



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

Minutes of the Meeting held on June 10, 2023

Agenda: -

- 1) **IQAC Constitution for 2023-24**
- 2) **Commencement of Lectures for the Academic Year 2023-24**
- 3) **Orientation Programme for SY & TY students**
- 4) **Discussion on Permanent Affiliation**
- 5) **Composition of Non Statutory Committees**
- 6) **Planning of Best Practices and Institutional Distinctiveness**
- 7) **Preparation of Activity Schedule of all Programmes**
- 8) **List of MoUs and Collaborations**
- 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

Mr Balaji Nagarajan, Registrar

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagwat

Dr. Babita Panda

Mr. Ravi Bari

Dr. Jayanta K. Behera

The following points were discussed:

Agenda 1- IQAC constitution for 2023-24

The framing of the constitution of IQAC for the academic year 2023-24 was the primary agenda of the meeting. The Coordinator proposed the plan of IQAC constitution for the A.Y.: 2023-24 which was finalized in the meeting.

Agenda 2- Commencement of Lectures for the Academic Year 2023-24

The Chairperson initiated the discussion on the regular lectures in the academic year 2023-24. The commencement of classes for the A.Y. 2023-24 was discussed in the meeting. It was decided to start Second Year classes on June 15, 2023.

Agenda 3- Orientation Programme for SY & TY students

The coordinator proposed the plan of orientation programme for SY & TY students in the meeting. It was decided that the orientation programme for the said classes would be held on June 13, 2023.

Agenda 4: Discussion on Permanent Affiliation

The Chairperson proposed the plan and process of the permanent affiliation in the meeting. By adhering to the suggestions given by the NAAC Peer Team (Cycle II), the institution initiated the procedure for obtaining permanent affiliation from the University of Mumbai.

Agenda 5-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 2023-24 as per the guidelines of University of Mumbai and other agencies/bodies concerned.

Agenda 6: Planning of Best Practices and Institutional Distinctiveness

The Vice Principal proposed the discussion on best practices and institutional distinctiveness for the academic year 2023-24. It was decided that "Extension Activities mapped with UN SDGs" would be the new best practice along with the existing 'Trivariate Mentoring'.

Agenda 7-Preparation of Activity Schedule of all Programmes

The Chairperson initiated the discussion on programme wise activity schedule for the academic year 2023-24. All programme coordinators were asked to prepare the activity calendar for the Academic Year 2023-24 and submit the same to the Principal and IQAC on June 20, 2023.

Agenda 8 – Discussion on the List of MoUs and Collaborations

The Chairperson initiated the discussion on MoUs and collaborations. To strengthen the institute-industry interface, the Internal Quality Assurance Cell decided to extend collaboration with more institutions and industries and sign MoU with them. It was also decided to conduct activities for all the functional MoUs (at least one) in the academic 2023-24.



(IQAC Coordinator)



(Principal)

Principal
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Dist. Raigad, PIN-410 207.

Action Taken Report of Previous Meeting held on April 01, 2023

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. 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., and MSc. (O.C) took part in the FEP 2023.
5. 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.
6. 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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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on July 13, 2023

Agenda: -

- 1) **AQAR Submission - Documentation**
- 2) **Orientation Programme for FY students**
- 3) **Bridge Course and Subject Orientation**
- 4) **Conferences and Research Paper Publications**
- 5) **Planning of Independence Day Celebrations**
- 6) **Mumbai University Intercollegiate Youth Festival**
- 7) **Planning of Minor Research Projects**
- 8) **Discussion on Add- On Courses**
- 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

Mr. Balaji Nagarajan (Registrar)

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

Dr. Jayanta K. Behera

Report

Agenda 1- Documentation for AQAR Submission

The Chairperson welcomed the members and read the minutes of the previous meeting. She proposed the discussion on the AQAR documentation process. It was decided that the process of collecting and compiling the data would commence at the earliest. The Criterion leads would report the status of data collection and documentation to the IQAC by July 30, 2024.

Agenda 2- Orientation Programme for First Year students

The coordinator proposed the discussion on the conduction of an orientation programme for first year students. The institution has a well defined and structured schedule for the orientation programmes. It was decided to conduct the orientation programme on July 15, 2023.

Agenda 3- Bridge Course and Subject Orientation

The Chairperson initiated the discussion on the conduction of bridge course and subject orientation for FY students. The programme coordinators were asked to prepare the subject orientation schedule for the respective classes and share it with the Principal and the Internal Quality Assurance Cell. The bridge course coordinator was asked to prepare another schedule for various bridge course sessions for FY students. The subject orientation and bridge course session would commence soon after the general orientation programme.

Agenda 4- Conferences and Research Paper Publications

The Chairperson proposed the discussion on Conferences and publications. The programme coordinators were asked to form a conference committee of their respective streams/programmes. The conference conveners would coordinate with Dr Sheeba Rajan, Asst. Professor for the smooth functioning of the conferences. The conference conveners and organising committee members would adhere to the Standard Operating Procedures (SOP) laid down by the institution for the meticulous planning and execution of the academic discussions like conferences and seminars.

Agenda 5 - Planning of Independence Day Celebrations

The Chairman proposed an action plan for the Independence Day celebrations 2023. It was decided to celebrate Independence Day on our campus as per the norms.

Agenda 6 – Planning of Minor Research Projects

The coordinator proposed the plan of minor research projects. It was decided that all approved/eligible faculty members should prepare the proposal for Minor Research Projects. Dr Jayanta Kumar Behera was given the responsibility for coordinating with the University for the same.

Agenda 7- Mumbai University Intercollegiate Youth Festival

Another item for discussion in the meeting was Mumbai University Youth Festival. The Coordinator proposed the agenda. It was decided to share the circular regarding the fest with all students of the institution and motivate them to participate in various events. The cultural committee would coordinate with various Programmes to ensure student's wholehearted participation in fest.

Agenda 8- Add- On Courses

The Coordinator proposed the agenda. The Programme Coordinators were asked to prepare the details of add- On course in their respective programmes and share the same with the IQAC. The conveners would be appointed for the successful conduction of the courses.



(IQAC Coordinator)



(Principal)

Principal
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Dist. Raigarh, PIN-410 207.

Action Taken Report of Previous Meeting held on June 10, 2023

1. The IQAC composition was finalized for the Academic Year 2023-24.
2. The Orientation Programme for SY and TY students was conducted on June 13, 2023.
3. The IQAC and Programme Coordinators planned and executed one-week orientation programme for SY and TY students, course-wise
4. A staff orientation programme was scheduled by the Principal on June 10, 2023.
5. The Programme Coordinators prepared the academic calendar of the respective department and submitted it on June 20, 2023.
6. The Yoga Committee in association with the Internal Quality Assurance Cell organized a Yoga workshop on June 20, 2022 for students and staff members as a part of capability enhancement and staff welfare activities.
7. The occasion of World Environment Day was marked and observed on June 05, 2023.
8. Programme-wise outreach, IPR and Research Methodology activities to be organised in association with IQAC.
9. Planning and scheduling of Alumni interactions in various programmes in coordination with IQAC.



(IQAC Coordinator)



(Principal)

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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on September 04, 2023

Agenda: -

- 1) **Discussion on Add On Courses**
- 2) **Seminars on IPR and Research Methodology**
- 3) **Mumbai University Youth Festival Results**
- 4) **Discussion on Extension Activities**
- 5) **Freshers Day Programme**
- 6) **Semester VI Results of the University of Mumbai**
- 7) **Discussion on Documents Compilation for the AQAR**
- 8) **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 K. Behera

II. Report

The following points were discussed:

Agenda 1- Discussion on Add On Courses

The Chairperson proposed the discussion on Add-On Courses in the meeting. It was decided to conduct programme wise add-on courses keeping in view the holistic development of students. The programme coordinators would discuss the same with the conveners of various add-on courses and present the action plan that includes the topic, date of commencement and duration to the IQAC.

Agenda 2- Seminars on IPR and Research Methodology

The discussion on IPR and research Methodology was another item in the agenda. It was decided to initiate the planning for the aforementioned events at the earliest. The programme conveners were asked to form a committee for the smooth conduction of the events.

Agenda 3- Mumbai University Youth Festival Results

The participation of the students in the Mumbai University Youth Festival was another important topic in the agenda. The Chairperson informed the IQAC that Ms Aisha Gori from FYBMS won the first prize in the Mehndi Competition in the Youth Festival organized by the University. The members wholeheartedly appreciated Ms. Aisha Gori for bringing laurels to the campus.

Agenda 4- Discussion on Extension Activities

The Chairperson proposed the discussion on extension activities. As a part of internalization of the best practices, it was decided to conduct more extension and outreach activities which would benefit the students and adopted villages/schools.

Agenda 5- Freshers Day Programme

The Freshers' Day programme was introduced in the meeting. The tentative schedule of the event was also discussed in the meeting. The Cultural committee would organise the Freshers' Day programme on August 12, 2023. The committee was asked to prepare the blueprint and share it with the IQAC for better understanding and coordination.

Agenda 6 – Semester VI Results of the University of Mumbai

The Coordinator initiated the discussion on the results of the university examinations. The Programme Coordinators presented the results of their respective programmes and the Chairperson appreciated the efforts of teachers of various programmes for better results in the University examinations. It was decided to strengthen the remedial and intensive sessions in those programmes where the best is yet to be achieved.

Agenda 7- Discussion on Documents Compilation for the AQAR

The IQAC Coordinator proposed the action plan for compiling documents for AQAR. The In-charges of various criteria would collect the data and compile it as per the schedule shared by the IQAC.



(IQAC Coordinator)



(Principal)

Principal
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Action Taken Report of Previous Meeting held on July 13, 2023

1. The institution conducted the Orientation Programme for First Year students on July 15, 2023 by the Principal and respective Programme Coordinators. The event began with a general orientation and followed by programme wise orientation sessions, with major focus on Communication, Maths, Economics and Accounts from July 17 - 22, 2023.
2. Bridge Courses were conducted in the initial week of the commencement of lectures.
3. The Programme Coordinators and Conveners shared the details of the upcoming conferences/seminars in their respective stream with the IQAC.
4. The Career Counselling Cell and the Internal Quality Assurance Cell organized a seminar on "MBA Entrance Examination: Right Approaches for Excellence" on August 10, 2023.
5. The Cultural Committee and the Internal Quality Assurance Cell jointly organized Freshers' Day celebration 2023 on August 12, 2023.
6. The Independence Day was celebrated on August 15, 2023
7. The Programme Coordinators finalized the Add-On Courses to be conducted in their streams and shared the details with the IQAC.
8. The institution encouraged the students to participate in the University Youth Festival organized by the University of Mumbai. Aisha Gori (FYBMS) secured second position in the Zonal round of the 56th Intercollegiate Youth Festival held on August 23, 2023.
9. The Economics Club and the Internal Quality Assurance Cell organized a Visit to RBI, Fort on August 17, 2023. Around 25 students from various classes participated in the visit.
10. An outreach and extension activity was organized to lend financial help, medical and food kits to landslide hit areas of Irshalwadi, Karjat, Maharashtra.



(IQAC Coordinator)



(Principal)

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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on October 14, 2023

Agenda: -

- 1) Discussion on Syllabus Completion
- 2) Regarding Sem End Examination
- 3) Remedial and Intensive Lectures
- 4) Documentation and Uploading of AQAR
- 5) Planning on the Faculty Development Programme
- 6) Planning on Students' Seminar
- 7) Discussion on 'Avishkar Research Convention
- 8) Discussion on the UN Day Celebrations
- 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 K. Behera

II. Report

The following points were discussed:

Agenda 1- Discussion on Syllabus Completion

The Chairperson welcomed the members and presented the minutes and action taken report of the previous meeting. The Chairperson presented the agenda of the meeting. The first topic selected for discussion was syllabus completion status in all programmes/departments. The Programme Coordinators presented the Syllabus Completion status in their respective programmes and shared the hardcopy of the same with the IQAC. After a thorough analysis of the reports, it was decided that the final date for completing the syllabus across the institution would be October 20, 2023.

Agenda 2- Regarding Sem End Examination

The Chairperson initiated the discussion on Semester End examinations to be held in October. The Exam Cell representative informed the committee that the examination would commence on October 6, 2023. She added that various committees formed in this regard have started functioning to make the examination process smooth and meticulous.

Agenda 3- Remedial and Intensive Lectures

The Chairperson proposed the deliberation on remedial and intensive lectures to be conducted in all programmes. All programme coordinators would prepare the schedule for remedial and intensive lectures in their respective programmes and share the same with the IQAC before October 16, 2023.

Agenda 4- Documentation and Uploading of AQAR

The Coordinator discussed the process of uploading of AQAR documents. It was decided that the same would be uploaded as per the schedule and norms laid down by the NAAC. The IQAC instructed each criterion Lead to report the current status of documentation to the IQAC and the Principal.

Agenda 5- Planning on the Faculty Development Programme

The discussion on the Faculty Development Programmes was another item in the agenda. The Chairperson initiated the discussion and asked the members to express their views. Mr Sujith Babu informed the IQAC that The Faculty of Arts would conduct the FDP on “Empowering Educators: Strategies for NET/SET Preparation” from November 02 - 09, 2023. Other Programme Coordinators also presented a tentative schedule of FDPs to be held in their respective programmes.

Agenda 6 – Planning on Students’ Seminar

The planning of Dr. AP. J. Abdul Kalam Memorial Students’ Seminar Series was a major topic in the meeting agenda. It was decided to form a new committee for organising Students’ Seminar this year. Ms Priyanka Sorte, Programme Coordinator (BSc. C.S) would be leading the organising committee.

Agenda 7 – Discussion on Avishkar Research Convention

The Chairperson proposed the discussion on Avishkar research convention of the University of Mumbai. Mr Jayanta Behera, R & I Incharge informed that the programme would be held on December 04, 2023 and presented the norms for participation in the research convention in various categories. He discussed the process of preparing and submitting the proposal for the same.

Agenda 8- Discussion on the UN Day Celebrations

The last item in the agenda was the planning for UN Day celebrations. It was decided that the criterion members concerned would present an action plan for celebrating the UN Day on October 24, 2023.

Agenda 9- Career counselling and Alumni interactions

IQAC Coordinators also proposed to organize and schedule programme-wise career counselling and guidance activities as well as alumni interactions to ensure the benefit of stakeholders for the current academic year.



(IQAC Coordinator)



(Principal)

Principal
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Action Taken Report of Previous Meeting held on September 04, 2023

1. Teacher's Day and the festival of "Onam" was celebrated on September 02, 2023.
2. The Faculty of Arts and the Internal Quality Assurance Cell organized an Essay Writing competition on September 08, 2023. "Promoting Literacy for a World in Transition: Building the Foundation for Sustainable and Peaceful Society" was the topic for the competition.
3. A seminar was organised for staff and students titled "Empowering Minds: Strategies of Suicide Prevention and Mental Well-being" to observe world suicide prevention day on September 09, 2023.
4. The Youth Red Cross in association with the IQAC of the institution organized a session titled "First Aid Day: Saving Lives Together" on September 12, 2023.
5. The Film, Drama and Music Club organised a Three Day Theatre Workshop for students from September 13, 2023 to September 15, 2023. Mr Bipin Kamble (Dramatist & Writer) and Mr Rohit Khude (Director & Writer) were the resource persons for the programme.
6. The Faculty of Arts and the IQAC in association with Forum For Free Enterprise Organised the 57th A. D. Shroff Memorial Elocution Competition for students on October 03, 2023.
7. The Career Counselling Cell in association with the IQAC organised a seminar on "Digital Marketing and Career Opportunities" on October 07, 2023.
8. On the occasion of the International Day of the Girl Child, the Women Development Cell & the IQAC in collaboration with Soroptimist Welfare Association organised a guidance session on "Digital Generation. Our Generation" on October 11, 2023.
9. The Odd Semester end examinations of SY and FY students is to commence on October 10, 2023.
10. The Youth Red Cross and the Institutional Social Responsibility commemorated Nutrition Week by providing fresh fruit and nutritious food distribution services to the Zilla Parishad Schools and Old Age Homes on October 23, 2023.



(IQAC Coordinator)



(Principal)

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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on December 16, 2023

Agenda: -

- 1) **Regarding Avishkar Results**
- 2) **Discussion on WDC events**
- 3) **Planning of national Conferences**
- 4) **AQAR submission and Acceptance**
- 5) **NIRF Planning and Documentation**
- 6) **Staff Welfare and Christmas Celebrations**
- 7) **Planning of Industrial visits**
- 8) **Formation of Student Council**
- 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

Mr. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

Dr. Jayanta K. Behera

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 1- Regarding Avishkar Results

The Chairperson initiated the discussion on Avishkar results. The coordinator shared the results of Avishkar in the meeting. Mr. Priyesh Keekan and Ms Sangeeta Menon qualified the first round of the convention held on December 04, 2023. The selected faculty members would participate in the second round at the University level convention.

Agenda 2- Discussion on WDC events

The discussion on WDC events was another important item in the meeting. It was reported to the IQAC that UN Gender activism was held on December 11, 2023.

Agenda 3- Planning of National Conferences

The vice Principal proposed the discussion on National Conferences. Dr Sheeba Rajan was appointed as Conference Coordinator for the academic year 2023-24. The Programme Coordinators were asked to prepare a tentative plan for conducting the conferences and share it with the IQAC by December 24, 2023.

Agenda 4 & 5- AQAR & NIRF Submission

The submission of AQAR and its acceptance was the next topic for discussion in the meeting. The tentative date for AQAR submission would be December 23, 2023. The Chairperson initiated the discussion on the documentation process for NIRF submission.

Agenda 6 – Staff Welfare and Christmas Celebrations

The IQAC discussed the Staff Welfare programme and Christmas Day celebrations. It was decided to conduct the Christmas Day celebration on December 23, 2023.

Agenda 7 – Planning of Industrial visits

The planning of Industrial Visits was discussed in the meeting. It was decided to organise Industrial visits to various destinations on December 18 & December 21, 2023. The Industrial Visit committee was asked to conduct further meetings with I.V. operators and finalise the itinerary.

Agenda 8- Formation of Students' Council

The procedure of forming the Students' Council for 2023-24 was discussed in the meeting. The Chairperson suggested a tentative date for conducting the election process strictly adhering to the norms of the University and the institution. It was decided to carry out the process of forming the Students' Council on January 14, 2024.



(IQAC Coordinator)



(Principal)

Principal
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Action Taken Report of Previous Meeting held on October 14, 2023

1. A seminar on Intellectual Property Rights was organised by the Faculty of Science titled "Securing Your Innovations" on October 18, 2023.
2. The Institution's Social Responsibility Cell and the Internal Quality Assurance Cell organised a visit to Karuneshwar Old Age Home on October 23, 2023.
3. A career guidance session on "Company Secretary Course" was organised for the students of Programmes of B. Com., B. M. S., AND B. Com.(A & F) on October 23, 2023.
4. The Internal Quality Assurance Cell of the institution organised a seminar on UN Sustainable Development Goals for the faculty members on October 25, 2023.
5. The Faculty of Arts and the Internal Quality Assurance Cell of the institution organised a Faculty Development Programme on "Empowering Educators: An Initiative for NET/SET Preparation from November 02, 2023 to November 09, 2023.
6. The Cultural Association and Internal Quality Assurance Cell organised Diwali celebration on November 09, 2023.
7. The Soroptimist Welfare Association, Women Development Cell and the Internal Quality Assurance Cell jointly organised a training programme titled "Prevention of Sexual Harassment" on December 04, 2023. The Programme aligned with our commitment to foster a safe and inclusive campus environment and the ideals of 16 Days Activism against Gender based Violence.
8. Industrial/ field visits of various programmes were successfully completed on December 08, 2023 to relevant industries to facilitate experiential learning aspect of the students, ably guided by faculty members of respective programmes organised by IQAC.



(IQAC Coordinator)




(Principal)

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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on January 15, 2024

Agenda: -

- 1) **Community Service Day**
- 2) **Republic Day celebrations**
- 3) **National Conferences (Commerce, IT/CS)**
- 4) **NIRF Submission**
- 5) **Planning of Conference (Arts & Science)**
- 6) **Planning of the FDP (Commerce & Science)**
- 7) **Faculty Exchange Programme**
- 8) **Planning of Insolito**
- 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

Mr. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Babita Panda

Mr. Ravi Bari

Dr. Jayanta K. Behera

Mr. Ayush Singh

Mr. Hemantkumar Kevat

II. The Chairperson welcomed the members and read the agenda of the meeting.

III. Report

The following points were discussed:

Agenda 1- Community Service Day

The Chairperson proposed the discussion on Community Service Day. She informed the members that the community service day would be celebrated on January 27, 2024. Mr Sumeet Mhatre was given responsibility of collecting the contribution from faculty members.

Agenda 2- Republic Day celebrations

The discussion on Republic Day celebrations 2024 was another major item in the agenda.

Agenda 3- National Conferences (Commerce, IT/CS)

The chairperson initiated the discussion on the conduction of conferences by the Faculty of Commerce and Faculty of Science (IT/CS). The Programme Coordinators of the department/programme concerned informed the IQAC that the Conference in the respective stream would be held on January 20, 2024.

Agenda 4- NIRF Submission

The process of submission for NIRF was proposed by the IQAC coordinator in the meeting. She informed that the data and documents for the same would be submitted on January 16, 2024.

Agenda 5- Planning of Conference (Arts & Science)

The Chairperson initiated the discussion on the planning process of national conferences by the Faculty of Arts and Faculty of Science. The Programme Coordinators informed the IQAC that the respective conferences are in process.

Agenda 6-Planning of the FDP (Commerce & Science)

The Vice Principal initiated the deliberations on the Faculty Development Programmes of Commerce and Science. The Chairperson asked the respective Programme/Faculty Coordinators to prepare the action plan and report the same to the IQAC before January 3, 2024.

Agenda 7-Faculty Exchange Programme

The Faculty Exchange Programme was another important item in the agenda. All Programmes/Streams were asked to conduct the FEP with the institutions/industries in the vicinity for the holistic development of student communities at both sides. Sujith Babu S. informed the IQAC that the Faculty of Arts would conduct the Faculty Exchange Programme with CKT Arts, Commerce & Science College, New Panvel (Autonomous) on January 23 & 25, 2024.

Agenda 8- Planning of Insolito

The Chairperson proposed the discussion on Euforia (Annual Cultural Fest of Pillai HOCL Educational Campus) and Insolito (Cultural Fest of PHCASC) in the meeting. It was decided that Euforia would be held from January 30, 2024 to February 03, 2024. It was decided to finalize the date of Insolito as well.



(IQAC Coordinator)



(Principal)

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Rasayani, Tal. Khalapur,
Dist. Raigad, PIN-410 207.

Action Taken Report of Previous Meeting held on December 16, 2023

1. The institution organized Industrial Visits to various places of academic and industrial importance on December 8 and 18, 2023.
2. The IQAC in association with Research & Development Committee organised Dr. A.P.J. Abdul Kalam Memorial Students' Seminar Series on December 09, 2023.
3. The Soroptimist Welfare Association & Women Development Cell in collaboration with the Internal Quality Assurance Cell organized a seminar on "Human Rights Violations and Its Remedies" on December 11, 2023. This programme was in accordance with the '16 Days UN Gender Activism', highlighting our commitment to addressing issues related to human rights. Dr. Amitabh Gawale was the resource person for the programme.
4. A career guidance session titled "Exploring Profession in Aviation" was conducted on December 14, 2023, in association with 'Fly High' Aviation for all students.
5. A career guidance session titled "Cyber Security and Awareness Programme" on December 18, 2023.
6. A co-curricular event "XTENSO" was organised by faculty of Commerce on December 22, 2023 as a part of holistic development for students.
7. The institution organized a class-wise competition of "Christmas Tree Decoration" for all the students to mark "Christmas Day Celebration", on December 23, 2023
8. The Staff Welfare Committee organized a Staff Welfare Event comprising the game of 'Secret Santa' and 'Staff Lunch' on December 23, 2023.
9. The College reopened on January 02, 2024 after Christmas break.
10. Competitive Exam Cell organised "UPSC Civil Services Preparation" on January 06, 2024.


(IQAC Coordinator)




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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on March 01, 2024

Agenda: -

- 1) Discussion on Semester II/IV/VI Examinations**
- 2) Regarding Degree Certificate Distribution Ceremony**
- 3) National Conference (Faculty of Science)**
- 4) Discussion on Farewell Programme 2024**
- 5) AQAR Documentation for AY 2023-24**
- 6) Status update of MoUs and Collaborations with the institution**
- 7) 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

Mr. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagwat

Ms Priyanka Sorte

Mr. Ravi Bari

Dr. Jayanta K. Behera

Ms. Darshana Wajekar

Mr. Ayush Singh

Mr. Hemantkumar Kevat

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 1- Discussion on Semester II/IV/VI Examinations

The semester end examination was the first item on the agenda. The Chairperson discussed the tentative time table from the University, norms and guidelines for the examination and instructed the Exam Cell in charge to present the preparation status for the upcoming examination. The Exam Cell representative informed the IQAC that the semester II & IV examinations would commence on March 19, 2024. The tentative date for semester VI examination commencement is from April 01, 2024.

Agenda 2- Regarding Degree Certificate Distribution Ceremony

The Chairperson proposed the topic in the meeting. It was decided that the Degree Certificate Distribution Ceremony for the students who graduated in the academic year 2022-23 would be held on March 27, 2024. The Chairperson added that Dr Medha Tapiawala would grace the occasion as a Chief Guest.

Agenda 3- National Conference (Faculty of Science)

The planning and conduction of the National Conference was discussed in the meeting. The Faculty of Science shall organize the national conference on March 30, 2024. The Faculty of Arts shall organize the national conference on April 13, 2024. The Programme Coordinators reported the progress of preparation to the IQAC.

Agenda 4- Discussion on Farewell Programme 2024

The Farewell programme was discussed in the meeting. The Chairperson invited suggestions from other members in this regard. It was decided to conduct the programme on March 07, 2024. The cultural committee was instructed to update the progress of the programme to the IQAC.

Agenda 5- AQAR Documentation

The process of AQAR documentation was discussed. It was decided to allot three days to each criterion for data collection and documentation and verify the data and documents in the third week of April 2024. The IQAC Coordinator also proposed the compilation of data to map with the NAAC benchmarks to be obtained to analyze the quality sustenance in the upcoming assessment process.

Agenda 6- Status update of MoUs and Collaborations with the institution

The chairperson informed the IQAC Coordinator and members to update the status of the collaboration with other educational institutions, NGOs and industries and to list out events organized as a part of the same to facilitate institute-industry interface.

Agenda 7 - Syllabus Completion Status

The chairperson instructed on smooth completion of syllabus, revision and recapitulation of every course to ensure high pass percentage of students across all streams.



(IQAC Coordinator)



(Principal)

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Action Taken Report of Previous Meeting held on January 15, 2024

1. The Faculty of Arts in association with the Internal Quality Assurance Cell organised. A Quiz Competition on Indian Army on January 15, 2024. The programme began with a commemorative session on Indian Army. Major (Retd.) Vivek Bodas was the Chief Guest of the programme who led an interactive and enlightening session.
2. The Internal Quality Assurance Cell (IQAC) submitted the data and documents for NIRF on January 15, 2024 for the AY 2022-23, in line with the given timeline of the same.
3. The Faculty of Commerce in association with the Internal Quality Assurance Cell organised a National Conference on “Global Market: One Place, One Idea” on January 20, 2024. The Faculty of IT/CS/DS in association with the Internal Quality Assurance Cell organised a National Conference on “Recent Trends in Computer Science and Application - III ” on January 20, 2024
4. The Faculty of Arts and the Internal Quality Assurance Cell of the institution organised a Faculty Exchange Programme with CKT Arts, Commerce and Science College, New Panvel (Autonomous) on January 23 & 25, 2024. Mr Abhijeet Hiray took a session on “Presentation Skills” at Pillai HOC College of Arts, Science & Commerce, Rasayani on January 23, 2024. Adhering to the MoU signed by both institutions, Mr Sujith Babu delivered a lecture on “Effective Strategies for Interview Preparations” at CKT College on January 25, 2024.
5. The institution also organised an outreach programme “Community Service Day” on January 27, 2024 to appreciate the sense of giving and inculcate the value of gratitude amongst students.
6. The institution organised a Merit Day on February 03, 2024 to celebrate the academic achievements of the students across all streams.
7. The Soroptimist Welfare Association and the Women Development Cell jointly organised a Minithon on February 10, 2024.

8. The Youth Red Cross and the Department of Lifelong Learning of the institution organised a book distribution activity in nearby Zilla Parishad schools.
9. The Faculty of Science (IT/CS & DS) organised an Outreach Programme at RZP PRI School, Chambharli on February 01, 2024.
10. Our institution also organised the Annual Inter-Collegiate Cultural Fest "EUFORIA" from February 01- 03, 2024 to provide a platform to nurture and showcase cultural talent of the students.
11. The Faculty of Science and the Internal Quality Assurance Cell jointly organised a One Week Faculty Development Programme on "Digital Zenith: Elevating Security and Nurturing Wellness" from February 21, 2024 to February 02, 2024.
12. The Faculty of Arts and the IQAC organised a Workshop on Photography titled "Through the Lens: Mastering Photography with Caesar Sen Gupta" on February 29, 2024.



(IQAC Coordinator)



(Principal)

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IOAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on April 01, 2024

Agenda: -

1. Timeline and planning for AQAR 2023-24 data collection and compilation
2. Planning of Semester UG Semester VI and PG Examinations
3. Conduction of FDP by Faculty of Commerce & Arts
4. Organising National Conference by Faculty of Arts and Programme of Hospitality Studies
5. Conduction of Study Camps, Remedial and Intensive Sessions
6. Annual Report, Exam cell and academic audit
7. Discussion on Best Practices
8. Any other matter of relevance to be discussed

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

Mr. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagwat

Ms Priyanka Sorte

Mr. Ravi Bari

Dr. Jayanta K. Behera

Mr. Balaji Nagrajan

Ms. Darshana Wajekar

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 1- Timeline and planning for AQAR 2023-24 data collection and compilation

The Chairperson proposed the agenda. The timeline for collecting the data and compiling AQAR 2023-24 was discussed in the meeting. It was decided to allot a specific number of days to each criterion and compile the data and documents for the smooth submission of the AQAR 2023-24. The final version of the data would be shared with the Chairperson of the IQAC for review on April 18, 2024.

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

The Coordinator proposed the agenda. The representative of the exam cell presented the preparations made for the upcoming Semester VI & PG examinations to be held in April and May 2024.

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

The Chairperson proposed the agenda. The Coordinator, Faculty of Commerce presented the schedule of the Faculty Development Programme on 'Innovations, Start-ups and Entrepreneurship' that will be held from April 15, 2024 to April 20, 2024. The Coordinator, Faculty of Arts presented the schedule of the Faculty Development Programme on 'Soft Skills Development' that will be held from April 22, 2024 to April 27, 2024.

Agenda 4- National Conference by Faculty of Arts and Programme of Hospitality Studies

The National Conference on “The Power and Prospects of the Words, Figures and Images in the Post-Truth Era: A Multidisciplinary Perspective’ was discussed in the meeting. It was communicated to the IQAC that the conference would be held on April 13, 2024. The date of conduction of the National Conference on Programme of Hospitality Studies was informed to be on April 29, 2024.

Agenda 5- Conduction of Study Camps, Remedial and Intensive Sessions

The Chairperson proposed the agenda. It was decided to conduct study camps, remedial & intensive sessions in the final year classes across the institution. The Chairperson also proposed smooth and fair conduct of examinations and proper preparations for the same.

Agenda 6: Annual Report, Exam Cell Audit and Academic Audit

The team of faculty members were allocated the duty to conduct all quality audits and compile data to finalize the annual report for the current academic year. The same was proposed by the IQAC Coordinator approved by the Chairperson and the other members. The Chairperson also proposed to update on the progress of research funded activities received to the R & D Committee.

Agenda 7: Discussion on Best Practices

The chairperson proposed that the IQAC team shall present in a compiled format the two best practices of the institution - Vertical mentoring and Extension and Outreach activities in line with Sustainable Development Goals of the UN. The practices are suggested to be internalized and institutionalized by the IQAC Coordinator and mapping the same with the outcomes, which is to be meticulously reflected in the documentation. The proposal was accepted by all the team members which shall make the process smooth and relevant.


(IQAC Coordinator)




(Principal)

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Action Taken Report of Previous Meeting held on March 01, 2024

1. The Exam Cell Incharge provided the details of the schedule and Even Semester End Examination time tables with approval of the Principal and posted the same in the website. The notice for the same was circulated in online and offline mode to maintain transparent communication with the students of II/IV semester across all streams. The timetable for practical examinations were also prepared and shared with the students well in advance.
2. The schedule of VI Semester UG and I/II Semester PG examinations were posted as and when received from University of Mumbai.
3. The date for syllabus completion was finalized to be on March 10, 2024 and the schedule for study camp were also shared with the students across all streams
4. The even semester end examinations were conducted smoothly in line with the prepared schedule, by meticulously following the proper guidelines from UoM.
5. The AQAR 2023-24 documentation collection and compilation was also scheduled after the conduction of II/IV Semester End Examinations.
6. The number of collaborations for the academic year were also compiled and mapped with the respective event conducted with other institutions, NGOs and industries, which were, in total, added up to a substantial number of 23.
7. The AQAR data collected was also matched and analyzed with the quantitative benchmarks for the current academic year.
8. The R & D Committee also updated on the status of research funded projects, national/international research papers and IPR and Research Methodology events.
9. The syllabus completion status and preparations were cross verified with the student feedback in the form of course exit survey and academic feedback collected course-wise and programme-wise from the students by IQAC.
10. The IQAC also collected the curriculum-based feedback from faculty members, alumni and employees to analyze the issues if any and implement suggestions for improvement as a part of action taken for the same.



(IQAC Coordinator)



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