



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



## INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/AGD/2022-23/T2

12 November, 2022

### Notice

A meeting of the members of the I.Q.A.C. will be held on 19 November, 2022 on Google meet at 4 p.m. to discuss the following agenda:

1. Planning for Academic Audit.
2. Course Outcome Feedback and Student Satisfaction Survey.
3. Discussion on IPR.
4. Discussion on Institutions Innovation Council Activities.
5. Progress of work done under A.R.I.I.A. & N.I.R.F.
6. Submission of AQAR 2021-22.
7. Initiatives of NMCA.
8. External Peer Team Review of the performance of the college under autonomous status for the A.Y. 2022-23.
9. Inputs from Stakeholders.
10. Any other matter with the permission of the chair.

**Dr. Aarti Sukheja**

**I.Q.A.C. Coordinator**

**Minutes of the Meeting held on 19 November,2022**

**Agenda I**

**Planning for Academic Audit.**

Dr. Aarti Sukheja instructed Mrs. Jennie Prajith to plan for Academic Audit 2022-23 in the month of April 2023. She further informed that the Audit Folder should be shared with the staff for relevant documents. It was further communicated that observations and follow up Report of 2021-22 should be shared with IQAC and Head of the Institution.

**Agenda II**

**Course Outcome Feedback and Student Satisfaction Survey.**

Prof. Abida Khan shared that the CO PO Attainment Camp will be conducted in the month of April 2023. She further shared that the Student Satisfaction Survey will be completed in March,2023. The Analysis and follow up Report of all feedbacks will be shared in April, 2023.

**Agenda III**

**Discussion on IPR.**

Mrs. Rashmi C. reported that the following events are planned for the month of November, 2022: Session on Idea Validation & Copywriting on 26th November 2022, Ideathon for Patentable Ideas on 28th November,2022 and a Session on Idea Generation and Patenting on 24th November, 2022. For subsequent Quarter, Sessions have been planned and shared with IQAC drive.

**Agenda IV**

**Discussion on Institutions Innovation Council Activities.**

Mrs. Suparna Deepak shared the IIC Plan for the different quarters:

<b>Institution's Innovation Council</b>		
<b>PCACS/IIC/AC/2022-23/T2 ACTIVITY CALENDAR</b>		
<b>QUARTER - 1- 1st September 2022 to 30th November 2022</b>		
<b>Sr. No</b>	<b>Activity</b>	<b>Task Assigned</b>
1	Workshop on "Entrepreneurship and Innovation" as Career Opportunity	IEDC
2	My Story - Motivational Session by Successful Innovators	Innovation Cell
3	My Story - Motivational Session by Successful Entrepreneur/Start-up founder	IEDC
4	Session on Problem Solving and Ideation Workshop	Incubation
5	Exposure and field visit for problem identification	Innovation Cell
6	Organise an Inter/Intra Institutional Idea Competition and Reward Best Ideas - Manage through YUKTI-NIR	IPR
7	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Ideas/PoC & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	Innovation Ambassadors
8	Self Driven-IEDC	IEDC
9	Self Driven-IEDC	IEDC
10	Self Driven-Innovation Cell : Poster presentation on innovative ideas	Innovation Cell
11	Self Driven-Innovation Cell: Innovative idea Presentation on National Innovation Day	Innovation Cell
12	Self Driven-Incubation Cell- Inspirational talk on Entrepreneurial avenues in Agriculture sector.	Incubation Cell
13	Self Driven-Incubation Cell- Business Quiz Based on Entrepreneurship	Incubation Cell
14	Self Driven-IPR	IPR
15	Self Driven-IPR	IPR
<b>Quarter 2 (1st December- 28th February)</b>		
<b>Sr. No.</b>	<b>Activity</b>	<b>Task Assigned</b>
1	Workshop on Design Thinking, Critical thinking and Innovation Design	Innovation Cell
2	Organising Innovation & Entrepreneurship Outreach Program in Schools/Community	IEDC

3	Organise an Expert talk on Process of Innovation Development, Technology Readiness Level (TRL); Commercialisation of Lab Technologies & Tech-Transfer	Incubation
4	Workshop on Entrepreneurship Skill, Attitude and Behaviour Development	IEDC
5	Conduct a Session on Achieving Problem-Solution Fit and Product-Market Fit	IPR
6	Field/Exposure Visit to Pre-incubation units such as Ideas Lab, Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc.	Incubation
7	Organise an Inter/Intra Institutional Innovation Competition and Reward Best Innovations - Manage through YUKTI-NIR	IPR
8	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Innovations/Prototypes & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	Innovation Ambassadors
11	Self Driven-	IEDC
12	Self Driven-IEDC	IEDC
13	Self Driven-	Innovation Cell
14	Self Driven-Innovation Cell	Innovation Cell
15	Self Driven- Start up talks	Incubation Cell
16	Self Driven-Incubation Cell-	Incubation Cell
17	Self Driven-	IPR
18	Self Driven-IPR	IPR

**QUARTER - 3 1st March to May 23**

<b>Sr. No.</b>	<b>Activity</b>	<b>Task Assigned</b>
1	Workshop on Prototype/Process Design and Development.	Incubation
2	Session/ Workshop on Business Model Canvas (BMC)	IEDC
3	Field/Exposure Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre such as Atal Incubation Centre etc.	IPR
4	Session on “How to plan for Start-up and legal & Ethical Steps”	IEDC
5	Workshop on Intellectual Property Rights (IPRs) and IP management for start up	IPR

6	Organise an Inter/Intra Institutional Business Plan Competition and Reward Best Innovations - Manage through YUKTI-NIR	Innovation Cell
7	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Business Plans & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	Innovation Ambassadors
8	Self Driven-IEDC	IEDC
9	Self Driven-IEDC	IEDC
10	Self Driven-Innovation Cell	Innovation Cell
11	Self Driven-Innovation Cell	Innovation Cell
12	Self Driven-Incubation Cell	Incubation Cell
13	Self Driven-Incubation Cell	Incubation Cell
14	Self Driven-IPR	IPR
15	Self Driven-IPR	IPR
<b>QUARTER 4 -1st June to Aug 23</b>		
<b>Sr. No.</b>	<b>Activity</b>	<b>Task Assigned</b>
1	Session on Innovation/Prototype Validation – Converting Innovation into a Start-up or Session on Achieving “Value Proposition Fit” & “Business Fit”	Innovation Cell
2	Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs	IEDC
3	Organise Session on “Lean Start-up & Minimum Viable Product/Business”- Boot Camp (or) Mentoring Session	Incubation Cell
4	Session on Angel Investment/VC Funding Opportunity for Early Stage Entrepreneurs.	IEDC
5	Session/ Panel discussion with innovation and Start-up Ecosystem Enablers from the region/state/national level	Innovation Cell
6	Organising Innovation & Entrepreneurship Outreach Program in Schools/Community	IPR
7	Organise an Inter/Intra Institutional Start-up Competition and Reward Best Start-ups - Manage through YUKTI-NIR	IPR

## **Agenda V**

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

Prof. Sabitha shared that the institution registered for NIRF on 1st November, 2022. Prof.

Suparna Deepak shared that the institution submitted its Report for ARIIA on 16<sup>th</sup> October, 2022.

## **Agenda VI**

### **Submission of AQAR 2021-22.**

Dr. Aarti Sukheja shared that the data collected in the Boot Camp will be sorted and filled in the AQAR format. After review, the AQAR will be uploaded on NAAC portal. Dr. Aarti Sukheja shared that AQAR 2021-22 will be submitted in December, 2022.

## **Agenda VII**

### **Initiatives of NMCA.**

Dr. Seema Somani shared that Navi Mumbai College Association organized a webinar on 6th August 2022 on 'Need of Information Literacy Skills to Explore E-Resources in the Pursuit of Research Excellence'. She further added that Sanstha's, Ramsheth Thakur College of Commerce and Science, Kharghar's Department of Management Studies and Pune Management Association (PMA) in collaboration with Navi Mumbai College Association (NMCA) organized a Webinar on, "Risk Management for Individual Investors" on 16th September, 2022, Webinar on, "Global opportunities in Digital Marketing" on 20th August, 2022, Inter-collegiate Poster Making Competition on 16th September 2022. IQAC of Shri D.D. Vispute College of Science, Commerce & Management in association with Navi Mumbai College Association (NMCA) organized a Short Film Making Competition on the occasion of World Nature Conservation Day on Saturday 28<sup>th</sup> July, 2022. She added that the Faculty Exchange Programme is being planned for under NMCA Banner in the month of January-February, 2023.

## **Agenda VIII**

Dr. Aarti Sukheja shared that the External Peer Team Review of the performance of the college under autonomous status for the A.Y. 2022-23 would be conducted in January, 2022 under the leadership of :

**1. Dr. Ashok Wadia (Chairperson)**

Principal,  
Jai Hind College,  
Churchgate Mumbai 400020

**2. Mr. Shrihari Ashok Pingle (Member)**

Vice Principal and Assistant Professor,  
S. N. Arts, D. J. M. Commerce &  
B. N. S. Science College, Sangamner

**3. Dr. Arvind Dhond (Member)**

Professor in Department of Commerce  
St. Xavier's College, Autonomous,  
Mumbai

She further added that the following documents would be shared with the said Committee 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. Minutes of the Governing Council, Academic Council, Board of Studies and Finance Committee.
4. Statement of the expenditure (2021-22)
5. Minutes of the I.Q.A.C. meetings of 2021-22
6. Action Taken Report 2021-22
7. Perspective Plans 2019-2024
8. Reports/Proceedings of the various other statutory committees which are as follows:
  - Autonomy Core Committee
  - Planning and Evaluation Committee
  - College Development Committee
  - Anti-Ragging Committee

- Gymkhana Committee
- Grievance Cell
- Internal Complaints Committee
- Sexual Harassment Committee
- N.S.S.
- Students' Council and Cultural Activity Committee
- Women's' Development Cell
- Department of Lifelong Learning and Extension
- National Academic Depository
- I.P.R. Committee
- Report of Institutions Innovation Cell

## **Agenda IX**

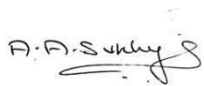
### **Inputs from Stakeholders.**

Mrs. Jaspreet Walia (Talent Acquisition Specialist(Campus), Oracle), Industry Representative on IQAC, suggested that faculty may be trained in using new digital technologies for teaching. Dr. Bhavana Parab shared that the College Teaching Learning Centre organizes FDPs, Training Programmes, Workshops year round to train faculty to make use of digital tools for teaching.

## **Agenda X**

### **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**