



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/T1/1

16 June, 2022

Notice

A meeting of the members of the I.Q.A.C. will be held on 20 June, 2022 at 12 noon in G 605, 6th Floor to discuss the following agenda:

1. To welcome I.Q.A.C. members and appoint coordinator for the academic year 2022-23.
2. Presentation of Outcome based Plan of Planning & Evaluation Committee.
3. Incorporation of Preparedness for NEP 2020 in the AQAR Guidelines.
4. Submission of AQAR 2021-22.
5. External Peer Team Visit & Review of the Performance of the college under autonomous status.
6. Discussion on Plan of Action of Criteria I.
7. Discussion on Plan of Action of Criteria 2.
8. Discussion on Plan of Action of Criteria 3.
9. Discussion on Plan of Action of Criteria 4.
10. Discussion on Plan of Action of Criteria 5.
11. Discussion on Plan of Action of Criteria 6.
12. Discussion on Plan of Action of Criteria 7.
13. Organizing Seminar in Academic Collaboration with NAAC.
14. Report of IQAC Session for Non-Teaching Staff, May, 2022.
15. Inputs from Stakeholders.
16. Any other matter with the permission of the chair.

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

Minutes of the Meeting held on 20 June,2022

Agenda I

To welcome I.Q.A.C. members and appoint coordinator for the academic year 2022-23.

The Chair announced that I.Q.A.C. has been formed by the college with the following members for the academic year 2022-23

NAAC IQAC	Chairperson	Dr. Gajanan Wader , Principal
	Co-ordinator	Dr. Aarti Sukheja
	Co Co-ordinator	Ms. Bhavana Parab
	Management Representative	Mr. Franav Pillai
	Teachers - NAAC Criteria In-charges	<ol style="list-style-type: none">1. Dr. Kavita Baddi (Criteria I)2. Dr. Abida Khan (Criteria II) (PCACS Financials)3. Mrs. Suparna Deepak(Criteria III)4. Mrs Jennie Prajith (Criteria IV)5. Mrs. Sunita Saini(Criteria V)6. Ms. Prajakta Kane (Criteria VI)7. Dr. Kaynath Sayyed (Criteria VII)8. Dr. Farhat Shaikh (PCACS Financials)

Teachers - NAAC Criteria Sub In-charges	<ol style="list-style-type: none">1. Mrs. Meenakshi and Mrs. Bindu R., Ms. Rabiya (Criteria I)2. Mr. Shabab Rizvi, Mrs. Sreevidya, Mr. Yash, Mrs. Dhanya, Ms. Simran, Dr. Kumudini(Criteria II)3. Mrs. Prajakta B. and Mrs. Suprita(Criteria III)4. Mr. Abhijeet S. , Dr. Sanjay M. (Criteria IV)5. Dr. Kiran D., Mrs. Jagruti, Mr. Chaitanya, Mrs. Soly, Nisha (Criteria V)6. Ms. Manasi, Mrs. Varsha, Mrs. Poonam, Ms. Ruchika B. and Ms. Rageeni Mishra (Criteria VI)7. Ms. KrishnaVeni, Ms. Thejus and Mrs. Sai (Criteria VII)
Librarian	Dr. Sanjay Munavalli
Administrative Staff	<ol style="list-style-type: none">1. Mrs. Rajani Suresh (Senior Clerk)2. Mr. Ranjit Patil (Clerk)3. Mr. Arun Radhakrishnan (Academic Coordinator)

Technical Staff	1. Mr. Rajesh Menon
Student	1. Tania Clement Ambrose (S.Y. B.Sc. Biotechnology)
Alumni	Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)

Stakeholder	<ol style="list-style-type: none"> 1. Mr. Subodh Bohra 2. Program Manager, Eclerx Services Ltd. 3. Father of our student Rajshree Bohra
Society	1. Mr. Ganesh Deshmukh, Panvel Municipal Commissioner
Employers/ Industrialist	<ol style="list-style-type: none"> 1. Mr. Avinesh Joshi (Senior Associate Head – Talent Acquisition, Infosys) 2. Mrs. Jaspreet Walia (Talent Acquisition Specialist(Campus), Oracle)
NAAC Advisory Committee	<ol style="list-style-type: none"> 1. Dr. Priam Pillai 2. Prof. Deepika Sharma (Vice Principal) 3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)

Agenda II

Presentation of Outcome based Plan of Planning & Evaluation Committee.

Dr. Kavita Baddi shared the following plan of Planning & Evaluation Committee for the academic year 2022-23

Sr.no	Name of the task
1.	Syllabus Audit/Industry academia meet/Syllabus review by Management
2.	Case Study/Application based compulsory question for all our UG/PG Programs
3.	Reforms suggested for Continuous Assessment two
4	Compulsory plagiarism check for all projects prepared by students
5	Research Methodology Courses /Certificate course in R tool for students of Third year having project work as a paper.
6	Experiential learning.
7.	Business Simulation Labs.
8.	New teaching methodologies
9.	Sessions for teachers for case studies
10	Focus on upgrading faculty Skill sets

11	To develop further industry connections, Departments explore industry collaborations to provide internships
12	Certificate Course in Fintech.
13	Collecting resume of students
14.	Career mapping of courses

The Implementation Team headed by Dr. Shardul Buva was requested to execute the plan and the monitoring team to ensure its execution.

Agenda III

Incorporation of Preparedness for NEP 2020 in the AQAR Guidelines.

Mrs. Deepika Sharma shared that the new programmes introduced in the year 2022-23 are as per guidelines of new education policy. She further added that existing programs will also be framed as per structure recommended by New Education Policy. She added that students should be encouraged to carry out research in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. She further added that Department of Skill Development and Entrepreneurship (DSDE) will continue to provide vocational support for individual courses for all mainstream programmes at all three years of graduation. Both Hybrid and Blended Learning Models will be continued towards which college IT Infrastructure has been strengthened.

Agenda IV

Submission of AQAR 2021-22.

Dr. Aarti Sukheja communicated that AQAR will be submitted in the month of December 2021. She further added that data collection for Academic Year 2021-22 would be done till 31st August, 2022.

Agenda V

External Peer Team Visit & Review of the Performance of the college under autonomous status.

Dr. Aarti Sukheja informed that Peer Team Review will be conducted in the second term of the A.Y. 22-23 post which it will be sent to UGC and University of Mumbai.

Agenda VI

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 NEP Parameters, Employability, Entrepreneurship, Indian and foreign languages and other relevant subjects.

Dr. Kavita Kathare shared the list of new programmes that will be offered to the students in the current academic year. She further added that more than 40 courses will be introduced by the D.S.D.E. in the said academic year.

Dr. Kavita Kathare, further shared that new vocational courses will be rolled out for the students.

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

Agenda VII

Discussion on Plan of Action of Criteria II.

Dr. Aarti Sukheja directed Dr. Abida Khan to plan for increasing MOUs for skill development and research which would aid upskilling of students. Dr. Abida was asked to prepare a plan for Skilling of Staff through FDPs, Workshops, Refresher Courses. She was further asked to continue with system of Online Continuous Assessment with Practical Assessment for all programmes in the college. Dr. Abida was directed to Plan for a Workshop on NET/SET/PET Courses in the current academic year.

Agenda IV

Discussion on Plan of Action of Criteria III.

Dr. Aarti Sukheja communicated to Mrs. Suparna Deepak to plan for the attainment of the following:

- Increase in the number of Proposals submitted for minor/major research projects.
- Plan for sessions to equip and train faculty for research.
- To increase Research Paper Publications in UGC Care Journals.
- Encourage quality research papers and publication 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.

Agenda IX

Discussion on Plan of Action of Criteria IV.

Dr. Aarti Sukheja announced that Dr. Jennie Prajith would lead Criteria 4 and directed her to plan for an I.T. Audit.

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 and also advice on new softwares for streamlining processes at the institution.

Agenda X

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, Enhance Capability Development and Skills enhancement activities for the students, Guidance for competitive examinations and career counselling, Interact with the Placement Team to add more placement partners. Job Fairs and Education Fairs should be planned in the said academic year.

Agenda XI

Discussion on Plan of Action of Criteria VI.

Dr. Aarti Sukheja announced that Mrs. Prajakta Kane would be in charge of Criteria 6 and directed her to plan for the attainment of the following: To encourage faculty for e content creation, plan for professional development/ administrative training program with TLC and Centre for Non Teaching Staff.

Agenda XII

Discussion on Plan of Action of Criteria VII.

Dr. Aarti Sukheja announced that Ms. Kaynath would lead Criteria 7 and directed her to plan for the attainment of the following: Gender Sensitization and Audit, Green Certification, Gender Sensitization and Audit, Energy conservation Undertaking Waste management initiatives, Applying for clean and green campus awards/recognitions and conducting green audits.

Agenda XIII

Organizing Seminar in Academic Collaboration with NAAC.

Dr. Aarti Sukheja shared that Dr. Abida Khan will be the Convenor for the One Day National Seminar in Academic Collaboration with NAAC on the theme: 'Hei's Preparedness For Nep 2020: Way Forward on 13 th August, 2022.

Agenda XIV

Report of IQAC Session for Non-Teaching Staff, May, 2022.

The Chair appreciated the Orientation Session on Administrative Audit (Non- teaching staff) on 2nd May 2022 conducted by the Centre of Non Teaching Staff. Dr. Aarti Sukheja directed Dr. Sanjay Munavalli to plan for an d Administrative Audit in the second term of the Academic year.

Agenda XV

Inputs from Stakeholders.

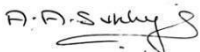
Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda), Alumni Representative, IQAC, suggested that Industry Academia Conclave must be organised to get relevant inputs from the corporate sector which will give a career edge to the students. Mr. Ganesh Deshmukh, Panvel Municipal Commissioner, Society- Representative, IQAC suggested that the college should have more tie ups with ngos, institutes which will benefit the institution in various domains like academics, research, funding and others. Mr. Deshmukh also suggested that a national Seminar on themes based on NEP and HEIs may be taken up in the said academic year.

Dr. Aarti Sukheja shared that IQAC would take up these suggestions in the right earnest.

Agenda XVI

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