plan of Action of Criteria III.

Dr. Aarti Sukheja announced that Mrs. Suparna Deepak would lead Criteria 3 and directed her to plan for the attainment of the following:

- Increase in the number of Proposals submitted for minor research projects
- Increase in the number of Proposals submitted for major research projects
- To increase Research Paper Publications
- Publish articles in Scopus Indexed Journals
- To increase Books/
- Chapter Publication

- To take up paid consultancy projects
- Conduct welfare programs in the institutions/ villages adopted by the college
- Extending Infrastructure facility to the alumni and needy
- To increase MoU's/ Linkages with different institutes

Mrs. Suparna Deepak shared that Faculty Enhancement Program on Introduction to Statistical Analysis on the theme 'Introduction to Statistical Analysis' has been organised by IQAC from 18th June 2021 to 6th August (Every Friday) from 4 to 5 pm in online mode. The Chair appreciated the said initiative.

Agenda V

Discussion on Plan of Action of Criteria IV.

Dr. Aarti Sukheja announced that Dr. Farhat Shaikh would lead Criteria 4 and directed her to plan for the attainment of the following:

- Increase in number of class rooms with ICT facilities
- Increase in number of Classrooms with LMS facilities
- Student - Computer ratio
- Infrastructure augmentation plan
- Maintenance of physical and academic support facilities plan
- Percentage Usage of library by teachers and students per day
- Increase in Number of books and journals
- Increase in Number of e-books and e-journals

It was further added that towards increasing utilization of E-resources in the library the Library Advisory Committee should conduct regular Workshops and Awareness Programs on usage of e-resources, increasing the use of E-resources by making it compulsory for referencing for all student projects and progress in this regard must be reviewed. Additionally, it was added that the criteria coordinator should identify tasks that can be automated as the institution aims at achieving full automation in the near future.

Agenda VI

Discussion on Plan of Action of Criteria V.

Dr. Aarti Sukheja announced that Mrs. Sunita Saini would lead Criteria 5 and directed her to plan for the attainment of the following:

- Initiate tie ups with Scholarship Sponsors like NGOs, Alumni, Corporates and the like to get the Scholarships for the students.

- Increase Capability Development and Skills enhancement activities for the students.
- Increase the number of students to be benefited from guidance for competitive examinations and career counselling.
- Increase the number of placements
- Increase the Number of Placement Partners
- To increase the number of Sports and cultural events organized
- Encourage alumni to contribute towards the institution.

Agenda VII

Discussion on Plan of Action of Criteria VI.

Dr. Aarti Sukheja announced that Ms. Bhakti Hirani would be in charge of Criteria 6 and directed her to plan for the attainment of the following:

- Number of faculty members for content creation
- Number of faculty provided with financial support to attend Conferences and Workshops
- Number of professional development/ administrative training program conducted by the institution
- Faculty members undergoing online/ face-to-face FDP/ Refresher/ Orientation/ Induction and short term courses
- Number of Government/ Non-government/ Private/ Corporate institutions providing grant in aids

Agenda VIII

Discussion on Plan of Action of Criteria VII.

Dr. Aarti Sukheja announced that Ms. Navmi Dayal would lead Criteria 7 and directed her to plan for the attainment of the following:

- Gender Sensitization and Audit
- Energy conservation by reducing electricity consumption through installation of LED lights
- Undertaking Waste management initiatives
- Greener, eco-friendly campus
- Applying for clean and green campus awards/recognitions and conducting quality audits
- Identifying meaningful practices, its implementation and its results
- Develop a distinctive characteristic which becomes the recognizable attribute of the institution.

Agenda IX

Final Report of Online External Peer Team Review of the performance of the college under autonomous status.

Dr. Aarti Sukheja shared the Peer Team Review Report 2020-21.

Observations

·All Mandatory Committees are in place

- ·College is commended for its comprehensive and effective quality assurance system it has established
- The programmes are in good demand
- A large number of Certificate courses and MoUs are in place and students are encouraged and promoted
- ·Creation of New Idea Centres is appreciable, Specially ‘Centre for non- Teaching’
- ·Adequate ICT tools and learning resources
- ·Co-curricular and Extracurricular activities are appreciable

Suggestions

- Suggest to check the nomenclature of two committees- Women’s Development Committee, Sexual Harassment Committee

Recommendations

Faculty members can be encouraged for Ph.D. as well as research

- College may think of starting new Ph.D. Centres
- Scope of consultancy services can be explored
- To start new U.G./P.G. courses
- Encourage Faculty and students to take up research projects
- To start new U.G./P.G. courses

She further added that all the recommendations given in the Peer Team Report have been included in the plan of action of IQAC of current year.

Agenda X

Discussion on Role of IQAC in Planning Evaluation Committee.

Mrs. Deepika Sharma shared that IQAC will publish the Annual Plan and Submit the Monitoring Report to PEC at the end of each semester.

PDCA CYCLE		
PLAN	IQAC	Publish the Annual Plan (Semester wise) (as per the Strategic plan)
DO	Implementation Team	Chalk out the implementation plan for the suggestions given by the Evaluation Team , by defining the timeline for each component implementation in coordination with respective Programme Coordinators / Incharges of various committees.
		Submit the implementation report to the PEC at the end of each semester.
CHECK	IQAC	Submit the Monitoring Report to PEC at the end of each semester.
	Evaluation Team	Evaluate the Reports received from Implementation Section , IQAC and its own observations. Evaluation Report shall be discussed with the members of PEC in the semester end meeting. Discuss the observations and suggest actions to be taken.
ACT	IQAC	Revise the plan as per the discussions in the semester end meeting.

The Chair appreciated the said process and shared that this process would ensure positive improvements in quality in the institution.

Agenda XI

Submission of AQAR.

Ms. Bhavana Parab shared that the AQAR 2020-21 is under review and after all the relevant documents are attached it will be released towards the last quarter of the year 2021.

Agenda XII

Discussion on Skill Credit Policy.

Dr. Kavita Kathare shared the skill credit policy. She shared that post autonomy w.e.f from A.Y 2019-2020 we have introduced the system of awarding non academic credit to our students. The policy is as follows-

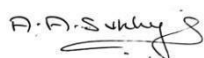
- Students will get 2 skill credits per year for opting for Skill Development Programs(Certificate Courses of 30 hours).
- Maximum 6 non academic credits are given to students throughout the degree program apart from 120 academic credits. Earning skill credit is voluntary. Skill Credit Policy w.e.f 2021-2022. She further added:

- 12 mandatory skill credits will be required to be earned by a student to obtain a Degree.
- Every year a student is compulsorily required to earn 4 skill credits.
- All necessary credits have to be completed before the fifth semester.
- Students have to complete these credits to obtain a degree.
- 4 credits from Skill Enhancement, 2 Credits from Social Activity have to be compulsorily earned.
- All In charges to maintain year wise records.
- At the end of successful completion of all the above activities, E- Certificates to be issued.
- The students' skill credit progress, in terms of hours & quality of participation will be monitored and recorded with help of Faculty-in-Charge of different committees.
- Any shortfall in credit can be fulfilled by social activity.

Agenda XIII

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 28th June 2021

Sr. No.	Name of the members
1	Mr. A.N. Kutty
2	Dr. Gajanan Wader
3	Mrs. Deepika Sharma
4	Dr. Aarti Sukheja
5	Ms. Bhavana Parab
6	Dr. Kavita Kathare
7	Dr. Prerna Sharma
8	Mrs. Suparna Deepak
9	Dr. Farhat Shaikh
10	Mrs. Sunita Saini

11	Ms. Bhakti Hirani
12	Dr. Navami Dayal
13	Dr. Sanjay Munavalli
14	Mrs. Rajani Suresh
15	Mr. Ranjit Patil
16	Mr. Sunil Nair
17	Mr. Jeffin Ani Johns
18	Mr. Arun Radhakrishnan
19	Mr. Gandhar Tandel
20	Mr. Shabab Rizvi