



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

31 August, 2022

### Notice

A meeting of the members of the I.Q.A.C. will be held on 3rd September, 2022 on Google meet at 4 p.m. to discuss the following agenda:

1. Discussion with Criteria In charges for strengthening key indicators.
2. Discussion on IQAC Events planned for the A.Y. 2022-23.
3. Progress of work done under A.R.I.I.A. & N.I.R.F.
4. Discussion on Plan of Action of Placement Cell.
5. Discussion on Workshops/Seminars/Training Programmes for the A.Y. 2022-23.
6. Discussion on Research Development Cell Plan for the A.Y. 2022-23.
7. Discussion on Scholarships planned for Certificate Courses.
8. Discussion on Plan of Action of Idea Clubs.
9. Information on Simulation Laboratory set up.
10. Inputs from Stakeholders.
11. Planning & Evaluation Committee suggestions for the academic year 2022-23.
12. Any other matter with the permission of the chair.

**Dr. Aarti Sukheja**

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

**Minutes of the Meeting held on 3<sup>rd</sup> September,2022**

**Agenda I**

**Discussion with Criteria In charges for strengthening key indicators.**

Dr. Aarti Sukheja and Dr. Bhavana Parab communicated that the final plan of action had been shared with the Criteria Coordinators and they were expected to strictly adhere to the said plan. Dates of completion of each item must be clearly mentioned. Also the road map for achieving the plan and resources needed must be clearly mentioned in the plan.

**Agenda II**

**Discussion on IQAC Events planned for the A.Y. 2022-23.**

Dr. Aarti Sukheja and Dr. Bhavana Parab directed criteria incharges to plan for Webinar/Workshops and Conferences with the following themes: Citation and its role in publishing, Benchmarks as Measures in Accreditation Process, HEI's Preparedness for NEP 2020, FDPs and Workshops on New Teaching Pedagogies, Simulation Techniques, Communication Skills for Professional Success, Session on LifeSkills for students, IPRs and other relevant themes. The dates for the IQAC Events was shared with the Criteria Incharges.

**Agenda III**

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

Dr. Bhavana Parab shared that IQAC has been working on all the parameters prescribed by ARIAA and NIRF. Mrs. Suparna Deepak will be leading ARIAA and Mrs. Sabitha will be In charge of NIRF. Registration will be done for both the events as and when notification is sent on the portal. Mrs. Suparna Deepak shared that ARIAA Report would be shared in the second week of October, 2022. Mrs. Sabitha shared that the NIRF Registration would be done in the last week of October, 2022.

## **Agenda IV**

### **Discussion on Plan of Action of Placement Cell.**

Dr. Aarti Sukheja congratulated the Placement Cell for the Industry Academia Conclave organised on 16th July, 2022 which provided a platform for the placement team and members of the Board of Studies to interact with experts on the emerging industry. The Placement Cell In charge was directed to plan for Job Fairs and was asked to keep it open to the current batch as well as alumnis.

## **Agenda V**

### **Discussion on Workshops/Seminars/Training Programmes for the A.Y. 2022-23.**

Dr. Aarti Sukheja directed that Seminar/Workshop/Training Programmes /Popular Lectures to be conducted by various Committees at National and International Level must focus on the following themes: Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development. The Theme and Date,Resource Persons must be communicated within a week of the said Meeting. All these events should be free for the staff of the institution.

## **Agenda VI**

### **Discussion on Research Development Cell Plan for the A.Y. 2022-23.**

The Chair directed Mrs. Suparna Deepak to adhere to the following:

- **To encourage teachers to write small research projects for funding.**

It was informed that apart from the science departments, the commerce departments should also focus on writing small projects. They can approach the small companies and banks and understand their requirements. Then prepare a proposal with minimum budget and apply for grants.

- **To discuss the progress of research papers from Ph.D. Centres.**

As discussed in the previous meetings, major focus will be on research scholars for publications. Dr. Shardul Buva was informed to take a follow up of the research papers published by the research scholars registered under the Ph.D. Centre.

- **To follow up for the number of research papers published by the teachers.**

All the co-ordinators were informed to take a follow up from their faculty members for publications.

## **Agenda VII**

### **Discussion on Scholarships planned for Certificate Courses.**

Dr. Kavita Kathare shared that to encourage participation in skill courses, students were given scholarships for the skill credit courses. She further added that to offer equitable participation options and to ensure that everyone gets skilled the said scholarship will be valuable.

## **Agenda VIII**

### **Discussion on Plan of Action of Idea Clubs.**

Dr. Aarti Sukheja shared that the Idea Clubs were to roll out certificate courses, liaison with society, industry, training institutes through MOUS, offer consultancy , aim at start ups and also encourage students for research. The Idea Clubs In charges were directed to share with IQAC their plan of action.

## **Agenda IX**

### **Information on Simulation Laboratory set up.**

Mrs. Deepika Sharma presented information about set up of New Simulation Laboratory with reference to MoU signed with All India Management Association (AIMA). She further shared that a hands on training Workshop has also been planned for the staff.

## **Agenda X**

### **Inputs from Stakeholders.**

Mr. Subodh Bohra, Program Manager, Eclerx Services Ltd., Father of our student Rajshree Bohra, Representative- Stakeholder, IQAC, suggested that International and National Events must be organized by the institution on themes like: Communication Skills for Professional Successs, Life Skills for students, Emotional Intelligence and the like :.Dr. Aarti Sukheja shared that IQAC would take up the suggested themes for the webinars to be organised by IQAC.

## **Agenda XI**

### **Planning & Evaluation Committee suggestions for the academic year 2022-23.**

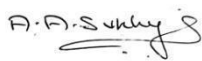
Dr. Kavita Kathare, In charge, Planning and Evaluation Committee, shared the following suggestions for the academic year 2022-23:

- Syllabus Audit/Industry academia meet/Syllabus review by Management
- Case Study/Application based compulsory question for all our UG/PG Programs
- Reforms suggested for Continuous Assessment two
- Compulsory plagiarism check for all projects prepared by students
- Research Methodology Courses /Certificate course in R tool for students of Third year having project work as a paper.
- Experiential learning.
- Business Simulation Labs.
- New teaching methodologies
- Sessions for teachers for case studies
- Focus on upgrading faculty Skill sets
- To develop further industry connections, Departments explore industry collaborations to provide internships
- Certificate Course in Fintech.
- Collecting resume of students
- Career mapping of courses

## **Agenda XII**

**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**

**IQAC**