

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

6th June, 2016

Notice

A meeting of the members of the IQAC will be held on 9th June, 2016 in the Principals Cabin at 11.30 a.m. to discuss the following agenda:

1. To welcome IQAC members and appoint Co-ordinator for the academic year 2016-17.
2. Plan of action for the academic year 2016-17.
3. Discussion on Peer Team Visit Schedule
4. Plan of action for the Co-ordinators
5. Planning for Display Room
6. College Video and Principal/Departmental Power Point Presentations
7. Discussion on dates of Internal Mock NAAC Audit
8. Discussion on dates of Mock NAAC Peer Team Visit
9. Any other matter with the permission of the chair.

Dr. Aarti Sukheja

IQAC

MINUTES OF THE MEETING HELD ON 9TH JUNE, 2016

Agenda I

To welcome IQAC members and appoint co-ordinator for the academic year 2016-17.

The Chair announced that IQAC has been formed by the college with the following members and C-ordinator for the academic year 2016-2017:

1. Dr. Daphne Pillai
2. Dr. Aarti Sukheja (Coordinator)
3. Mr. A.N. Kutty
4. Dr. S.T. Gadade
5. Dr. Vijayaraghan
6. Mr. Vaibhav Vijaykumar Jawalekar
7. Mr. Surate Anil Vasant
8. Mr. Murlidharan
9. Dr. Mrs. Rinkoo Shantnu
10. Ms. Bhavana Parab
11. Dr. Smitha Jayaram
12. Mrs. Monali Ray
13. Mr. Gopakumar Pillai
14. Mrs. Prerna Sharma
15. Mrs. Abida Khan
16. Mrs. Deepika Sharma
17. Mr. Gajanan Wader
18. Mr. Shabab Rizvi
19. Mrs. Jennie Prajith
20. Mr. Sanjay Munnavalli
21. Mr. Sunil Nair
22. Mrs. Rajani Suresh
23. Mr. Rajesh Menon
24. Mr. Krishnakumar
25. Ms. Farida Phirphiray
26. Mr. Harsh Hemant Kumar
27. Mr. Gopalakrishnan Pillai

28. Mr. Himanshu Pandya

29. Mr. Kedar Soman

Agenda II

Plan of action for the academic year 2016-17.

The Chair shared the plan of action with an intention of gearing up the faculty to pursue endeavours with added vigour. The Chair discussed the following points:

1. Use of I.T. in teaching
2. Fair access to academic programmes
3. Importance to extra- curricular activities
4. Updation of website
5. Updating library resources
6. Expert lectures to be conducted in different courses
7. Planning for Seminars
8. Industrial visits for all professional courses
9. To improve schemes for financially disadvantaged students
10. Enhance outreach programmes
11. Increase in number of smart classrooms
12. Upgrading Infrastructure
13. E-based system
14. Strengthen liaison with stakeholders
15. Quick redressal of grievances
16. Collaborative Research
17. Seminars and Workshops at various levels
18. Staff welfare programmes
19. Industry Linkages
20. Strengthen Consultancy Services
21. Strengthen Alumni Participation

Agenda III

Discussion on Peer Team Visit Schedule

Dr. Aarti Sukheja reported that the NAAC Peer Visit dates were confirmed. Peer Team Visit dates which are 29th, 30th and 31st August, 2016 was shared with the members. It was decided that Dr. Smitha Jayaram would go through the visit schedule given by NAAC and bring in modifications if required. The final route map and visit schedule would be submitted by Dr. Smitha J. on 13th June, 2016. She was also directed to prepare an elaborate duty allocation list for the smooth conduct of NAAC Reaccreditation process scheduled in August, 2016.

Agenda IV

Plan of action for the Co-ordinators

The Coordinators and Heads of the Department were directed to keep all files and documents updated. It was further announced that the Internal Mock Audit would begin from 27th June, 2016 for which coordinators should plan and keep all documentation ready.

Agenda V

Planning for Display Room

The faculty members were intimated about the respective criteria and members allocated to them. The Criteria Heads were intimated to submit requisition regarding any requirements for the display room to Prof. Bhavana Parab

The Criteria Heads were informed to complete the Display Room work between 20th -31st July, 2016.

Agenda VI

College Video and Principal/Departmental Power Point Presentations

All the Department Heads were informed to submit the soft copy of their Power Point presentation by **15th July 2016** to the IQAC Coordinator on the following email id:— aartisukheja@gmail.com. Power point presentation should be prepared as per the guidelines given. Prof. Nithya Nair reported that the college video was ready and she had started work on the college power point presentation along with Prof. Dipika Sharma.

Agenda VII

Discussion on dates of Internal Mock NAAC Audit

It was announced by the Chair that the last date of completion of departmental files would be 25th June ,2016. Internal Mock Visit will be conducted by Dr. Gajanan Wader & Dr. Seema Somani from 27th June, 2016 onwards.

Agenda VIII

Discussion on dates of Mock Peer Team Visit

The Chair announced the dates for the External Mock visit as 12th & 13th August, 2016. All Heads of departments, Coordinators, Association In charges, teaching and non-teaching staff were asked to gear up and undertake the exercise with full involvement and cooperation as this was exercise would give directions for bringing about improvements in future endeavours.

Agenda IX

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