

**Mahatma Education Society's**  
**Pillai College of Arts, Commerce & Science**  
**New Panvel**

**16th December, 2016**

**Notice**

A meeting of the members of the IQAC will be held on 19<sup>th</sup> December, 2016 in the Principals Cabin at 11.30 p.m. to discuss the following agenda:

1. To discuss departmental activities
2. To discuss student/staff welfare activities
3. To discuss activities of the learning resource centre
4. To discuss career guidance/counselling activities
5. To discuss social/extension activities
6. To discuss research based activities and consultancy
7. To discuss linkages
8. Any other matter with the permission of the chair.

**Dr. Aarti Sukheja**

**IQAC**

## **MINUTES OF THE MEETING HELD ON 19TH DECEMBER, 2016**

### **Agenda I**

#### **To discuss departmental activities**

The Chair instructed the departments to follow the plan of action chalked out in the beginning of the year for the overall benefit of the students. It was announced that all the student support measures like Guardian teachers, bridge courses, advance learners programme, remedial coaching, mentoring, industrial visits and the like was to be continued and recorded. Also departments were directed to upgrade the departmental library and prepare reports of the department activities conducted by them.

### **Agenda II**

#### **To discuss student/staff welfare activities**

Prof. Kavita Baddi reported that the special programs were conducted for the teaching and non-teaching staff: A session on Personal Financial Planning was conducted on 4<sup>th</sup> October, 2016 and a Movie was screened on 20<sup>th</sup> October, 2016. Recreational activities were organized for the staff and it was further shared that a 3-day Meditation Programme and a Session on 'Writing quality research papers' would be organized in the month of January, 2017.

Prof. Smitha Jayaram shared that students were supported in every way to prepare them for various inter-collegiate fests and the most sought after University Festival. She further shared that our students won several prizes in various theatre, dance and fashion show events, to name a few. She mentioned that students and staff were enthusiastically preparing for the Campus Fest, Allegria, which was scheduled from, 5<sup>th</sup> February 2017 to 11<sup>th</sup> February 2017. Support in all the required areas would be extended to the students for the said event.

The Chair directed Prof. Kavita Baddi to conduct more programmes for the benefit of both teaching and non-teaching staff.

### **Agenda III**

#### **To discuss activities of the learning resource centre**

Librarian Mr. Sanjay Munavalli shared that a Book Exhibition was organized on 12<sup>th</sup> and 13<sup>th</sup> August, 2016, "Library Information Instruction Programme" was conducted for faculty members on 4<sup>th</sup> July, 2016, Information Literacy Instruction Programme was organized from

16<sup>th</sup> August, 2016 to 19<sup>th</sup> August, 2016 for fresher's to give instructions on how to access library resources through Koha Web-OPAC, Learning Resource Usage and the like, "Reading Motivation Day" was conducted on 15<sup>th</sup> October, 2016. It was shared that the library had developed a "Mobile App" to provide real-time services to its users 24\*7. Any user can download it from 'Google Play store' and keep track of their transactions. Students and faculty members could use their College I.D.No. and email provided by college to access this app. It was shared that the library staff had attended Refresher Course in Library and Information Science, had attended and organized workshops and published a number of papers in journals of repute.

The Chair directed Prof. Munavalli to procure new titles for benefit of faculty and students.

#### **Agenda IV**

##### **To discuss career guidance/counselling activities**

Prof. Shubhangi P. and Prof. Jennie Prajith shared that our alumni placed in different companies addressed counselling sessions organized for students. Companies like Hexaware Ltd., L&T, Wipro, Barclay's Pvt. Ltd., Edu sharp Pvt. Ltd. and the like have conducted seminars and workshops in the campus for the benefit of students. It was shared that career counselling seminars had been planned with many organizations of repute to name a few: Thomas Cook, Navi Mumbai Chapter of the Institute of Cost Accountants of India and the like. The Chair directed them to conduct more of such sessions in future for the benefit of the student community.

#### **Agenda V**

##### **To discuss social/extension activities**

Prof. Kiran Deshmukh shared that Community Service Day will be celebrated on 21<sup>st</sup> January, 2017. She further added that the following NGOs would be hosted on that day: Ramakrishna Niketan and Rajeev Rajan Aadharghar, Shantivan, Nere. She shared that railway safety week in association with railway police force was celebrated from 28<sup>th</sup> November 2016-1<sup>st</sup> December 2016. Orphanages, Zilla Parishad school, School for Deaf & Dumb and other NGOs were visited by departments wherein donations were made in cash and kind, sessions on personal hygiene and environmental cleanliness were arranged, cultural events etc. were also organized. Prof. Ruchika Bassi shared that in the said academic year, 68 students from different streams enrolled themselves in different activities like SWS, APY, IOP and CP of Life Long Learning. It was further shared that all the extension work students had started their projects which would be submitted by 31<sup>st</sup> January, 2017.

Dr. Aarti Sukheja shared that faculty must involve students in social work as this would enhance social sensitivity in them.

## **Agenda VI**

### **To discuss research based activities and consultancy**

Dr. Rinkoo Shantnu shared that faculty was motivated to send various research proposals for funding and mentioned that teachers were guided for the same. Dr. Seema Somani shared that 12 students participated in the Avishkar Research Convention out of which two qualified for university level and one for state level. She added that a Workshop for giving hands on training on statistical methods for aiding research would be conducted in the month of February, 2017. The Chair announced that projects of high quality would receive funding from the management in case they fail to get grants from other sources.

## **Agenda VII**

### **To discuss linkages**

With regards to our joint initiative with New York University (NYU), Stern School of Business known as the Urban Expansion Observatory (UXO), which consists of measuring the quality of global urban expansion through the analysis of high-resolution satellite imagery, such as that available in Google Earth, Dr. Smitha Jayaram shared that students were given an opportunity of working as interns with various job profiles like data collection & creating a database, developing an android app. and the like. She further added that the student interns were being paid well at par with the market and also had the opportunity to sharpen their skills. The Chair directed the staff to motivate students to take benefit from this linkage. The Chair announced that in the near future further linkages would be given due consideration for the benefit of the teaching and learning community.

## **Agenda VIII**

### **Any other matter with the permission of the chair.**

As there was no other matter the meeting ended with thanks to the Chair.

**Dr. Aarti Sukheja**

**IQAC**