



Mahatma Education Society's  
**Pillai College of Arts, Commerce & Science**  
(Autonomous)

Affiliated to University of Mumbai

NAAC Accredited 'A' grade (3 cycles)

Best College Award by University of Mumbai

ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL

PCACS/IQAC/AGD/2023-24/T1/1

17th June,2023

### Notice

A meeting of the members of the I.Q.A.C. will be held on 22nd June,2023 at 12 noon in Conclave to discuss the following agenda:

1. Welcome and Introduction of IQAC members.
2. Presentation of Action Plan for IQAC 2023-24.
3. New Age Skilling.
4. Comprehensive implementation of the National Education Policy (NEP).
5. IKS and Generative AI in curriculum.
6. Extensive Use of Experiential Learning and Business Simulation for teaching.
7. New Research Centres.
8. Development of Smart Classrooms and increase in the number of computer labs.
9. Implementation of Smart School MIS.
10. Presentation of Outcome based Plan of Planning & Evaluation Committee.
11. Enhance student placement opportunities through strengthened collaborations with alumni.
12. Identify and celebrate National and International Days aligned with institutional and departmental priorities.
13. Community Engagement Activities in Adopted Villages.
14. Greening Initiatives.
15. Any other matter with the permission of the chair.

A. A. Sukheja

**Dr. Aarti Sukheja (I.Q.A.C. Coordinator)**

**Minutes of the Meeting held on 22nd June,2023**

**Agenda I**

**Welcome and Introduction of IQAC members.**

The Chair extended a formal welcome to all IQAC members present, introducing each member briefly, highlighting their roles within the committee. The Chair announced that I.Q.A.C. has been formed by the college with the following members for the academic year 2023-24.

NAAC IQAC	Chairperson	Dr. Gajanan Wader , Principal
	Co-ordinator	Dr. Aarti Sukheja
	Co Co-ordinator	Ms. Bhavana Parab
	Management Representative	Mr. Franav Pillai
	Teachers - NAAC Criteria In-charges	<ol style="list-style-type: none"><li>1. Dr. Kavita Baddi (Criteria I)</li><li>2. Dr. Abida Khan (Criteria II)</li><li>3. Mrs. Suparna Deepak(Criteria III)</li><li>4. Mrs Jennie Prajith (Criteria IV)</li><li>5. Mrs. Sunita Saini(Criteria V)</li><li>6. Ms. Prajakta Kane (Criteria VI)</li><li>7. Dr. Kaynath Sayyed (Criteria VII)</li></ol>

Librarian	Dr. Sanjay Munavalli
Administrative Staff	<ol style="list-style-type: none"> <li>1. Mrs. Rajani Suresh (Senior Clerk)</li> <li>2. Mr. Ranjit Patil (Clerk)</li> <li>3. Mr. Arun Radhakrishnan (Academic Coordinator)</li> </ol>
Technical Staff	<ol style="list-style-type: none"> <li>1. Mr. Rajesh Menon</li> </ol>
Student	<ol style="list-style-type: none"> <li>1. Ms. Aishwarya Sawant (S.Y.B.Com.)</li> </ol>
Alumni	Mr. Krish Veera (Founder, Questop Consulting LLP )

Stakeholder	<ol style="list-style-type: none"> <li>1. Mr. P. Nair Overseas Recruitment Consultant, Shaba Group Father of our student Pranav Nair ( S.Y.B.B.A.)</li> </ol>
Society	<ol style="list-style-type: none"> <li>1. Mr. Ayuf Akula (President, Infinity Foundation, Director, Infinity Public Relations and Multiservices, Member, District Advisory Committee for Youth Programme, Ministry of Youth Affairs,GOI)</li> </ol>
Employers/ Industrialist	<ol style="list-style-type: none"> <li>1. Mr. Anant Baddi (Security Architect, Google)</li> <li>2. Mr. Sanket Katkar (TCS, Consultant, Netherlands)</li> </ol>
NAAC Advisory Committee	<ol style="list-style-type: none"> <li>1. Dr. Priam Pillai</li> <li>2. Prof. Deepika Sharma (Vice Principal)</li> <li>3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)</li> </ol>

## **Agenda II**

### **Presentation of Action Plan for IQAC 2023-24.**

Dr. Aarti Sukheja shared the Action Plan for the year 2023-24 and requested the Criteria Coordinators to align their Criteria Plans with it.

Annual Plan 2023-24

Sr. No.	Strategy	Deployment
1.	Curricular Aspects	<ol style="list-style-type: none"> <li>1. Comprehensive implementation of the National Education Policy (NEP).</li> <li>2. Include generative AI in every program</li> <li>3. Expand and enhance internship opportunities for students.</li> </ol>
2.	Teaching, Learning and Evaluation	<ol style="list-style-type: none"> <li>1. Examination Reforms.</li> <li>2. Using Business Simulation and Experiential Learning extensively as a teaching tool.</li> </ol>
3.	Research Innovations and Extension	<ol style="list-style-type: none"> <li>1. Apply for new research centers.</li> <li>2. Encourage the Ph.D. students to publish 2 research papers per year in reputed UGC care listed journals.</li> <li>3. Encourage faculty members to apply for major research projects in Govt. and non Govt. agencies.</li> <li>4. Increase seed money for research.</li> <li>5. Boost IIC activities supporting entrepreneurship and innovation at a larger scale.</li> <li>6. Conduct a multidisciplinary conference.</li> <li>7. Registering the Incubation Centre.</li> </ol>
4.	Infrastructure and Learning Resources	<ol style="list-style-type: none"> <li>1. Increase computer laboratories and smart classrooms.</li> <li>2. -Broaden and enrich the learning resources available in the library.</li> <li>3. Expand e-learning facilities by recording more e-content.</li> </ol>
5.	Student Support and Progression	<ol style="list-style-type: none"> <li>1. Enhance student placement opportunities through strengthened collaborations with alumni.</li> <li>2. Organize grand Alumni Meet and other engagement activities..</li> </ol>

		3. Organize an Internship Fair along with Job Fair.
6.	Governance, Leadership and Management	<ol style="list-style-type: none"> <li>1. Implement Smart School MIS.</li> <li>2. Organize E-content Development Workshops.</li> <li>3. Organize Recreational and Staff Development Activities.</li> <li>4. Conduct Audits.</li> </ol>
7.	Institutional Values and Best Practice	<ol style="list-style-type: none"> <li>1. Identify and Celebrate International Days aligned with institutional and departmental priorities</li> <li>2. Social Outreach Activities, Initiatives in Adopted Villages.</li> <li>3. Setting up nest boxes and feeding strays for birds to promote biodiversity and other greening activities.</li> </ol>

### **Agenda III**

#### **New Age Skilling**

The chair announced the introduction of New Age Programmes and Courses for the current academic year to address the evolving needs of the job market and modern industries. The chair highlighted the launch of innovative degree programs including:

- B.Sc. in Economics and Analytics

- M.Sc. in Data Analytics

- B.B.A. in Digital Marketing

The chair further shared that the Department of Skill Development and Entrepreneurship has introduced new age courses, incentivized by skill credits. These initiatives aim to equip students with cutting-edge skills and knowledge, ensuring they are well-prepared for future career opportunities.

- Design Thinking

- Microsoft Power BI
- Blockchain in Accountancy
- Digital Journalism
- Financial Statement Analysis
- Market Research
- E-Commerce
- Web Development using Node.js
- IoT
- BSE Check My Skills
- Cybersecurity Simulation Projects
- Data Analytics and Visualization Projects
- Social and Digital Media Marketing Internship Projects
- Market Research and Competitor Analysis Projects
- Internal Audit & Control Internship Projects
- GST (Project-based Internships)

The chair emphasized the importance of these programs in providing students with the relevant skills needed in the rapidly changing job market. The members expressed their support and enthusiasm for the initiative.

#### **Agenda IV**

**Comprehensive implementation of the National Education Policy (NEP).**

The Chair announced that this year, the institution has implemented the National Education Policy (NEP) in a more comprehensive manner. Under this agenda, the Chair highlighted the institution's efforts to integrate the NEP 2020 guidelines, emphasizing the following key initiatives:

**Pioneering Initiatives in NEP:**

- Introduction of Major-Minor courses.
- Dual Degree options.
- Multiple Entry and Exit pathways.
- Implementation of Outcome-Based Education.
- Integration of Indian Knowledge Systems.

**Focus Areas in Line with NEP 2020:**

- Vocational Education: Enhanced focus on vocational training and skill development.
- Technology Integration: Greater incorporation of technology in teaching and learning processes.
- Minor Options Basket: Expanded offerings of minor subjects to complement major courses.
- Honors Option with Apprenticeship: Introduction of an honors program that includes apprenticeship opportunities.
- Research-Focused Fourth Year: A research-intensive fourth year for undergraduate programs.

The Chair emphasized that these initiatives demonstrate the institution's commitment to embracing the principles of NEP 2020, providing students with a comprehensive and future-ready educational experience. The members expressed their support and appreciation for these progressive steps, recognizing the positive impact they will have on the institution and its students.

**Agenda V**

**IKS and Generative AI in curriculum.**

IQAC Coordinator, Dr. Aarti Sukheja shared that a course on general IKS has been made mandatory for students of all the programmes and domain specific IKS is integrated in core courses to foster a deeper understanding of indigenous wisdom and cultural heritage. Apart from this, IQAC has planned to conduct exhibitions in the said academic year for showcasing rich Indian wisdom, as a part of assessment for these IKS courses. It was further shared that students were offered 3 Indian languages, Sanskrit, Malayalam and Marathi in the AEC (Ability Enhancement Courses) basket and the following new sections would be included the current edition of College Magazine: Hindi, Marathi, Malayalam, and Sanskrit , encouraging students to contribute articles in different languages.

The Chair emphasized the imperative of integrating Generative AI into every program's curriculum starting from the current academic year. To facilitate this integration, a Workshop on How to Use Generative AI Tools will be organized in the said term. This hands-on training opportunity will enable faculty members to explore and navigate various generative AI tools, granting them firsthand experience with the technology. The session will delve into key concepts, practical applications, and provide step-by-step guidance on seamlessly integrating generative AI tools into the teaching curriculum. This initiative aims to bridge the gap between traditional teaching methods and emerging technologies, ensuring our faculty are well-equipped to impart cutting-edge knowledge to our students.

## **Agenda VI**

### **Extensive Use of Experiential Learning and Business Simulation for teaching.**

The chair announced the successful establishment of a Business Simulation Laboratory on campus. It was further shared that the faculty have received comprehensive training to utilize this resource effectively. Emphasizing its importance, the chair highlighted the extensive use of Business Simulation as a teaching tool. The Simulation Laboratory offers students a practical avenue to gain insights into business management and decision-making processes. By assuming roles as business managers or executives, students can make decisions and experience their consequences within a controlled virtual environment. This initiative aims to enhance students'



practical understanding of business concepts and prepare them for real-world challenges in the corporate landscape.

The Chair emphasized the need for extensive use of the institution's comprehensive experiential learning program, Anubhav Manthan, which bridges classroom learning with real-world applications. This initiative incorporates internships, field visits, and projects into every program, ensuring students gain relevant hands-on experience. Key components include internship immersion, hands-on training forums, event management engagement, business simulation labs, and reflective field visits.

## **Agenda VII**

### **New Research Centres.**

The Chair announced the establishment of new Ph.D. Centres in Management and Biotechnology, and the application for a Ph.D. Research Centre in IT.

The Chair announced the setting up of new Ph.D. Centres in Management and Biotechnology. Additionally, it was shared that the college has applied for the establishment of a Ph.D. Research Centre in IT. This initiative aims to offer students the opportunity to pursue Ph.D. studies and benefit from advanced research facilities. The members expressed their support for these developments, recognizing the potential for enhanced academic and research opportunities for students and faculty.

## **Agenda VIII**

### **Development of Smart Classrooms and increase in the number of computer labs.**

The Chair announced the introduction of 2 new computer labs. The decision was made considering new academic offerings, and the need for technology integration. The institution now boasts 7 advanced and well-equipped computer labs with the latest configurations. With the addition of the 2 new labs this year, the total number of computer labs has increased to 9.

The Chair highlighted the increase in the number of Smart Classrooms. This initiative aims to enable teachers to employ modern teaching methods and enhance the overall learning experience.

## **Agenda IX**

### **Implementation of Smart School MIS.**

Mrs. Deepika Sharma, the Vice Principal, announced that the Smart School Management Information System (MIS) has been implemented this year for managing attendance, exams, and other administrative tasks. Dr. Shabab Rizvi and Mrs. Rabiya have been appointed as the in-charges for this system. The Chair has instructed IQAC to organize training sessions for the staff, in collaboration with the MIS Team, to ensure smooth execution.

## **Agenda X**

### **Presentation of Outcome based Plan of Planning & Evaluation Committee.**

Dr. Kavita Baddi shared the following plan of the Planning & Evaluation Committee for the academic year 2023-24.

Case Study Methodology to be further improved.	Enhance the quality of Case Studies: Review by Coordinator .
Introduction of Business Simulation in A.Y 2023-24.	Using Business Simulation to be used extensively as a teaching tool.
Suggested more emphasis on Experiential Learning.	A Symposium on Experiential Learning to be organised.
Reforms suggested for Continuous Assessment one.	Application Based Questions in place of objective type questions.
Practical based Continuous assessment with Rubrics.	Subject teacher to submit the Continuous evaluation pattern with rubrics to the coordinator

	& get approval for the same
Setting up of the Centre of Excellence in Data Analytics .	Objective is to develop data science skills of students that matches the industry expectations.
Focus on upgrading faculty skill sets.	Train the faculty to teach new courses
No Change in Skill Credits with implementation of NEP ,2020.	12 non academic credits to be continued

The Implementation Team headed by Dr. Shardul Buva was requested to execute the plan and the monitoring team led by IQAC to ensure its execution.

### **Agenda XI**

#### **Enhance student placement opportunities through strengthened collaborations with alumni.**

The chair presented the college's comprehensive strategy for alumni engagement, emphasizing their continued value post-graduation. Regular alumni meetups were noted as crucial for fostering reconnection and networking. The Alumni Association was assigned to broaden alumni mentoring and networking initiatives, aiming to improve career guidance and job placement opportunities for students by tapping into alumni expertise and industry connections. Additionally, preparations for the Silver Jubilee Celebrations scheduled for December 2023 were also discussed and planned for.

### **Agenda XII**

#### **Identify and celebrate National and International Days aligned with institutional and departmental priorities.**

The chair directed various committees to organize events and festivals celebrating important National and International Days aligned with their respective mandates. The chair directed

various committees, including WDC, Environment Cell, Marathi Association, and others, to organize events and festivals celebrating important National and International Days aligned with their respective mandates. Dr. Sanjay Munavali, Librarian, listed the following days for celebration: National Reading Day, National Librarian's Day, Vachan Prerna Divas (Read to Inspire Day), National Unity Day, National Constitution Day, Parakram Diwas (Bravery Day), and Republic Day. Dr. Rizvi, NSS Incharge, highlighted plans to celebrate International Yoga Day, International Day against Drugs and Abuse, and similar internationally recognized days.

### **Agenda XIII**

#### **Community Engagement Activities in Adopted Villages.**

Dr. Aarti S., IQAC Incharge, reported on the planned activities for the academic year in the 6 adopted villages. These include cleanliness drives, surveys, health initiatives such as waste management, cataract surgeries, dental check-ups, and sanitary pad distributions, benefiting over 10,000 villagers. The chair commended IQAC for their comprehensive planning and community-focused initiatives.

### **Agenda XIV**

#### **Greening Initiatives.**

The chair instructed the Environment Cell to explore new greening activities alongside existing initiatives. Mrs. Kaynath, EPC Incharge, proposed setting up nest boxes and feeding strays for birds in the upcoming academic year to promote biodiversity and enhance environmental stewardship on campus. The chair instructed Environment Cell to develop detailed plans for implementing nest boxes and feeding stations, ensuring they align with campus sustainability goals and explore additional opportunities for green initiatives that contribute to campus biodiversity and environmental sustainability.

### **Agenda XV**

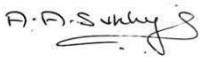
**Any other matter with the permission of the chair.**

Mr. Ayuf Akula recommended participating in Earth Day Celebrations through initiatives such as poster competitions, bird feeder installations, and paper recycling drives to promote environmental awareness and sustainability.

Mr. Anant Baddi commended the college for integrating AI into the curriculum, acknowledging its contribution to enhancing educational offerings.

Mrs. Deepika Sharma proposed that the IQAC develop a graduation roadmap to assist students in navigating their academic journey effectively.

- Dr. Aarti Sukheja confirmed that the IQAC would undertake the responsibility of creating this graduation roadmap to provide structured guidance for students. She further added that the college would Implement Earth Day Celebration initiatives and monitor their impact on campus environmental awareness.



**Dr. Aarti Sukheja**

**I.Q.A.C. Coordinator**