

**Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
RASAYANI
(NAAC Accredited & ISO Certified)**

IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on June 09, 2022

Agenda: -

- 1) IQAC Constitution for 2022-23**
- 2) Commencement of Lectures for the Academic Year 2022-23**
- 3) Documentation of Self Study Report**
- 4) Composition of Non Statutory Committees**
- 5) IIQA Submission**
- 6) Commencement of Positive Psychology Sessions**
- 7) Preparation of Activity Schedule of all Programmes**
- 8) Course Exit Survey (2021-22 Even Semester)**
- 9) Any other matter with the permission of the Chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co- Coordinator, IQAC

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

Dr. Jayanta Behera

- I. The Chairperson read the agenda of the first meeting of AY 2022 -23.
- II. Announcements:
 1. Yoga Committee will organize a Yoga Workshop on June 20, 2022.
 2. Rifle Shooting Range Inauguration on June 24, 2022.
- III. Report

The following points were discussed:

Agenda 1- IQAC constitution for 2022-23

The framing of the constitution of IQAC for the academic year 2022-23 was the primary agenda of the meeting. The Coordinator proposed the plan of IQAC constitution for the A.Y.: 2022-23 which was finalized in the meeting.

Agenda 2- Commencement of Lectures for the Academic Year 2022-23

The Chairperson initiated the discussion on the regular lectures in the academic year 2022-23. The commencement of classes for the A.Y. 2022-23 was discussed in the meeting. It was decided to start Second Year classes on June 15, 2022.

Agenda 3- Documentation of Self Study Report

SSR documentation process was the third topic in the agenda. All criterion heads were instructed to report the final status of documentation to the Principal and IQAC by June 16, 2022. The Chairperson approved the suggestions given by the IQAC members in this regard.

Agenda 4- Composition of Non Statutory Committees

The composition of various non statutory committees was discussed in the meeting. It was decided to constitute the non statutory committees for the academic year 2022-23 as per the guidelines of University of Mumbai and other agencies concerned.

Agenda 5- IIQA Submission

The revised accreditation framework was discussed in the meeting. The cell unanimously decided to submit the Institutional Information for Quality Assessment (IIQA) on June 18, 2022.

Agenda 6 – Commencement of Positive Psychology Sessions

The Coordinator initiated the discussion on Positive Psychology sessions for the Academic Year 2022-23. The IQAC asked Mr. Ravi Bari, Asst. Professor, Faculty of Science to prepare the detailed schedule of Positive Psychology sessions to be held in the odd semester 2022-23. It was decided to start the session in SY and TY classes on June 27, 2022.

Agenda 7- Preparation of Activity Schedule of all Programmes


The Chairperson initiated the discussion on programme wise activity schedule for the academic year 2021-22. All programme coordinators were asked to prepare the activity calendar for the Academic Year 2022-23 and submit the same to the Principal and IQAC on June 20, 2022.

Agenda 8 – Course Exit Survey

The evaluation process of Course Outcomes and Programme Outcomes attainment was deliberated in the meeting. The chairperson asked the programme coordinators to prepare the Course Exit Survey form for the academic year 2021-22 (Even Semester) and share it with the students of respective classes for feedback.


IQAC Coordinator




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Action Taken Report

- The programme coordinators shared the Course Exit Survey form (2021-22) even semester with the students of respective batches.
- An International Standard Rifle Shooting Range was inaugurated by Olympian Shiny Wilson on June 24, 2022. Distinguished sports personalities and heads of various institutions were present in the programme.
- The Yoga Committee in association with Internal Quality Assurance Cell organized a Yoga workshop on June 20, 2022.
- The institution started even semester lectures (SY & TY students) for all programmes on June 15, 2022.
- The IQAC submitted Institutional Information for Quality Assessment (IIQA) on June 22, 2022.
- Positive Psychology sessions for Second Year & Third Year students commenced on June 27, 2022.


IQAC Coordinator




Principal

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on July 04, 2022

Agenda: -

- 1) IIQA Submission and Response Status
- 2) Orientation Programme for FY Students
- 3) SSR Documentation
- 4) Azadi Ka Amrut Mahotsav -Planning
- 5) TISS- NUSSD Orientation Programme
- 6) Students Exchange Programme- Planning
- 7) Conduction of Programme Specific Activities
- 8) Any other matter with the permission of Chair

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co-Coordiantor, IQAC

Mr. Binit Kumar, Vice Principal

Dr. Babita Panda

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

- I. The Chairperson read the agenda of the first meeting of AY 2022 -23.
- II. Announcements:
 1. Tech Fest will be held on July 21, 2022
 2. Student Exchange Programme with Ruia College will be held on July 22, 2022
 3. Arts Merit Day will be held on July 16, 2022
 4. The IQAC of Pillai HOC College of Arts, Science & Commerce, Rasayani will organize an Orientation programme on Diploma in Financial Services and Diploma in Digital Marketing in association with Tata Institute of Social Sciences on August 04, 2022

III. Report

The following points were discussed:

Agenda 1 - IIQA Submission and Response Status

The Chairperson initiated the discussion and conveyed the information regarding the IIQA acceptance status to the members of IQAC. The IQAC Coordinator informed the members that the NAAC accepted the Institutional Information for Quality Assessment (IIQA).

Agenda 2-Orientation Programme for FY students

The Chairperson initiated the discussion on Orientation programme for FY students. It was decided to conduct one week orientation programme for First Year students on August 08, 2022. The orientation session would throw light on the subjects prescribed and activities/programmes to be carried out by various departments and associations.

Agenda 3- SSR Documentation

The IQAC Coordinator presented the action plan for SSR data collection and documentation. All criteria in charges have been asked to report the status of Self Study Report documentation to the IQAC on July 16, 2022. It was decided in the meeting that IQAC would take a follow up and report the same to the Principal for time bound submission of the Self Study Report.

Agenda 4- 'AzadiKaAmrutMahotsav'-Planning

Abiding by the norms of the Central Government, University Grants Commission and the University of Mumbai, the Internal Quality Assurance Cell (IQAC) of the institution decided to celebrate Independence Day under the title 'Azadi Ka Amrut Mahotsav' from August 07, 2022 to August 15, 2022. The IQAC would conduct the programme in association with National Service Scheme and other extension cells of the institution.

Agenda 5- NUSSD Orientation Programme

The Chairperson initiated the discussion on NUSSD orientation programme to be organized by Tata Institute of Social Sciences (TISS) and Pillai HOC College of Arts, Science & Commerce, Rasayani. The IQAC of the institution decided to conduct the programme for the students on August 04, 2022.

Agenda 6- Students Exchange Programme- Planning


The conduction of Students Exchange Programme was discussed in the meeting. It was decided to organize a Students Exchange Programme with the Department of Economics, Ramnarain Ruia College, Mumbai on July 22, 2022. Ms. Babita Panda and Ms. Rachana Choraghe (Asst. Professors, Faculty of Commerce) would coordinate with the representatives of Ramnarain Ruia College, Mumbai.

Agenda 7 -Conduction of Programme Specific Activities

The IQAC Co-coordinator initiated the discussion on the preparation of an activity/programme schedule for the smooth conduction of events. All programme coordinators have been asked to plan and organize various programme specific activities for the holistic development of the students. The conveners of various committees have been asked to plan various committee activities and report the same to the IQAC prior to the conduction of the first programme.


IQAC Coordinator




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Action Taken Report

- The Faculty of Arts in association with the Internal Quality Assurance Cell organized Arts Merit Day 2022 on July 2016, 2022. The winners of various activities organized by English Literary Association, Economics Club and other associations during the academic years 2020-21 & 2021-22 were invited for the programme.
- The IQAC in collaboration with IT Club of Pillai HOC College of Arts, Science & Commerce organized Tech Fest on July 21, 2022.
- The institution organized Student Exchange Programme with Ruia College, Mumbai on July 22, 2022. Around 60 students from Ruia College and PHCASC participated in the programme. Dr. Pradip Chatterjee and Prof. Anil Suvarna, the resource persons of the programme enlightened the students on the topics, Financial Investment, Marketing and Practical applications.
- The IQAC in association with Tata Institute of Social Sciences organized an Orientation programme on Diploma in Banking and Financial Services and Diploma in Digital Marketing for the final year students of UG and PG programmes on August 04, 2022. Around 200 students from various programmes participated in it.
- The IQAC and Institutional Social Responsibility jointly organized Azadi Ka Amrut Mahotsav (Independence Day Programme) from August 01, 2022 to August 09, 2022. The institutional Social Responsibility Cell under the banner of Unnat Bharat Abhiyaan organized a series of competitions under 75 Azadi Ka Amrut Mahotsav celebrating Presentation Competition, Poster Making Competition and Photography Competitions.
- The Research and Innovation Cell in association with Internal Quality Assurance Cell conducted a Model Making Competition on August 08, 2022. The event received overwhelming response from the students. Around 50 students participated in the competition and showcased their unique models. The students demonstrated the functioning and importance of models in an impeccable manner and impressed the judges with their exemplary explanations.

- The IQAC in association with Film, Drama & Music Club organized a talk show titled 'Reading Cinema: A BAMMC Initiative'. Dr. Amol Jadhav (Producer, Director, Writer and Dialect Coach- Darlings) were the guest speakers. The Resource Person enlightened the students on how he trained mainstream actors like Alia Bhat, Vijay Varma, and Shefali Shaw, the different stages of their dialect training and how content is designed for a streaming platform.


IQAC Coordinator




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IQAC - Minutes of Meeting and Action Taken Report

Date: August 16, 2022

Time: 3:30 p.m.

Venue: IQAC Room (Fourth Floor)

- 1) Submission of Self Study Report 2022 & Acceptance Status**
- 2) Filing of Metric Wise Documents**
- 3) Preparation for Data Verification and Validation (DVV) Process**
- 4) Planning of Workshop on CO-PO Attainment Calculation**
- 5) Exit Form Link for the Passed out Students**
- 6) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co-Coordinator, IQAC

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Mr. Ravi Bari

Dr. Babita Panda

Dr. Archana Bhagvat

I. The Chairperson read the agenda of the previous meeting.

II. **Announcements:**

- a. An Expert Guidance Session on **Preparations for NAAC Peer Team Visit for Accreditation** on September 17, 2022.

III. **Report**

The following points were discussed:

Agenda 1– Submission of Self Study Report 2022 & Acceptance Status

The chairperson informed the IQAC members regarding the submission status of Self Study Report NAAC accreditation process. SSR 2022 was submitted on August 16, 2022.

Agenda 2- Filing of Metric Wise Documents

The IQAC Coordinator suggested the proposed plan for SSR Documentation. It was decided to initiate metric wise documentation considering the DVV process and upcoming Peer Team Visit.

Agenda 3- Preparation for Data Verification and Validation (DVV) Process

The Chairperson suggested a plan to prepare for the upcoming Data Verification and Validation process. All IQAC members were asked to initiate the documentation in line with the guidelines of National Assessment and Accreditation Council.

Agenda 4- Planning of Workshop on CO-PO Attainment Calculation

The chairperson proposed a plan to organise a Guidance Session on CO-PO Calculation and the upcoming NAAC Peer Team Visit on September 17, 2022. The plan was discussed in the meeting and resource persons for the programme were suggested.

Agenda 5- Exit Form Link for the Passed out Students

It was decided to share the Exit Form with the students who passed out in 2021-22.


IQAC Coordinator




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Action Taken Report

- The IQAC organised a Guidance Session on the Preparations for NAAC Peer Team Visit and Briefing of Programme Outcomes (PO) and Course Outcomes (CO) on September 17, 2022. Dr. Sharvari Govilkar and Dr. Monika Bhagvat, IQAC Coordinators of Pillai College of Engineering, New Panvel, for their indepth information on the NAAC Peer Team Visit process.
- An action plan was chalked out to document the data collected for NAAC Self Study Report. Metric Wise Documentation for Self Study Report and DVV was initiated.
- The Programme Coordinators as per the directive of the Internal Quality Assurance Cell shared the Exit Form with the students who passed out in the academic year 2021-22.


IQAC Coordinator




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IQAC - Minutes of Meeting and Action Taken Report

Date: September 25, 2022

Time: 3:30 p.m.

Venue: IQAC Room (Fourth Floor)

- 1) Conduction of Online Workshop on CO-PO Attainment Calculation**
- 2) Regarding Pre-Qualification Status of Assessment Process**
- 3) Presentation of Display Final Blue Print with Captions**
- 4) Planning of Dr. A.P. J. Abdul Kalam Memorial Student's Seminar 2022**
- 5) Initiating NIRF Data Collection and Compilation**
- 6) Conduction of Mock Visit**
- 7) Coordination with Alumni and Other Stakeholders**
- 8) Celebration of Constitution Day**
- 9) Conduction of Add- On Courses - Planning**
- 10) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co- Coordinator, IQAC

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Mr. Ravi Bari

Dr. Babita Panda

Dr. Archana Bhagvat

Dr. Jayanta Behera

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- a. A workshop on CO-PO Attainment Calculation will be held on October 03, 2022
- b. A Mock Peer Team Visit will be held on November 22, 2022
- c. Alumni Meet will be conducted on November 26, 2022
- d. Constitution Day celebration will be held on November 26, 2022

III. Report

The following points were discussed:

Agenda 1–Conduction of Online Workshop on CO-PO Attainment Calculation

The Chairperson suggested a workshop for CO-PO attainment calculation. It was decided that the IQAC would conduct the programme on October 03, 2022. It was also decided to invite Dr. Sharvari Govilkar and Dr. Monika Bhagvat, IQAC Cordinators, Pillai College of Engineering, New Panvel to lead the technical sessions in the workshop.

Agenda 2- Regarding Pre-Qualification Status of Assessment Process

The Chairperson announced that the institution cleared the Pre- Qualification stage of the assessment process of National Assessment and Accreditation Council (NAAC). The members of IQAC reported the status of documentation to the Chairperson.

Agenda 3–Presentation of Final Blue Print of Display with Captions

The Chairperson suggested the plan for presenting the final blue print of display with captions. The criterion heads were asked to submit the final blue print of display to the IQAC core team on September 28, 2022.

Agenda 4-Dr. A.P. J. Abdul Kalam Memorial Student’s Seminar 2022- Planning

The IQAC co-coordinator proposed the plan to organize Dr. A. P. J. Abdul Kalam Memorial Student Seminar Series by the first week of December 2022. Dr. Babita Panda has been given the responsibility to lead the seminar this year.

Agenda 5-Initiating NIRF Data Collection and Compilation

The IQAC coordinator suggested a tentative action plan for data collection and compilation for NIRF. The process of data collection and compilation was discussed in the meeting. It was decided to submit NIRF data for the academic year 2021-22 by the second week of December 2022.

Agenda 6- Conduction of Mock Visit

The Chairperson presented a plan for conducting a Mock Peer Team Visit in the third week of November 2022. The members were asked to complete documentation and submit the report on the same on October 14, 2022.

Agenda 7-Coordination with Alumni and Other Stakeholders

The IQAC coordinator suggested the relevance of conducting interactive sessions with various stakeholders such as students, parents, alumni, and employers. It was decided to conduct an alumni interactive session on November 26, 2022.

Agenda 8- Celebration of Constitution Day

The IQAC Co- Coordinator presented the UGC guidelines regarding Constitution Day celebration 2022 with the members. Adhering to the norms of University Grants Commission, the IQAC decided to conduct a seminar on 'Constitution and Fundamental Duties' on November 26, 2022.


IQAC Coordinator




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Action Taken Report

- The IQAC organised a Guidance Session on the Preparations for NAAC Peer Team Visit and Briefing of Programme Outcomes (PO) and Course Outcomes (CO) on September 17, 2022. Dr. Sharvari Govilkar and Dr. Monika Bhagvat , IQAC Coordinators of Pillai College of Engineering, New Panvel, for their indepth information on the NAAC Peer Team Visit process.
- A Mock Peer Team Visit was conducted on November 22, 2022. Dr. Priam Pillai, COO, MES led the visit and suggested the changes/modifications for improvement.
- The IQAC organized an Alumni Interactive Session on November 26, 2022. Alumni from various programmes attended the event and participated in the interactive session with the Principal and faculty members. Around sixty alumni representing various programmes of the institution attended the session.
- Adhering to the latest directive of the University Grants Commission, the institution organized a seminar titled 'India: Mother of Democracy' as a part of the Constitution Day 2022 on November 26, 2022. Dr. Anil Variath, a renowned academician and constitution expert was the resource person for the programme. Dr. Sheeba Rajan introduced the resource person for the programme. He enlightened the gathering of students and faculty members on the topic mentioned. The core session of the programme was followed by a discussion session wherein the resource person interacted with the students and clarified their doubts.

- An action plan was chalked out to document the data collected for NAAC Self Study Report. Documentation for Self Study Report and DVV was initiated.


IQAC Coordinator




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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on November 29, 2022

Agenda: -

- 1) Submission of Data for NIRF**
- 2) AQAR Submission**
- 3) ISO Surveillance Audit**
- 4) Conduction of Add-On Courses**
- 5) Faculty Wise Conferences/FDPs/IPR**
- 6) Parent Teacher Meeting**
- 7) Dr. A P J. Abdul Kalam Memorial Student Seminar Series**
- 8) Course Exit Survey – Odd Semester 2022**
- 9) Any other matter with the permission of Chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, Convener, IQAC

Mr. SujithBabu S., Co-convener, IQAC

Mr. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

- I. The Chairperson read the agenda of the first meeting of AY 2022 -23.
- II. Announcements:
 1. Programme wise Add-On Courses will commence from
 2. Dr. A.P.J. Abdul Kalam Memorial Student Seminar 2022 will be held on December 12, 2022
 3. The IQAC and English Literary Association will jointly organise the centenary celebration of T.S. Eliot's *The Waste Land* on December 16 & 17, 2022.

III. Report

The following points were discussed:

Agenda - 1 Submission of Data for NIRF

The Chairperson initiated the discussion on the process of data submission for NIRF 2022. The coordinator suggested a tentative date for submitting the data collected. It was decided to submit it in the second week of December, 2022.

Agenda – 2 Submission of Annual Quality Assurance Reports

The Chairperson initiated the discussion on AQAR 2022 submission. It was decided to initiate the data collection for AQAR submission 2022. The Criterion Leads have been asked to prepare an action plan for the same.

Agenda – 3 ISO Surveillance Audit

The IQAC Coordinator initiated the discussion on ISO Surveillance Audit 2022. She explained the significance and procedure of ISO Surveillance Audit.

Agenda – 4 Commencement of Add-On Courses

The Chairperson presented the idea of starting Add- On courses for the Academic Year 2022-23. The members of Add-On Course committee have been asked to coordinate with all programme coordinators regarding the aforementioned. It was decided that all programmes would initiate Add-On courses in December 2022.

Agenda – 5 Planning of Conferences/FDP/IPR

The Chairperson initiated the discussion on the conduction of Conferences/FDP/IPR and Research Methodology events. The IQAC recommended Dr. Sheeba Rajan, Asst. Professor, Faculty of Commerce to coordinate with the conference organizing team of various programmes/streams regarding the conduction of Faculty wise Conferences. It was decided to organize all conferences/seminars in February 2023.

Agenda – 6 Parent Teachers Meeting

The IQAC Coordinator presented the plan for organizing Parent Teachers Meeting across the institution. The programme coordinators were asked to prepare the agenda for meeting and share the details with students and parents once it gets the final shape.

Agenda – 7 Dr. A.P.J. Abdul Kalam Memorial Student Seminar Series

The Chairperson initiated the discussion on Dr. A.P.J. Abdul Kalam Memorial Student Seminar Series 2022. Dr. Babita Panda, Convener, Students Seminar 2022 presented the final date of seminar and all other details in the meeting. It was decided to conduct the programme on December 12, 2022.

Agenda 9- Course Exit Survey- Odd Semester 2022

The Chairperson discussed the indirect method CO-PO attainment calculation in the meeting. Ms. Arushi Dube, Criterion II -In Charge informed the IQAC that Course Exit Survey for 2022-23 Odd semester would be shared with the students soon. All programme coordinators have been asked to share the CES form with the students of the respective batches/classes by the first week of December.


IQAC Coordinator




Principal

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Action Taken Report

- The institution submitted the data for National Institute Ranking Framework (NIRF) on December 15, 2022.
- Conference Organising Committee of programmes submitted the action plan for Conference 2022 which consists of the details such as date of the conference, title and subthemes, registration procedure etc. Dr. Sheeba Rajan submitted the details to the Principal and the IQAC for approval.
- The IQAC organized Dr. A. P. J. Abdul Kalam Memorial Students' Seminar on December 12, 2022. Dr. Babita Panda, Asst. Professor, Faculty of Commerce was the convener of the seminar. As a part of the programme, Research and Innovation Lab, PHCASC organized a session on 'Research and Patent Procedure' for the students and faculty members. Mr. Karthik Nagrajan, Associate Professor, Department of Civil Engineering, Pillai HOC College of Engineering and Technology, Rasayani was the resource person of the seminar.
- The programme coordinators shared the Course Exit Survey form (even semester 2022-23) with the students of respective batches.
- English Literary Association in collaboration with the IQAC organized an event titled 'The Waste Land: An Epic of the Modern Age' to mark the centenary celebration of the publication of T.S. Eliot's *The Waste Land* on December 16th and 17th 2022. Two documentaries were screened on the first day to keep the students abreast with T.S. Eliot's magnum opus *The Waste Land*. A poetry recitation competition was conducted on December 17, 2022 with an intention to give a platform to students for presenting the selected portions of the poem. Ms. Sahima S. & Ms. Ankita Surve were the evaluators for the recitation programme.


IQAC Coordinator




Principal

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Pillai HOCL Educational Campus, Rasayani
Re-accredited 'A+' Grade by NAAC (CGPA 3.26, 2nd Cycle)
(ISO 9001: 2015 Certified)



IQAC - Minutes of Meeting and Action Taken Report

Date: January 11, 2023

Time: 3:30 p.m.

Venue: IQAC Room (Fourth Floor)

1. NAAC Accreditation Process Review and Result
2. PTV Report & Actions to be taken
3. ISO Surveillance Audit Report
4. AQAR Process of 2022-23
5. Feedback Collection and Analysis
6. Parents' Meet (NAAC Results to be informed to Stakeholders)
7. Discussion on NAAC Benchmark for future quality initiative planning
8. Meeting with Students (NAAC results to be informed to Stakeholders)
9. IIC Activities to be documented
10. Any other matter of relevance

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co- Coordinator, IQAC

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Mr. Ravi Bari

Dr. Babita Panda

Dr. Archana Bhagvat

Dr. Jayanta Behera

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

1. An Interactive Session with students will be conducted on January 13, 2023.
2. A Meeting with Students will be held on January 28, 2023.
3. Data collection for AQAR submission will commence on January 17, 2023.
4. The IQAC in association with the Faculty of Arts will organise a Faculty Development Programme on National Education Policy: Prospects and Reforms in the Higher Education Sector' from February 06, 2023 to February 13, 2023.

III. Report

The following points were discussed:

Agenda 1- NAAC Accreditation Process Review and Result

The chairperson proposed the first agenda of the meeting. The accreditation process which took place on January 05th, & 06th, 2023 was discussed in the meeting. The chairperson announced the result of the accreditation process in the meeting and opined that the A+ grade would boost the morale of the teaching and non- teaching staff of the institution. All programme coordinators were asked to share their experiences

Agenda 2- PTV Report & Actions to be taken

The Vice Principal proposed the second agenda of the meeting. It was decided to analyse the Peer Team Visit report and initiate the actions recommended by the NAAC peer team members.

Agenda 3- ISO Surveillance Audit Report

The coordinator proposed the agenda and explained the process of ISO Surveillance Audit and the strategic measures to be taken for its successful completion of the same. Tentative dates of data collection and documentation were also discussed in the meeting.

Agenda 4- AQAR Process of 2022-23

The IQAC Coordinator proposed the process of AQAR submission in the meeting and shared the format of AQAR with the members. It was decided to initiate data collection and documentation for AQAR submission as per the schedule provided.

Agenda 5- Feedback Collection and Analysis

As an approach for the holistic development of students, the dates for feedback collection from students were discussed in the meeting. Feedback collection for the current academic semester would be conducted online. It was decided to share the feedback link with the students and analyse the feedback.

Agenda 6- Parents' Meet (NAAC Results to be informed to Stakeholders)

The institution maintains consistent interaction with its various stakeholders impeccably. The Chairperson proposed a plan to organize an interactive session with the parents and share the happiness of the academic milestone achieved (A+ grade). The IQAC decided to conduct a Parents' Meet on January 28 2023. A formal invitation would be sent to the parents for the same.

Agenda 7- Discussion on NAAC Benchmark for future quality initiative planning

The Co-Coordinator of IQAC proposed the discussion on the Quality Benchmark released by NAAC for ensuring transparency and clarity in the NAAC accreditation process. The NAAC released the benchmark on January 09, 2023. The IQAC shared the details of the same with the members.

Agenda 8- Meeting with Students (NAAC results to be informed to Stakeholders)

The Chairperson proposed the agenda. The IQAC unanimously agreed and decided to conduct a meeting with students to share the details of NAAC accreditation result and current status of accreditation on January 13, 2023.

Agenda 9- IIC Conduction of Activities & Documentation

The conduction of IIC activities and its documentation were discussed in the meeting. It was decided to conduct an activity on Intellectual Property Rights (IPR) on January 24, 2023. Dr. Jayanta Behera was asked to document all activities conducted under the Institution's Innovation Council (IIC).



(IQAC Coordinator)



(Principal)

PRINCIPAL
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Pili HOC Educational Campus
Rasayan, Taluka: Khairpur
Dist. Rajgarh, Pin- 410 207

Action Taken Report

1. The IQAC analysed the suggestions and recommendations given by the NAAC Peer Team in the final report and prepared an action plan to comply with the aforementioned.
2. The data collection process for AQAR submission was initiated on January 17, 2023.
3. The IQAC organised an Interactive Session with students on January 13, 2023. Dr. K.M. Vasudevan Pillai, Chairman & CEO of Mahatma Education Society addressed and motivated the students pointing out the achievements of the institution.
4. An Interactive Session with Parents was also conducted on January 13, 2023. Dr. Lata Menon, Principal, Pillai HOC College of Arts, Science and Commerce, Rasayani along with Heads of other institutions of the Pillai HOCL Educational Campus, interacted with the parents and shared the accreditation details with them. The Principal presented the revised Code of Conduct for Students on this occasion.
5. The IQAC in association with the Faculty of Arts organised a One Week Faculty Development Programme on 'National Education Policy: Prospects and Reforms in Higher Education' from February 06, 2023 to February 13, 2023. Six resource persons from various esteemed institutions enlightened the participants on the thrust areas. All essential topics pertaining to National Education Policy was covered in the FDP.


(IQAC Coordinator)





(Principal)

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Mahatma Education Society's
Pillai HOC College of
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Pillai HOC Educational Campus
Rasayani, Taluk - Kuttappur
Dist. Ranga, Pin- 410 207



Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce
Pillai HOCL Educational Campus, Rasayani
Re-accredited 'A+' Grade by NAAC (CGPA 3.26, 2nd Cycle)
(ISO 9001: 2015 Certified)



IQAC - Minutes of Meeting and Action Taken Report

Date: February 07, 2023

Time: 3:30 p.m.

Venue: IQAC Room (Fourth Floor)

Agenda:

1. Conduction of National Conferences (Commerce, Arts, IT/CS, B.Sc. & B.Sc.HS)
2. Commencement of Even Sem-end Examinations and syllabus completion (Reg/ATKT)
3. ISO Surveillance Audit - February 09, 2023
4. Compilation of data and documentation for AQAR 2022-23
5. Planning and Conduction FDPs - Faculty wise
6. Planning and Conduction of Faculty-wise IPR & Research Methodology Events
7. Review and planning of Alumni Engagements
8. Planning for Sports Events
9. Co-curricular Annual Fest "Insolito"
10. Publication of Magazine and compilation of content
11. Any other matter of relevance

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co- Coordinator, IQAC

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Mr. Ravi Bari

Dr. Babita Panda

Dr. Archana Bhagvat

Dr. Jayanta Behera

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

1. The Faculty of Commerce in association with the IQAC will organise a National Conference on Global Market- One Place, One Idea' on February 24, 2023.
2. The IQAC in association with the Faculty of Science will conduct a National Conference on 'Recent Trends in Computer Science and Application-II' on February 25, 2023
3. The National Conference on "Recent Trends in Interdisciplinary Research and Basic Sciences" will be conducted on March 04, 2023.
4. The IQAC in association with the Faculty of Hospitality Studies will organise a National Conference on "Trends and Prospects in Hospitality Education Sector- Post Covid' on March 15, 2023

5. The IQAC in association with the Faculty of Commerce will organise One Week FDP on 'Financial Proficiency in the Trending Market' from March 28, 2023 to April 03, 2023.

III. Report

The following points were discussed:

Agenda 1- Conduction of National Conferences (Commerce, Arts, IT/CS, B.Sc. & B. Sc. HS)

The Chairperson proposed the Agenda of conducting National Conferences to boost the research aptitude of the faculty members. The IQAC decided to organise faculty wise conferences in the coming months and appointed Dr. Sheeba Rajan as the Conference Coordinator for the Academic Year 2022-23. Dr. Sheeba Rajan would coordinate with faculty wise conveners of National Conferences for its smooth conduction.

Agenda 2- Commencement of Even Sem-end Examinations and syllabus completion (Reg/ATKT)

Commencement of Even Sem-End Examination was discussed in the meeting. It was decided that Semester II & Semester IV examinations would commence on March 16, 2023. Keeping the aforementioned dates in mind, the date for completing the syllabus will be March 11, 2023. All Programme Coordinators and other members were asked to adhere to the important dates given for the smooth functioning of the Exam Cell and the successful completion of the examinations.

Agenda 3- ISO Surveillance Audit - February 09, 2023

The Coordinator proposed the agenda. The IQAC communicated to the members that the date of ISO Surveillance Audit will be February 09, 2023, All Criterion Incharges and other members were asked to ensure the completion of all necessary documents required for the Audit on

February 7, 2023. The IQAC discussed the duty allocation for the Audit with the members concerned.

Agenda 4- Compilation of Data and Documentation for AQAR 2022-23

The procedure for data compilation for AQAR submission was discussed in the meeting. The IQAC shared the schedule with the Criterion Incharges for finalising and verifying the data and documents required for the submission of Annual Quality Assurance Report.

Agenda 5- Planning and Conduction FDPs - Faculty wise

The Chairperson proposed the agenda. The importance of conducting Faculty/Staff Development Programmes was discussed in the meeting. The IQAC decided to conduct FDPs/SDPs in various disciplines.

Agenda 6-Planning and Conduction of Faculty-wise IPR & Research Methodology Events

Planning and Conduction of IPR and Research Methodology events were discussed in the meeting. All programme coordinators were asked to organise at least one IPR/RM event in the academic year 2022-23.

Agenda 7-Review and planning of Alumni Engagements

Review of alumni engagements was proposed by the IQAC coordinator. The IQAC decided to review all alumni association activities organised in the academic year 2022-23 to chalk out an action plan for the coming academic year.

Agenda 8-Planning for Sports Events

The conduction of sports events was proposed in the meeting and it was decided to organise more events to facilitate the sports aspirations of the students. Mr. Hardik Dave, Sports Convener, PHCASC was asked to prepare an action plan for ensuring students' participation in various intra & inter collegiate, university and national events.

Agenda 9- Co-curricular Annual Fest "Insolito"

Pillai HOC College of Arts, Science & Commerce has a rich legacy of cultural initiatives in various formats. To continue the tradition of cultural uniqueness, the IQAC suggested the conduction of 'Insolito'- Annual Cultural Fest of PHCASC on the campus. Mr. Prathmesh Gokhale and Ms. Ashwini Khillari were appointed convener and co-convener of the event.

Agenda 10- Publication of Magazine and compilation of content

The procedure compiling the content for various in house publications was proposed and discussed in the meeting. The IQAC prepared the list of conveners for each publication after consulting with Programme Coordinators and other IQAC members.



(IQAC Coordinator)



(Principal)


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Pillai HOC Educational Campus
Rasayari, Taluka - Kurlapur
Dist. Raigad, Pin- 410 207

Action Taken Report

1. The Faculty of Commerce in association with IQAC organised a National Conference on 'Global Market- One Place, One Idea' on February 24, 2023. Dr. Sheeba Rajan and Mr. Vinit Murli were the convener and co-convener of the conference respectively. Prof. Dr. Elizabeth Mathews was the keynote speaker and chief guest of the conference.
2. The IQAC in association with the Faculty of Science (I.T, C.S., & D.S) organised a national conference on 'Recent Trends in Computer Science and Application-II' on February 25, 2023. Dr. Prashant Shinde was the keynote speaker and chief guest of the conference.
3. All programme coordinators ensured the completion of sem II & IV syllabi by March 11, 2023. As planned, the Semester end examination was conducted from March 16, 2023.
4. The ISO Surveillance Audit was held on February 09, 2023. After document scrutiny and interaction with the faculty members of PHCASC, the certifying agency certified 100% compliance in the audit process and the documents asked for verifying the authenticity.
5. The Faculty of Commerce organised One Week SDP (Staff Development Programme) on 'Financial Management: Trending Markets', from March 28, 2023 to April 03, 2023.
6. The IQAC in association with the Faculty of Science will organise a National Conference on Emerging Trends on March 04, 2023. Dr. P.S. Sunil was the keynote speaker and chief guest of the conference.
7. The IQAC in association with the Faculty of Hospitality Studies organised a National Conference on 'Trends and Prospects in Hospitality Education Sector- Post Covid' on March 15, 2023. Mr. Sanatnu Guharoy, General Manager, Radisson Blue Resort, Karjat was the Keynote Speaker and Chief Guest for the Conference.


(IQAC Coordinator)




(Principal)

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IQAC - Minutes of Meeting and Action Taken Report

Date: April 01, 2023

Time: 3:30 p.m.

Venue: IQAC Room (Fourth Floor)

Agenda: -

1. Timeline and planning for AQAR 2022-23 data collection and compilation
2. Planning of Semester UG Semester VI and PG Examinations
3. Conduction of FDP by Faculty of Commerce & Science
4. Organising National Conference by Faculty of Arts
5. Planning and conduction of Faculty Exchange Programmes
6. Planning of Business Plan Competition to be organized by IIC
7. Annual Report Submission (AY 2022-23) to the University of Mumbai
8. Submission of IIC Reports
09. Discussion on Best Practices
10. Planning of Convocation and Alumni Meet 2022-23
11. Any other matter of relevance to be discussed

Chaired by: -Mr. Binit Kumar, Vice Principal

Attended by: -

Ms. Remya Madan Gopal, Coordinator, IQAC

Mr. Sujith Babu S., Co- Coordinator, IQAC

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Mr. Ravi Bari

Dr. Babita Panda

Dr. Archana Bhagvat

Dr. Jayanta Behera

Members Absent:

Dr. Lata Menon, Principal

Ms. Harshita Singh

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

1. The National Conference on 'Revisiting Gender: Theory, Discussion and Praxis' organised by the Faculty of Arts in association with IQAC will be conducted on April 05, 2023.
2. The Faculty of Commerce in association with the IQAC will conduct a webinar on IPR titled 'Contours of Intellectual Property' on April 20, 2023.

3. The Faculty of Science in collaboration with the IQAC will conduct a One Week Staff Development Programme (SDP) on 'Recent AI Tools & Cloud Computing' from April 24, 2023 to April 29, 2023.
4. The Faculty of Arts in association with the IQAC will organise a one day webinar in IPR titled 'Copyright: Challenges, Scope & Procedure' on April 26, 2023.
5. Degree Certificate Distribution Ceremony for the students who graduated in 2021-22 and Alumni Meet will be held on April 28, 2023.

III. Report

The following points were discussed:

Agenda 1- Timeline and planning for AQAR 2022-23 data collection and compilation

The process of AQAR submission was proposed and discussed in the meeting. The IQAC prepared the schedule and timeline for AQAR 2022-23 submissions and shared it with other IQAC members.

Agenda 2- Planning of Semester UG Semester VI and PG Examinations

Planning and Conduction of Semester VI and PG examinations were discussed in the meeting. The Exam Cell presented the Examination Schedule received from the University. The Chairperson asked for suggestions from other members of the Cell regarding the conduction of the examinations. The Examination Cell was asked to form various sub committees for the smooth conduction of the aforementioned examinations. All Programme Coordinators were directed to ensure the completion of 100 % syllabus in TY & PG classes, conduction of

Remedial/Intensive sessions, Study Camps, Preliminary examination for equipping our students with the skill set to appear for the examinations.

Agenda 3- Conduction of FDP by Faculty of Commerce & Science

The coordinator proposed the agenda of organising Faculty/Staff Development Programmes for the academic year 2022-23. The Faculty Coordinators of Commerce and Science presented the action plan for FDP/SDP and the IQAC approved it. The Faculty of Commerce would complete the one week SDP on 'Financial Proficiency in Trending Market' on April 05, 2023. The Faculty of Science would organise the SDP on 'AI Tools & Cloud Computing' for all teaching and non teaching staff from April 24, 2023 to April 29, 2023.

Agenda 4- Organising National Conference by Faculty of Arts

The IQAC Co-coordinator proposed the agenda. The Faculty Coordinator, Arts informed the Cell that they would organise the National Conference on 'Revisiting Gender: Theory, Discussion & Praxis' on April 05, 2023 and presented the details of the conference in the meeting.

Agenda 5- Planning and conduction of Faculty Exchange Programmes

The Chairperson proposed the agenda of organising Faculty Exchange Programme with other institutions in the vicinity. IQAC appointed Mr. Sujith Babu, IQAC Co-coordinator for coordinating with KLE College Kalamboli, CKT College, New Panvel for the aforementioned.

Agenda 6- Planning of Business Plan Competition to be organized by IIC

The activities of the Entrepreneurship Cell were proposed in the meeting. Dr. Jayantakumar Behera, R & I Cell In charge was asked to prepare the action plan for the Business Plan

Competition organised under the aegis of Institution's Innovation Council (IIC) and present the same to the IQAC.

Agenda 7- Annual Report Submission (AY 2022-23) to the University of Mumbai

The submission of Annual Report to the University of Mumbai was proposed in the meeting. The directive of the University regarding the aforementioned was discussed in the meeting. The Vice Principal informed the IQAC that the said report was submitted to the University on March 30, 2023.

Agenda 8- Submission of IIC Reports

The Chairperson proposed the agenda. It was decided to compile the reports of IIC for submission. Dr. Jayanta Kumar Behera, IIC Convener, PHCASC was directed to complete the procedure as required.

Agenda 9-Discussion on Best Practices

The Coordinator proposed the agenda in the meeting. The IQAC collectively decided that Criterion VII would identify a few best practices for the institution to be implemented from the academic year 2023-24. Mr. Ravi Bari, Criterion VII In Charge was directed to present the same to streamline the institution's best practices.

Agenda 10-Planning of Degree Distribution Ceremony and Alumni Meet 2022-23

The Vice Principal proposed the final item of the agenda in the meeting. As per the directives of the University of Mumbai, the Cell discussed the topic and decided to conduct the Degree Certificate Distribution Ceremony for the students who graduated in the academic year 2022-22 and Alumni Meet on April 28, 2023.


(IQAC Coordinator)




(Principal)

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Action Taken Report

1. The Faculty of Arts in association with the IQAC organised a National Conference on 'Revisiting Gender: Theory, Discussion & Practice' on April 05, 2023. Dr. Sheeta Salian, Assistant Professor, Department of English, Mithibai College of Arts, Mumbai was the Keynote Speaker and Chief Guest for the conference. Since the conference received research papers from outside Maharashtra, it was conducted on hybrid mode.
2. The IQAC in association with the Faculty of Commerce organised a webinar titled 'Contours of Intellectual Property' on April 20, 2023. Dr. Law Well Man P., Assistant Professor, Govt. Law College, Calicut, Kerala was the resource person for the session.
3. The Faculty of Arts in association with the IQAC organised a webinar on IPR titled 'Copyright: Challenges, Scope and Procedure' on April 26, 2023. Dr. M.M Betkar, Principal, Shri Kumarawamy Mahavidyalaya, Ausa, Latur was the resource person.
4. The IQAC in association with the Faculty of Science organised a Staff Development Programme on 'AI Tools and Cloud Computing' from April 24, 2023 to April 29, 2023. Mr. Sagar Mahajan, Corporate Trainer and Alumnus of PHCASC was the resource person.
5. Faculty Exchange Programme with KLE College of Science & Commerce, Kalamboli was conducted from April 01, 2023 to April 05, 2023. Faculty Members from various programmes such as BSc, BMS, B.Com (A & F), MCom., & MSc. (O.C) took part in the FEP 2023.
6. A Memorandum of Understanding (MoU) was signed between Pillai HOC College of Arts, Science & Commerce, Rasayani and CKT College (Autonomous), New Panvel for Faculty Exchange Programme, Student Exchange Programme and other research initiatives.
7. The Degree Distribution Ceremony for the students who graduated in the academic year 2021-22 and alumni meet were conducted on April 28, 2023.


(IQAC Coordinator)




(Principal)

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