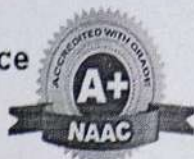




Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce
Pillai HOCL Educational Campus, Rasayani
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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on June 15, 2024

Agenda: -

- 1) **IQAC Constitution for 2024-25**
- 2) **Commencement of Lectures for the Academic Year 2024-25**
- 3) **Orientation Programme for SY & TY students**
- 4) **Discussion on Permanent Affiliation**
- 5) **Discussion on the Participation of Faculty Members in NEP Workshops**
- 6) **Composition of Statutory and Non-Statutory Committees**
- 7) **Regarding an Expert Session on Personality Development**
- 8) **Preparation of Activity Schedule of all Programmes (Staff and Students)**
- 9) **Discussion on research oriented and IIC activities**
- 10) **Discussion on the activities of various clubs/organisations**
- 11) **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

Mr Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Ms. Priyanka Sorte

Dr. Jayanta K. Behera

Mr. Ravi Bari

I. The Chairperson welcomed the members

II. Report

The following points were discussed:

Agenda 1- IQAC Constitution for 2024-25

The primary agenda of the meeting was the formulation of the IQAC constitution for the academic year 2024-25. The Coordinator presented the proposed plan for the IQAC constitution for A.Y. 2024-25, which was approved and finalized during the meeting.

Agenda 2- Commencement of Lectures for the Academic Year 2024-25

The Chairperson started the discussion regarding regular lectures for the academic year 2024-25. The meeting also addressed the commencement of classes for A.Y. 2024-25. It was presented in the meeting that the lectures for SY and TY classes commenced on June 13, 2024. The lectures for FY classes will begin on July 05, 2024.

Agenda 3- Orientation Programme for SY & TY students

During the meeting, the coordinator presented a proposed plan for an orientation program aimed at SY (Second Year) and TY (Third Year) students. Following discussions, it was unanimously decided that the orientation program for these classes would take place on June 12, 2024. This program aims to introduce students to important aspects of their academic journey and provide

essential information about the upcoming academic year. The orientation for the First Year students will be held on July 0, 2024.

Agenda 4- Discussion on Permanent Affiliation and Autonomy

The Chairperson initiated the discussion on Permanent Affiliation and Autonomy. It was conveyed to the members that the institution started the process of obtaining permanent affiliation from the University and the status of autonomy from the UGC.

Agenda 5- Discussion on the Participation of Faculty Members in NEP Workshops

The Vice Principal presented the schedule of the workshop on NEP Sensitisation for various stakeholders organised by the University of Mumbai at various lead colleges from June 24, 2024. It was decided that Programme Coordinators/Heads of Departments will attend the workshop at various colleges.

Agenda 6- Composition of Statutory and Non-Statutory Committees

The Chairperson proposed the discussion on the composition of statutory and non -statutory committees for the academic year 2024-25. The conveners of various committees were instructed to prepare the composition of the committees concerned adhering to the norms of the institution and the University of Mumbai.

Agenda 7 – Regarding an Expert Session on Personality Development

The Chairperson proposed organizing an expert session on Workplace Behavior for the teaching and non-teaching staff of the institution. Ms. Yevete Lee, Psychological Counselor of Mahatma Education Society, will conduct the session on June 12, 2024. The Faculty Welfare Committee of the institution, in collaboration with the Internal Quality Assurance Cell (IQAC), will oversee the organization of this event.

Agenda 8- Preparation of Activity Schedule of all Programmes

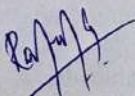
The committee for the Academic Calendar was instructed to prepare the activity calendar with all faculty members for updating the activities/events planned by various departments/programmes.

Agenda 9- Discussion on research oriented and IIC activities

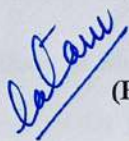
The Vice Principal proposed the discussion on research oriented and IIC activities of the institution. It was decided that the Research and Development Committee will monitor the research activities of the faculty members and students to create and nurture a robust research culture in the institution.

Agenda 10- Discussion on the activities of various clubs/organisations

The Chairperson proposed the discussion on the activities of various clubs and associations of the institution. The Coordinator, Faculty of Arts informed the Chair and the members that the Faculty of Arts in association with the IQAC would organise an Expert Session on Photography on July 06, 2024.


(IQAC Coordinator)

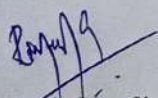



(Principal)
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khalapur,
Dist. Raigad, PIN-410 207.

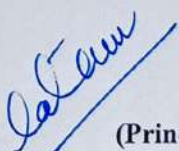
Action Taken Report of Previous Meeting held on June 15, 2024

1. Lectures for Second Year (SY) and Third Year (TY) students commenced as scheduled on June 13, 2024. Timetables were prepared and circulated in advance for smooth academic functioning. Lectures for First Year (FY) students are scheduled to commence on July 05, 2024, and preparations are in progress.
2. The Orientation Programme for SY and TY students was scheduled for June 12, 2024, to provide guidance on academic expectations, institutional resources, and support systems. Planning for the FY Orientation Programme to be held on July 05, 2024, is underway. Presentations, resource persons, and logistical arrangements are being finalized.
3. The institution has formally initiated the process for obtaining Permanent Affiliation from the University of Mumbai. Preliminary steps toward applying for Autonomy from UGC have begun, including internal reviews and documentation collection.
4. A schedule of NEP Sensitisation Workshops organized by the University of Mumbai was shared with all Heads of Departments. Programme Coordinators and HODs have been nominated to attend the workshops scheduled from June 24, 2024, at designated lead colleges.
5. All committee conveners have been instructed to reconstitute the statutory and non-statutory committees in compliance with University of Mumbai and institutional norms. Final committee lists will be submitted for approval and uploaded to the institutional portal.
6. An expert session on Workplace Behavior was organized on June 12, 2024, for teaching and non-teaching staff. The session was conducted by Ms. Yevete Lee, Psychological Counselor of Mahatma Education Society. The event was coordinated successfully by the Faculty Welfare Committee in collaboration with IQAC.

7. The Academic Calendar Committee initiated meetings with all departments and programme coordinators. A consolidated Activity Calendar is being compiled to include all academic, co-curricular, and extension activities for 2024-25. Final version to be shared and circulated within the institution.
8. The Research & Development (R&D) Committee has taken charge of monitoring research activities. Initiatives to promote faculty and student research, paper publications, and patent filing have been reinforced. Plans for conducting the Institution's Innovation Council (IIC) activities are underway for the upcoming semester.
9. Clubs and associations were instructed to submit their tentative activity plans. The Faculty of Arts, in association with IQAC, will organize an Expert Session on Photography on July 06, 2024. Other departmental clubs are in the process of finalizing their events.
10. The Library Committee of PHCASC and the IQAC collectively conducted a webinar titled "Effective Utilization of J -Gate" on July 27, 2024.


(IQAC Coordinator)




(Principal)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on July 30, 2024

Agenda: -

- 1) **Commencement of Orientation Programmes for FY Students**
- 2) **Planning and implementation of NEP 2020 for AY 2024-25**
- 3) **Planning of WDC and Research Activities (Conferences and Aavishkar Competition)**
- 4) **Discussion on observation of national and international days**
- 5) **Mumbai University Intercollegiate Youth Festival**
- 6) **Planning of 58th A.D. Shroff Memorial Elocution Competition**
- 7) **Discussion on Add- On Courses (In-house and External institutes)**
- 8) **Planning of Staff Welfare Activities and Insolitio - 2024-25**
- 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

Dr. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Dr. Jayanta K. Behera

Mr. Ravi Bari

I. The Chairperson welcomed the members

II. Report

Agenda 1: Commencement of Orientation Programme for FY Students

The Chairperson opened the meeting by discussing the orientation programme for First Year (FY) students for the Academic Year 2024–25. It was resolved that the orientation would be held on July 5, 2024, to introduce students to institutional facilities, academic structure, examination system, and support services.

Agenda 2: Planning and Implementation of NEP 2020 for AY 2024–25

The Vice Principal provided insights on NEP 2020 implementation. It was decided that departments would align curriculum components with NEP guidelines, including credit-based systems, internships, interdisciplinary learning, and skill enhancement. IQAC would organize orientation and sensitization sessions for faculty and students to ensure smooth transition and execution.

Agenda 3: Planning of WDC and Research Activities (Conferences and Aavishkar Competition)

The Women's Development Cell (WDC) Coordinator shared the tentative schedule of activities for the academic year, including awareness sessions and self-defense workshops. The R&D Committee also shared plans to conduct departmental research conferences and facilitate

student participation in the Aavishkar Research Convention 2024–25 under the University of Mumbai. Departments were encouraged to submit proposals for organizing conferences and seminars.

Agenda 4: Discussion on Observation of National and International Days

It was proposed and agreed that the institution would continue its practice of observing significant national and international days (e.g., Independence Day, Constitution Day, World Environment Day, etc.) with meaningful student engagement activities such as debates, exhibitions, and expert talks. A calendar for these observances will be created and circulated.

Agenda 5: Mumbai University Intercollegiate Youth Festival

The Cultural Committee informed members about the upcoming Intercollegiate Youth Festival organized by the University of Mumbai. It was decided that auditions and selection of participants would be held in the first week of August 2024. Faculty mentors would be appointed to guide students in various categories.

Agenda 6: Planning of 58th A.D. Shroff Memorial Elocution Competition

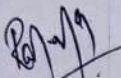
The Faculty of Arts presented the proposal to host the 58th A.D. Shroff Memorial Elocution Competition in association with Forum of Free Enterprise. It was unanimously approved, and the tentative date was set for September 2024. Coordination with the Forum and promotion among students will begin shortly.

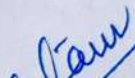
Agenda 7: Discussion on Add-On Courses (In-house and External Institutes)

It was proposed that departments continue offering Add-On and Skill-Based Courses in collaboration with internal faculty and external experts/agencies. A committee will be formed to evaluate existing courses, propose new ones based on industry relevance, and ensure UGC guideline compliance. Student feedback from previous batches will also be reviewed.

Agenda 8: Planning of Staff Welfare Activities and Insolitio – 2024–25

The Faculty Welfare Committee proposed a calendar of activities focused on well-being, stress management, and capacity-building for teaching and non-teaching staff. It was also decided that Insolitio 2024–25, the annual intra-collegiate fest, would be scheduled in October 2024. A core team of faculty and student coordinators will be appointed.


(IQAC Coordinator)

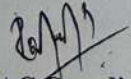

(Principal)



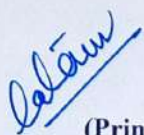
Principal
Mahatma Jyoti Basu College of Arts,
Pillai's Science & Commerce
HOC Education Campus,
Rasayani, Thalapur,
Dist. Raigad, PIN-410 207.

Action Taken Report of Previous Meeting held on July 30, 2024

1. The Orientation Programme for First Year students was successfully conducted on July 5, 2024. Students were introduced to institutional policies, academic expectations, facilities, examination structure, and student support systems. Resource persons from academic and administrative departments addressed the students.
2. NEP orientation and awareness sessions were conducted for faculty members. Departments began restructuring course outlines and syllabi in alignment with NEP 2020 guidelines, including multidisciplinary learning, internships, and choice-based credits. IQAC is monitoring the progress of the phased NEP implementation.
3. All programmes have initiated planning for research conferences and paper presentations. Faculty mentors were assigned for the Aavishkar Competition to encourage student research participation. An Orientation session was conducted on August 08, 2024.
4. Auditions for student participants were conducted by the Cultural Committee. Teams were formed and mentors assigned for different events (dance, drama, music, fine arts, literary). Preparatory workshops are underway to train and groom participants.
5. Preparations for the 58th A.D. Shroff Memorial Elocution Competition are in progress. The Faculty of Arts is coordinating with the Forum of Free Enterprise for the same.
6. Departments submitted proposals for new Add-On Courses in collaboration with external partners. Existing Add-On Courses were reviewed for updates and improvements. Student registration for the first round of courses began in July 2024.
7. The Research Development Cell in association with IQAC and IIC organised an interactive session titled "How to Write a Research Papers for UGC CARE listed journals on August 01, 2024.
8. The Faculty of Science organised a seminar on "Biofuels: Bridging the Gap between Energy and Environment" on the occasion of World Bio Fuel Day on August 19, 2024.
9. The Economics Club and NSS in association with the IQAC organised a seminar on "Understanding and Managing Budget" on August 28, 2024.


(IQAC Coordinator)




(Principal)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on September 05, 2024

Agenda: -

- 1) Planning of Faculty-wise Conferences and Faculty development programmes
- 2) Seminars/Webinars on IPR and Research Methodology (Programme-wise)
- 3) Mumbai University Youth Festival Results
- 4) Planning on Extension and committee activities by Students' Council
- 5) Planning of Career Counselling and programme-wise alumni engagements
- 6) Commencement of Semester III Examinations and Semester VI Result analysis
(for the AY 2023-24)
- 7) Discussion on status of Documents Compilation for the AQAR
- 8) Planning of collaborative activities by WDC to observe International Day of the
Girl Child
- 9) Discussion on organising Faculty Lecture Series in the institution
- 10) 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. Hadik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Ms. Priyanka Sorte

Dr. Jayanta K. Behera

Mr. Ravi Bari

I. The Chairperson welcomed all the members present.

II. Report

The following points were discussed:

Agenda 1- Planning of Faculty-wise Conferences and Faculty development programmes

The Chairperson initiated the discussion by highlighting the need for continuous professional development and research promotion. It was decided that each faculty (Commerce, Arts, Science, Management, and Hospitality) will organize at least one conference and one Faculty Development Programme (FDP) in the current academic year. Proposed schedules and themes will be submitted by respective coordinators in the next meeting.

Agenda 2- Seminars/Webinars on IPR and Research Methodology (Programme-wise)

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. It was presented to the IQAC that Mr. Yash Bhalerao, FYBSc. C.S.- A secured

the second position in Western Vocal Solo art form which was held at Konkan Gyanpeeth's Pharmacy College, Karjat.

Agenda 4- Planning on Extension and committee activities by Students' Council

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- Planning of career counselling and programme-wise alumni engagements

It was agreed that departments will conduct career counselling sessions and alumni talks aligned with the career pathways of each programme. Faculty members were instructed to reach out to successful alumni and develop a structured engagement plan for mentorship and placement guidance.

Agenda 6 – Commencement of Semester III Examinations and Semester VI Result analysis (for AY 2023-24)

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 status of 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.

Agenda 8 - Planning of collaborative activities by WDC to observe International Day of the Girl Child

The Chairperson proposed the discussion on various collaborative activities by the Women Development Cell to observe International Day of the Girl Child in the institution. The Women's

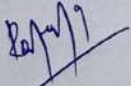
Development Cell proposed a collaborative event to mark the International Day of the Girl Child on October 11, 2024. The event will include panel discussions, exhibitions, and student-led campaigns in association with NGOs and academic partners.

Agenda 9-Discussion on organising Faculty Lecture Series in the institution

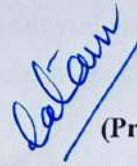
The Chairperson proposed the discussion on the Faculty Lecture Series. A proposal to initiate a Faculty Lecture Series was approved. The series will feature faculty members presenting on topics related to their expertise and ongoing research. The initiative aims to promote interdisciplinary dialogue and academic sharing.

Agenda 10- 58th A.D. Shroff Elocution Competition 2024

The Chairperson discussed the conduction of the final round of the 58th Elocution Competition. The importance of the programme was discussed and Mr. Sujith Babu, the Faculty Incharge for the event informed the committee that the final round of the competition will be held on October 08, 2024. Prof. Deepa M. Nair from Pillai HOC Institute of Management Studies and Research will be the Chief Judge for the competition.



(IQAC Coordinator)



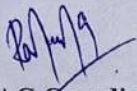
(Principal)

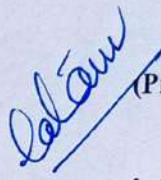
Principal
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Action Taken Report of Previous Meeting held on September 05, 2024

1. All faculties (Commerce, Arts, Science, Management, and Hospitality) submitted proposed themes and tentative dates for organizing their respective Conferences and Faculty Development Programmes (FDPs). The compiled schedule will be reviewed and finalized in the next IQAC meeting. The Faculty of Commerce has decided to conduct the conference on December 07, 2024.
2. Programme-wise committees were formed to plan and execute Seminars/Webinars on IPR and Research Methodology. Tentative timelines and resource person lists are being prepared for submission to the R&D Committee. The Faculty of Science (IT/CS/DS) organised an Expert Session on ICT on September 21, 2024. The Faculty of Commerce (BMS) conducted a webinar on "Structure of Research Paper Writing" on September 25, 2024. The Faculty of Commerce (Accounting & Finance) organised a webinar on Research Methodology titled "Step by Step to Write a Research Paper" on September 26, 2024.
3. The Faculty of Arts and History Club organised a Coin Exhibition on September 24, 2024.
4. Teachers' Day celebration was conducted in the college on October 06, 2024.
5. The Students' Council, in coordination with NSS and DLLE units, has initiated planning of extension and outreach activities in nearby adopted villages and schools. A draft schedule for the semester has been submitted to IQAC.
6. The Programme Coordinators initiated communication with successful alumni for career counselling sessions and guest talks. A schedule of events is being coordinated by the Career Guidance Cell and Alumni Committee.
7. Semester III examinations commenced as per the university calendar on September 27, 2024. Programme Coordinators submitted the Semester VI result analysis reports.
8. The IT Club conducted an event titled "The Code Contest" on September 26, 2024.
9. The Women Development Cell (WDC) finalized plans for the October 11, 2024 event. WDC in association with Bharat Vikas Parishad conducted a Health Check-up Camp on the occasion of the International Day of the Girl Child on October 11, 2024.
10. The Faculty of Arts in association with the IQAC conducted a Faculty Development Programme on Indian Knowledge System from October 08, 2024 to October 15, 2024.

11. The final round of the 58th A.D. Shroff Elocution Competition was conducted on October 08, 2024. Prof. Deepa M. Nair was the Chief Judge for the competition.


(IQAC Coordinator)


(Principal)
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Mahatma Education Society's
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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on October 19, 2024

Agenda: -

- 1) Commencement of TY Semester V Examinations and Syllabus Completion status of all Programmes
- 2) Planning of FY NEP Odd Sem End Examinations after Diwali vacation
- 3) Schedule and conduction of mentoring and Remedial and Intensive Lectures
- 4) Documentation and Uploading of AQAR in NAAC Portal
- 5) Planning on the outreach and student committee activities
- 6) Planning on APJ Abdul Kalam Memorial Students' Seminar Series
- 7) Discussion on planning of One-day Industrial Visit across all programmes
- 8) Discussion on documentation for application of UGC 12B 2F status
- 9) Planning of registration for NIRF Rankings
- 10) Discussion on new faculty incharge for Criterion VII
- 11) 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. Hardik Dave

Mr. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagvat

Ms. Priyanka Sorte

Dr. Jayanta K. Behera

I. The Chairperson welcomed the members

II. Report

The following points were discussed:

Agenda 1- Commencement of TY Semester V Examinations and Syllabus Completion status of all Programmes

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.

Agenda 2- Planning of FY NEP Odd Semester End Examinations after Diwali vacation

The Chairperson initiated the discussion on Semester End examinations to be held in October. The Exam Cell representative informed the committee that the FY NEP Odd Semester examination would commence on November 13, 2024.

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 24, 2023.

Agenda 4- Documentation and Uploading of AQAR in NAAC Portal

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 Outreach and Student Committee Activities

The Chairperson initiated the discussion on Outreach programmes and other student committee activities. All programme coordinators were instructed to finalise the outreach and committee activities for the even semester.

Agenda 6 – Planning on APJ Abdul Kalam Memorial Students' Seminar Series

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. It was decided that the seminar will be held on December 14, 2024.

Agenda 7 – Discussion on planning of One-day Industrial Visit across all programmes

The Chairperson proposed the discussion on One- Day Industrial visit across all programmes. It was decided that Hardik Dave will be the convener of the IV committee. He was instructed to coordinate with various departments and IV operators to finalise the IV destinations and visits.

Agenda 8- Discussion on documentation for application of UGC 12B 2F status

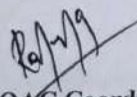
The Chairperson initiated the discussion on UGC 12B & 2 F recognitions from the UGC. It was instructed to all members that the documentation process for the above mentioned need to start immediately as the above certificates are quintessential in the institution's journey to become an autonomous institution.

Agenda 9- Planning of Registration for NIRF Rankings

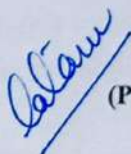
The Coordinator proposed the registration for NIRF rankings for 2024-25. The Chairperson asked the coordinator and other members to complete the registration process as soon as the portal is made available for the same.

Agenda 10- Discussion on new faculty in-charge for Criterion VII

The appointment of the new faculty in charge for Criterion VII was discussed in the meeting. It was unanimously agreed that Ms. Arpita Kante will be the new in charge of the Criterion VII.


(IQAC Coordinator)

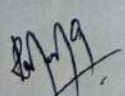



(Principal)

Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
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Dist. Raigad, PIN-410 207.

Action Taken Report of Previous Meeting held on October 19, 2024

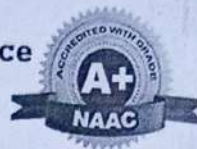
1. All Programme Coordinators submitted the syllabus completion reports in hardcopy format to IQAC. TY Semester V University Examinations commenced as per the university schedule. Monitoring of examination conduct and attendance was initiated.
2. The Exam Cell confirmed the commencement date of the FY NEP Odd Semester End Examinations as November 13, 2024. Preparations for timetables, room allocation, and invigilation duties are underway.
3. The Programme Coordinators developed and submitted detailed schedules for remedial and intensive lectures for academically weaker students. These sessions are being conducted before the Semester End Examinations.
4. Criterion-wise documentation for AQAR has been collected. Criterion Leads submitted progress reports to the IQAC and Principal. The final uploading of AQAR on the NAAC portal will follow the set schedule and guidelines.
5. Programme Coordinators finalized outreach programmes and student committee activities for the even semester. Dates and plans are being integrated into the institution's activity calendar.
6. A new organizing committee was formed for the APJ Abdul Kalam Memorial Students' Seminar Series. The seminar is scheduled for December 14, 2024.
7. Mr. Hardik Dave was appointed as the convener of the Industrial Visit (IV) Committee. He initiated coordination with departments and IV operators. Proposed visits and dates are being reviewed for finalization.
8. Preliminary steps for documentation toward UGC 12B and 2F application have commenced. A checklist was circulated among committee members, and a task force was formed to ensure timely compilation and submission.
9. IQAC initiated preparations for the NIRF 2024-25 registration. Data compilation and validation has begun. The registration will be completed once the official portal opens.
10. Ms. Arpita Kante was officially appointed as the new Faculty In-Charge for Criterion VII. A formal handover process was conducted, and she began coordinating the documentation process related to Institutional Values and Best Practices.


(IQAC Coordinator)




(Principal)

Principal
Mahatma Education Society's
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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on December 04, 2024

Agenda: -

- 1) Planning of Co-curricular Fest "Insolito" and Annual Cultural Fest "euforia"**
- 2) Events on 16 Days of UN Gender Activism & Prevention of Sexual Harassment at Workplace**
- 3) Status of national Conferences and IPR/RM events**
- 4) AQAR 2023-24 uploading and submission**
- 5) NIRF Planning and Documentation**
- 6) Staff Welfare and Christmas Celebrations**
- 7) Planning of Industrial visits**
- 8) Planning of Christmas Celebration for Staff and Students**
- 9) Planning of Republic Day, Community Service Day and Uber Rang**
- 10) 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

Ms. Priyanka Sorte

Dr. Jayanta K. Behera

Ms. Arpita Kante

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 1: Planning of Co-curricular Fest "Insolito" and Annual Cultural Fest "euforia"

The committee reviewed the preliminary plans for "Insolito" and "euforia". Tentative dates were discussed, and sub-committees for logistics, cultural events, sponsorship, and publicity were formed. It was agreed that student involvement will be maximized through competitions and volunteer roles. It was decided to organise the inter-collegiate co-curricular event titled "Insolito 2024" on December 13, 2024.

Agenda 2: Discussion on WDC Events – 16 Days of UN Gender Activism & Prevention of Sexual Harassment at Workplace

The Women Development Cell presented a proposal for the upcoming "16 Days of Activism" campaign. Activities including poster exhibitions, expert talks, and student-led street plays would be held from December 04, 2024 to December 10, 2024. A seminar on "Prevention of Sexual Harassment at Workplace" will be organized in collaboration with an external resource person.

Agenda 3: Status of National Conferences and IPR/RM Events

The Principal initiated the discussion on National Conferences and Research Methodology/IPR events. The organizing teams reported progress on upcoming national conferences. The Conference Conveners were asked to report status of national conferences and IPR events.

Agenda 4: AQAR 2023-24 Uploading and Submission

The IQAC Coordinator initiated the discussion and informed that the AQAR documentation is in its final stages. The final uploading and submission will be completed by the second week of December 2024.

Agenda 5: NIRF Planning and Documentation

The Vice Principal proposed the discussion on NIRF documentation. The Criterion Heads and Programme Coordinators were instructed to update their NIRF documentation and ensure accuracy of faculty data, research publications, and student achievements. A team was assigned to cross-verify key metrics before the final upload.

Agenda 6: Staff Welfare and Christmas Celebration

The Staff Welfare Committee proposed a wellness workshop and high-tea event. The Christmas celebration for staff will be held on December 23, 2024, including a Secret Santa gift exchange and games. Approval was granted for budget allocation.

Agenda 7: Planning of Industrial Visits

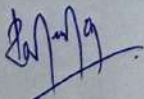
It was decided that departments would schedule industry visits from January to March 2025. Institutions and companies will be approached for permissions, and risk assessment protocols will be followed. Consent from students and parents are mandatory.

Agenda 8: Planning of Christmas Celebration for Staff and Students

A joint student-staff celebration was approved, with cultural performances, carol singing, and decoration contests. The event will be student-led with staff support for coordination and safety measures.

Agenda 8: Planning of Republic Day, Community Service Day, and Uber Rang

The Chairperson proposed the plan to observe Republic Day, Community Service Day and Uber Rang. It was informed that NSS volunteers would carry out a theme based performance on the occasion. As discussed, Community Service Day and Uber Rang will held on January 25, 2025.



(IQAC Coordinator)

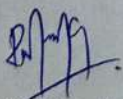


(Principal)

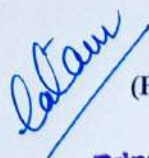
Principal
Mahatma Education Society's
Pillai's HOC College of Arts,
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khalapur,
Dist. Raigad. PIN-410 207.

Action Taken Report of Previous Meeting held on December 04, 2024

1. Sub-committees for Insolito and Euforia were successfully constituted. Preliminary schedules and event lists have been drafted. Initial sponsor outreach and venue arrangements have commenced.
2. The WDC in association with the Internal Quality Assurance Cell organised various activities to observe UN 16 Days of Gender Activism from November 29, 2024 to December 10, 2025. Various programmes, activities and competitions were conducted in the institution during this period. To mention a few, in collaboration with the IQAC, WDC organised a seminar on "Breaking the Silence: Combating Violence against Women and Girls" on December 05, 2024 and a Poster making competition on December 09, 2025.
3. The Faculty of Commerce organised a One Day National Conference on "Global Market- One Place, One Idea" on December 07, 2024. The conference began with an opening ceremony, followed by the keynote speech of Mr. John Amgel Menezes. Dr. Shubhangi M. Kedare was the session moderator for the technical sessions. Ms. Sravaya Benhar Petethala who presented a paper titled "A Study of Relationship between Integrated Reporting and Corporate Sustainability Practices- Insights from Selected Companies" was conferred the best presenter award.
4. The Faculty of Commerce organised the Faculty Development Programme on Art of Self Care from January 13, 2025 to January 18, 2025. The FDP was conducted in Hybrid mode with the participation of faculty members of PHCASC and other institutions.
5. The Cultural Committee in association with the IQAC organised Christmas celebrations on December 23, 2025. Students and faculty members of various programmes participated in the celebration wholeheartedly.
6. The Faculty of Science (IT) in association with Internal Quality Assurance Cell organised an Alumni guidance session titled "Cyber Security" on January 10, 2025.



(IQAC Coordinator)



(Principal)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on January 24, 2025

Agenda: -

- 1) Planning and documentation submission of Academic Autonomy to UGC
- 2) Community Service Day and Republic Day celebrations
- 3) Status of planning for National Conferences (Faculty of IT/CS, Science and Arts)
- 4) NIRF 2025 data and documentation submission (College and Overall category)
- 5) Status update of the FDP (Commerce & Science)
- 6) Planning of Industry Visit - Faculty of Science (January 29, 2025)
- 7) Planning of visit to Kala Ghoda Arts Festival
- 8) Planning of 3-day Yoga Workshop by Heartfulness
- 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

Ms. Priyanka Sorte

Dr. Jayanta K. Behera

Ms. Arpita Kante

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

II. Report

The following points were discussed:

Agenda 1: Planning and Documentation Submission of Academic Autonomy to UGC

The IQAC team shared the current status of documentation for the submission of the Academic Autonomy proposal to UGC. Departments were instructed to finalize and forward pending data related to curriculum design, faculty qualifications, student outcomes, and governance by [insert date]. The final compilation and submission will be handled by the Academic Council.

Agenda 02: Community Service Day and Republic Day Celebrations

Preparations for Community Service Day include a student-led outreach activity, cleanliness drives, and awareness campaigns in neighboring areas. Republic Day celebrations will include a flag-hoisting ceremony, patriotic performances, and a short address by the Principal. Student Council will coordinate the logistics.

Agenda 03: Status of Planning for National Conferences (Faculty of IT/CS, Science, and Arts)

The Principal initiated the discussion on National Conferences of various departments/programmes. The Faculty of Arts has decided to conduct the conference on March 01, 2025. The Faculty of Science will organise the conference on February 18, 2025.

Agenda 04: NIRF 2025 Data and Documentation Submission (College and Overall Category)

The NIRF Committee presented updates on progress across categories. Departments must submit revised data in the standardized format by [insert deadline]. Particular attention is needed on

placements, research outputs, and outreach initiatives. The final internal review will be conducted before uploading.

Agenda 05: Status Update of the FDP (Commerce & Science)

The Faculty Development Program for the Commerce faculty has been successfully completed. The Science faculty FDP is scheduled for the third week of July 2025. Sessions will focus on research methodology, AI in science education, and pedagogical innovation.

Agenda 06: Planning of Industry Visit – Faculty of Science (January 29, 2025)

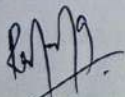
The visit to [insert industry name] is confirmed for January 29, 2025. Consent forms and permissions are being collected. Students will be briefed on safety protocols and expectations during the visit. The Department of Science will oversee travel and coordination.

Agenda 07: Planning of Visit to Kala Ghoda Arts Festival

A cultural enrichment visit to the Kala Ghoda Arts Festival was proposed for interested students and faculty. A group registration will be made once dates are officially announced. The Arts Department will lead coordination and ensure supervision.

Agenda 08: Planning of 3-Day Yoga Workshop by Heartfulness Institute

A 3-day workshop on holistic wellness and yoga, in collaboration with the Heartfulness Institute, is scheduled for [insert dates]. Sessions will cover mindfulness, breathing techniques, and relaxation practices. Open to both students and staff, the event will be held on campus.



(IQAC Coordinator)

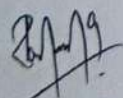


(Principal)

Principal
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Action Taken Report of Previous Meeting held on January 24, 2025

1. All programmes submitted their pending data on curriculum design, faculty credentials, student outcomes, and governance structures. The IQAC and Academic Council compiled the documentation as per UGC guidelines.
2. The institution observed Community Service Day on January 25, 2025. Republic Day celebrations were conducted with enthusiastic participation, featuring the national flag hoisting, cultural performances, and an address by the Principal.
3. The Faculty of Science (DS) organised a webinar on "Intellectual Property Rights and Global Public Health: Balancing Innovation and Access to Medicines" on January 28, 2025. Dr. Kalyanikkutty S. was the resource person for the event.
4. The Faculty of Arts in association with the IQAC organised a visit to Kala Ghoda Arts Festival on January 31, 2025.
5. The Faculty of Science (IT/CS/DS) in association with the IQAC organised a One Day National Conference on "Recent Trends in Computer Applications –IV" on February 08, 2025. Dr. Swati Vitkar, (Principal, S.K. College of Science & Commerce) was the resource person. Dr. Vineetha P., Assistant Professor, PHCASC was the session moderator.
6. The Women Development Cell and the IQAC jointly organised a Minicon in association with Soroptimist Welfare Association (SWA) on February 15, 2025. The objective of this event was to raise awareness about women's health.
7. The Yoga and Meditation Committee in collaboration with IQAC and Ekatam Abhiyan Navi Mumbai Wellness Fest organised a Heartfulness Workshop on February 17, 18, & 20, 2025.


(IQAC Coordinator)




(Principal)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on February 27, 2025

Agenda: -

- 1) Discussion on planning of schedule for Semester IV/VI Examinations
- 2) Syllabus completion status update of SY and TY classes across all programmes
- 3) Planning of International Women's Day Celebration
- 4) Planning of Business Plan Competition 2025
- 5) Planning of Inter-collegiate Hackathon "Hackocolypse"
- 5) Discussion on Farewell Programme 2025
- 6) Commencement of TY Semester VI Examinations 2024-25
- 7) Status update on NSS, ISR and YRC activities
- 8) Criterion V Documents Handover
- 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 Bhagwat

Ms Priyanka Sorte

Dr. Jayanta K. Behera

Ms. Arpita Kante

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 01: Discussion on Planning of Schedule for Semester IV/VI Examinations

The Principal proposed the discussion on semester IV and VI examinations. Based on the discussion conducted, the Examination Committee presented the tentative examination schedule for Semester IV and VI.

Agenda 02: Syllabus Completion Status Update of SY and TY Classes across all Programmes

The Vice Principal initiated the discussion on the progress of syllabus completion for Second Year (SY) and Third Year (TY) classes. Most departments reported over 85% completion. The programme coordinators were advised to schedule revision sessions and mock tests before the preparatory break.

Agenda 03: Planning of International Women's Day Celebration

The IQAC Coordinator initiated the discussion on International Women's Day Celebration to be held this academic year. The Women Development Cell (WDC), in association with the IQAC will organise the events. A theme aligned with the UN's focus for 2025 will be adopted. The event is scheduled for March 8, 2025.

Agenda 04: Planning of Business Plan Competition 2025

The Programme Coordinator, Commerce initiated the discussion on the planning process of the business plan competition. Promotion will begin in January through internal and external channels. It was decided that an Orientation programme for Business Plan Competition will be held on March 03, 2025.

Agenda 05: Planning of Inter-collegiate Hackathon "Hackocolypse"

The Faculty of Science (IT/CS/DS) proposed "Hackocolypse," an overnight coding and innovation hackathon, to be held in March 2025. Registration will be open to students from various institutions. A planning committee has been formed to finalize themes, logistics, and jury.

Agenda 06: Discussion on Farewell Programme 2025

It was decided that the farewell programme for the outgoing batch will be held in April 2025. The Student Council will coordinate themes, performances, and mementos. Faculty members will assist in planning the formal segment of the event.

Agenda 07: Commencement of TY Semester VI Examinations 2024-25

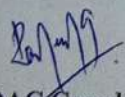
The TY Semester VI examinations are set to commence on the 3rd week of March, 2025. All faculty members were reminded to complete internal assessment entries and project evaluations by the stipulated deadlines. Exam rooms and invigilation duties will be assigned shortly.

Agenda 08: Status Update on NSS, ISR, and YRC Activities

- **NSS:** Activities included blood donation drives, digital literacy workshops, and village visits.
- **ISR:** On-going collaborations with NGOs for weekend volunteering were reported.
- **YRC:** First-aid awareness campaigns and health check-ups were successfully conducted. Reports will be submitted to IQAC for documentation.

Agenda 09: Criterion V Documents Handover

The Coordinator proposed the discussion on the process of Criterion V documents handover. It was informed that Mr. Hardik Dave handed over all criterion V documents to Ms Aditi Maholkar, the new criterion In-charge.


(IQAC Coordinator)




(Principal)

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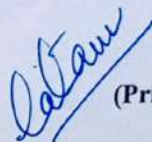
Action Taken Report of Previous Meeting held on February 27, 2025

1. The Examination Committee circulated the tentative examination schedule to all departments. Feedback from departments was received within the stipulated three-day period. The final examination timetable will be released upon confirmation from the University.
2. All departments reported over 85% syllabus completion. Faculty members have begun scheduling revision lectures and mock tests prior to the preparatory break. Progress is being monitored by Programme Coordinators.
3. The Faculty of Commerce and Commerce Club in association with the Internal Quality Assurance Cell (IQAC) organised a trade fair titled 'Xtenso' on February 28. The objective of this event was to foster creativity, entrepreneurial skills and practical learning through student led business initiatives. A total of 16 stalls were allotted to the students. Prizes were distributed under various heads such as marketing and presentation, innovation and creativity, profit percentage and appreciation.
4. The Faculty of Arts in association with the Internal Quality Assurance Cell conducted the National Conference on Emerging Trends and Future Prospects in Literature, Media and Social Sciences (ETFPLMS) on March 01, 2025. The conference witnessed the presence and participation of faculty members and research scholars from various institutions who presented the research papers on the thrust area.
5. The Cultural Association, the IQAC and the Student Council jointly organised the Farewell Day for the final year students on March 01, 2025. The Student Council initiated the planning of the farewell programme for April 2025. Themes and student performance lists are being finalized.
6. The Youth Red Cross in association with the IQAC organised a book distribution drive titled "Books of Hope: Empowering Futures" on March 06, 2025. This initiative was aimed at providing educational support to underprivileged children attending Zilla Parishad schools in the surrounding area. They organised a visit to Snejkunj Adhargruh Old Age Home on Saturday, March 15, 2025.
7. The Faculty of Commerce (Accounting & Finance) in association with the IQAC organised a webinar titled "Protecting Innovations: Understanding Intellectual Property Rights" on March 06, 2025.

8. The WDC organised an event titled "Celebrating Womanhood" on March 07, 2025 to celebrate International Women's Day. The theme for day was "accelerate action".
9. The Faculty of Science and Internal Quality Assurance Cell jointly organised a One Week FDP on AI in Education titled "Beyond Chalk and Talk: Teaching in the Age of AI from March 24, March 29, 2025.



(IQAC Coordinator)



(Principal)

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Pillai HOCL Educational Campus, Rasayani
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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on April 02, 2025

Agenda: -

- 1) Commencement of FY Semester II NEP Examinations
- 2) Syllabus completion status of FY Classes
- 3) Timeline and planning for AQAR 2024-25 data collection and compilation
- 4) Planning of Degree Certificate Distribution Ceremony
- 5) Credit structure and syllabus framing in line with academic autonomy guidelines
- 6) Discussion on successful conduction of Study Camps, Remedial and Intensive Sessions
- 7) Planning of Annual Report, Exam cell and academic audits
- 8) Discussion on Best Practices
- 9) 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. Sumeet Mhatre

Ms. Rewati Soman

Dr. Archana Bhagwat

Ms Priyanka Sorte

Dr. Jayanta K.Behera

Ms. Arpita Kante

I. The Chairperson read the agenda of the meeting.

II. Report

The following points were discussed:

Agenda 01: Commencement of FY Semester II NEP Examinations

The Chairperson proposed discussion on the first item in the agenda. The Examination Cell confirmed that the First Year (FY) Semester II NEP-based examinations will commence from April 05, 2025. The Exam Cell was instructed to ensure submission of internal assessment marks, moderation of question papers, and seating arrangements in advance.

Agenda 02: Syllabus Completion Status of FY Classes

The Programme Coordinators provided an update on the status of syllabus coverage. Most departments have completed 80–90% of the curriculum. Faculty members were advised to utilize the remaining instructional days for revision and doubt-clearing sessions.

Agenda 03: Planning for AQAR 2024–25 Data Collection & Compilation

The IQAC Coordinator initiated the discussion on data collection and compilation for AQAR submission. The IQAC shared the data collection timeline for AQAR 2024–25. Departments were requested to submit monthly data updates in prescribed formats. A centralized Google Drive folder will be maintained for accuracy and accessibility.

Agenda 04: Planning of Degree Certificate Distribution Ceremony

The Chairperson initiated the discussion on the planning of the degree distribution ceremony. The committee decided to hold the Degree Certificate Distribution Ceremony on April 19, 2025. It was decided that Brig. Dr. Mrinal Kanti Nag will be the Chief Guest for the programme. A formal invitation will be extended to a distinguished guest or university official.

Agenda 05: Planning of Credit Structure and Syllabus Framing in Line with Academic Autonomy Guidelines

The Principal proposed the discussion on the guidelines regarding the academic autonomy. Subsequent to the discussions, the programme coordinators were asked to initiate the process of revising credit structures and course outlines as per UGC autonomy guidelines. It was also informed that as per the directives of the UGC, University of Mumbai and the Government of Maharashtra GR, there shall be five Boards of Studies; Humanities, Mass Media and Social Sciences, Physical and Natural Sciences, Mathematics and Computer Applications, Commerce & Management and Hospitality Studies. The BoS chairpersons were selected and asked to work on the constitution of the respective Board of Studies.

Agenda 06: Discussion on Study Camps, Remedial, and Intensive Sessions

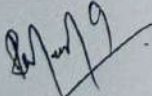
The faculty members shared positive feedback regarding the recent study camps and remedial sessions. The initiative helped bridge learning gaps, especially in core subjects. Data on attendance and learning outcomes will be included in AQAR and best practices documentation.

Agenda 07: Planning of Annual Report, Exam Cell, and Academic Audits

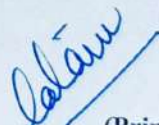
The Coordinator proposed the discussion on the planning Annual Report, Exam Cell Report, and Academic Audit Report. The IQAC formed various three committees to prepare the reports. It was decided to prepare it and share it with the IQAC before the term ends.

Agenda 08: Discussion on Best Practices

The Vice Principal initiated the discussion on Best Practices. The members were encouraged to suggest any innovative best practices which are to be implemented in the coming years.


(IQAC Coordinator)




(Principal)

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