

**Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
RASAYANI**

IQAC - Minutes of Meeting and Action Taken Report

Minutes of the meeting held on 29/02/2020 in the IQAC Cell at 3 p.m.

Agenda: -

Discussion on: -

- 1. Improvement of academic performances of students**
- 2. Women's Day celebration**
- 3. Exam Cell and Academic Audit**
- 4. Collation of content for preparation of AQAR 2019-20.**
- 5. Any other matter which finds relevance in the discussion.**

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Swati Mishra, IQAC Convener

Sujith Babu, IQAC Co-convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Remya Madangopal

Ms. Sindhuja Joshi

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Mr. Aditya Baokar

Ms. Kamla Choudhary

I. The Chairperson read the Minutes of the previous meetings.

II. Announcement:

- Feedback and Student Satisfactory Survey outcome to be reported to IQAC.
- One Day National Conference by Department of commerce and IQAC on “Inconclusive World and Current Economic Slowdown” to be organized on 14 March, 2020
- One Day National Conference by Department of Arts and IQAC on ‘Textual and Visual Evidence of Exploration in Travel Literature’ on 21 March, 2020.

III. Report

The following points were discussed:

Agenda – 1 (Improvement of academic performances of students)

Syllabus completion status was discussed class-wise by IQAC. Study camps and remedial lectures were suggested to be scheduled department-wise. IQAC also recommended to organize guidance sessions mainly for final year students.

Agenda – 2 (Women's Day celebration)

IQAC discussed and finalized on organizing a sequence of events in lines with the UN slogan of 'I am Generation Equality: Realizing the Rights of Women'. The events were recommended to be WDC in collaboration with SIBC.

Agenda – 3 (Exam Cell and Academic Audit)

IQAC discussed on conducting exam cell audit and academic audit for academic year 19-20. IQAC recommended the team for both the processes.

Agenda – 4 (Collation of content for preparation of AQAR 2019-20)

Heads and mentors of various criterions shall collate all information and details required for preparation of AQAR for Academic year 2019-20. All the information has to be maintained on Google spreadsheets also in order to facilitate quick reference whenever needed.

Action Taken Report

- Guidance sessions were organized for TY students of B. Com, BMM and B. Com (A&F), on subjects such as business economics, agency management and financial accounting respectively, on 3 March, 2020 by subject experts from other institutions.
- Third year B. Com students also attended guidance sessions on financial accounting and cost accounting on 4 March 2020. Final year students of B. Com (A&F) also attended an expert session on financial management on 12 March, 2020. All these sessions were organized under each department in collaboration with IQAC.
- In association with WDC and SIBC, Women's Day celebrations were organized as recommended by IQAC. The celebration included organizing three events
 - (i) Session on 'Zumba' to create awareness fitness of women, on 6 March, 2020
 - (ii) An expert talk on 'Beauty and Nutrition' on 7 March, 2020
 - (iii) Triathlon, a 5km run and other physical activities on 9 March, 2020
- IQAC discussed and finalized an internal team of faculty members to conduct exam cell and academic audit for academic year 2019-20. Prof. Harshita Singh, an IQAC member will lead the exam cell audit team and submit the report before the semester ends.
- Prof. Sujith Babu, Prof. Swati Mishra and Prof. Swapnil Patil will provide academic audit report before the end of the semester.
- Timelines are given for completion and compilation of criterion-wise data for AQAR, 2019-20. Respective criterion in-charges and team of faculty members are instructed to adhere to the given schedule to submit the same.