



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/2023-24/T2/2

1st April, 2024

Notice

A meeting of the members of the I.Q.A.C. will be held on 5th April, 2024 in the Conclave at 12 noon to discuss the following agenda:

1. Progress on AQAR 2023-24 submission.
2. Student Satisfaction Survey Report.
3. Monitoring Report and Implementation of suggestions by Planning and Evaluation Committee.
4. IQAC Plan of Action 2024-25.
5. Planning for 4th Cycle of Re-accreditation.
6. Any other matter with the permission of the chair.

Dr. Aarti Sukheja

I.Q.A.C. Coordinator

Minutes of the Meeting held on 5th April, 2024

Agenda I

Progress on AQAR 2023-24 submission.

Dr. Aarti Sukheja provided an update on the status of the AQAR (Annual Quality Assurance Report) submission. She informed the committee that the data collected during the Boot Camp has been meticulously sorted, consolidated, and formatted according to the AQAR requirements. This comprehensive data collection effort ensures that all relevant information is accurately captured and ready for submission.

Dr. Sukheja further stated that the AQAR document will undergo a thorough review by the Heads of Departments and the Management to ensure its accuracy and completeness. This final review process is crucial for maintaining the high standards expected by NAAC.

The finalized AQAR is scheduled to be uploaded on the NAAC portal by June 2024, following the completion of the review. Dr. Sukheja expressed confidence in meeting this timeline and emphasized the importance of this submission for the institution's accreditation and quality assurance processes.

Agenda II

Student Satisfaction Survey Report.

Dr. Aarti Sukheja presented the Action Taken Report based on the Students Satisfaction Survey conducted on 26th February 2024, facilitated via Google Forms, with a total of 2191 student responses. She highlighted both the appreciations and recommendations provided by the students and outlined the following actions that were implemented as a result:

Suggestions

Sr. No.	Issues addressed by students	Action Taken
1.	Simulation laboratories should be open for longer hours.	IQAC has proposed extending simulation lab hours with flexible scheduling, including evenings and weekends, and implementing an online booking system to enhance accessibility.
2.	Students proposed that field visits should be conducted outside Maharashtra.	To ensure all students, including those already benefiting, have the opportunity for field visits outside Maharashtra, IQAC has directed Department Heads to establish partnerships with institutions or organizations in other states, expanding educational excursions to include diverse regional perspectives.
3.	Internships should include a stipend.	To meet students' expectations for internships with stipends, IQAC has directed the Placement Cell to forge industry partnerships aimed at securing funded internship opportunities.
4.	Practice for cultural events on holidays	To accommodate student preferences for cultural event rehearsals, the college will schedule practice sessions on holidays, ensuring ample preparation time without disrupting regular academic activities.
5.	Students suggested collaboration with international universities.	To meet students' aspirations for international collaboration, IQAC will explore partnerships with renowned global universities through exchange programs, joint research initiatives, and dual-degree offerings.
6.	Year round open air set ups	To address student requests for year-round open-air setups, alternative options are being explored for the Quad, considering its infeasibility during monsoons.
7.	Administrative offices should expand their operational hours across weekdays and possibly weekends to enhance accessibility and support for student services.	To address student needs, the college administration will extend office hours and possibly offering weekend services, ensuring accessibility and timely assistance for students.

Appreciations

S.No.	Appreciations	Outcome
1.	Implementation of	Students greatly benefited from interdisciplinary courses spanning

	Interdisciplinary course	across all disciplines, fostering learning from diverse fields.
2.	Case Study Based Learning	Lectures were transformed into interactive sessions with the introduction of case study teaching methodologies across all classes, equipping students with analytical skills to analyze problems and devise innovative solutions.
3.	Implementation of Certificate Courses	Students found significant value in certificate courses offered in diverse fields in collaboration with reputed institutions providing opportunities to expand their skills beyond the traditional curriculum.
4.	Implementation of Skill Credit	Students earned skill credits through participation in certificate courses, association activities, social initiatives, and internships, motivating active engagement and skill development.
5.	Sakhacharya Programme	The Sakhacharya Programme motivated students to come up and conduct certificate courses with their classmates enabling them to share their skills and knowledge thereby improving confidence and earning skill credits.
6.	Use of Technology (Flipped Classrooms)	Introduction of flipped classrooms empowered students with self-paced learning opportunities and facilitated deeper discussions with teachers on conceptual understanding.
7.	IKS Exhibition (Heritage Club)	The Heritage Club organized the IKS exhibition, enriching students' understanding of cultural heritage and promoting interdisciplinary knowledge sharing.
8	Pragyaparipalan (Mentoring Programme)	Pragya Paripalan is a comprehensive student support paradigm that integrates Skill Mentors, Special Mentors, and General Mentors to cater to diverse student needs, promoting academic excellence, personal growth, and professional readiness.

Agenda III

Monitoring Report and Implementation of suggestions by Planning and Evaluation Committee.

Dr. Aarti Sukheja presented the Monitoring Report highlighting the successful implementation of the Planning & Evaluation Committee's suggestions for the academic year 2023-24. The following initiatives were successfully implemented:

- Enhancement of Case Studies
- Integration of Business Simulation
- Continuous Evaluation Pattern
- Shift to Application-Based Questions
- Faculty Training
- Continuation of Non-Academic Credits
- Departmental Seminars/Workshops with focus on AI

The Chair commended the IQAC, Planning and Evaluation Committee, and the Implementation Team for their diligent efforts in successfully implementing these recommendations. Their collaborative work was instrumental in advancing the institution's academic standards and enriching the learning environment.

Agenda IV

IQAC Plan of Action 2024-25.

Dr. Aarti Sukheja shared the plan of action of IQAC for the A.Y. 2024-25:

Annual Plan 2024-25

Sr. No.	Strategy	Deployment
1.	Curricular Aspects	<ol style="list-style-type: none"> 1. Expand Academic Offerings. 2. Global Immersion Programme. 3. New Age Skilling Courses. 4. Introduce new courses in collaboration with other colleges on the campus. 5. Credit Transfer for Swayam Courses.
2.	Teaching, Learning and Evaluation	<ol style="list-style-type: none"> 1. Encourage Development of MOOC Courses. 2. Organising Refresher and FDPs on contemporary themes. 3. Introduce Grade Penalty.
3.	Research Innovations	<ol style="list-style-type: none"> 1. Apply for new research centers.

	and Extension	<ol style="list-style-type: none"> 2. Encourage the faculty and Ph.D. students to publish research papers per year in reputed UGC care listed journals. 3. Encourage faculty members to apply for major research projects in Govt and non Govt agencies. 4. Increase seed money for research. 5. Boost IIC activities supporting entrepreneurship and innovation by collaboration. 6. Collaborative Research.
4.	Infrastructure and Learning Resources	<ol style="list-style-type: none"> 1. Increase the number of smart classrooms and technology upgrades. 2. Increase e-learning resources. 3. Acquire new resources for the library.
5.	Student Support and Progression	<ol style="list-style-type: none"> 1. Enhance student placement opportunities through strengthened collaborations with alumni. 2. Organize internship fair, job fair, education fair and industry academia meets.
6.	Governance, Leadership and Management	<ol style="list-style-type: none"> 1. Organize professional development programmes. 2. Training programmes for non-teaching staff. 3. Organizing e-content development workshops. 4. Organize recreational activities for staff. 5. Conduct AAA audits and Laboratory audits.
7.	Institutional Values and Best Practice	<ol style="list-style-type: none"> 1. Identify and celebrate International Days aligned with institutional and departmental priorities. 2. Activities in Adopted Villages. 3. Environment Conservation Activities in collaboration with NGOs.

Agenda V

Planning for 4th Cycle of Re-accreditation.

Dr. Aarti Sukheja provided a detailed update on the progress of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24. She announced that the AQAR submission is scheduled for the third week of June 2024. This timely submission ensures compliance with NAAC guidelines and reflects the institution's commitment to maintaining high standards of quality assurance.

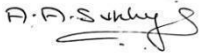
Following the AQAR submission, Dr. Sukheja outlined the next critical step: the completion of the Institutional Information for Quality Assessment (IIQA) for NAAC. She confirmed that the IIQA would be finalized and submitted before the 30th of June 2024. For this cycle, the college will adhere to the old NAAC system, ensuring a smooth and efficient process.

Dr. Sukheja reassured the committee that all necessary documentation is in place, with comprehensive reports prepared and ready for review. She also highlighted that the college website has been updated to reflect the latest information, ensuring transparency and accessibility for all stakeholders.

Agenda VI

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