

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

April 02, 2018

Notice

A meeting of the members of the IQAC will be held on April 05, 2018 in the Principal's 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 infrastructure and learning resources
4. To discuss student support and progression
5. To discuss research related activities
6. To discuss extension activities
7. Any other matter with the permission of the chair.

Ms. Swati Mishra
IQAC

Mahatma Education Society's
PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
RASAYANI
IQAC - MINUTES OF MEETING

Minutes of the meeting held on 05/04/18 in the IQAC Cell at 3 p.m.

Agenda: -

Discussion on: -

- 1) **Departmental activities**
- 2) **Staff Welfare activities**
- 3) **Student welfare activities**
- 4) **Research related activities**
- 5) **Infrastructure and Learning Resources**
- 6) **Student Support and Progression**
- 7) **Extension Activities**

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

- 1) Swati Mishra , IQAC Convener
- 2) Sujith Babu, IQAC Co-convener
- 3) Prof. Binit Kumar , Vice Principal
- 4) Dr. Jayanta Behera
- 5) Ms. Remya Madangopal
- 6) Ms. Sindhuja Joshi
- 7) Ms. Babitha Kurup
- 8) Mr. Swapnil Patil
- 9) Ms. Prajakta Shirke

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

II. Announcements:

- The dates of Degree Distribution Ceremony were announced as per the directives of Mumbai University.
- The NSS Evaluation Session for Raigad District is scheduled on 17 March, 2018.

III. Report

The following points were discussed:

Agenda – 1 (Departmental activities)

It was decided that Remedial classes will be conducted for those students who are slow learners and Intensive coaching classes will be held for the advanced learners before the commencement of ATKT and Regular Semester end examinations. This is to boost the pass percentage and to aim for University toppers. Time table will be chalked out for Remedial coaching and Intensive coaching by the Heads of the Departments and be blended with the regular timetable. Science Department would plan for the same between 9 am to 10 am daily and Arts and Commerce departments would plan for it after 2.40 pm. All departments were instructed to follow this plan of action for the overall benefit of the students.

Agenda – 2 (Staff welfare activities)

It was decided that a Faculty Development Program would be organized for all the teaching staff and it is proposed to invite Dr. Reni Francis as the resource person for this FDP. It is important to align all activities systematically so that the Mission and Vision of the Institution can be accomplished. This workshop shall reinforce the same among the staff members.

Agenda – 3 (Student welfare activities)

The members indicated to the Commerce department to plan and execute a student conference on “Current Issues and Trends” in line with one of their Units in the Curriculum of Business Communication. It shall be ensured that there is maximum participation from the students in the form of volunteers and organizers. The students shall be motivated to contribute to this conference so that they get proper exposure to the recent trends and shall benefit from it.

Agenda – 4 (Research related activities)

Our faculty members must attempt to make presentations, submit their research papers and actively participate in the upcoming Research conference to be organized by PHIMSR (Pillai HOC Institute of Management Studies and Research) on the theme '*Globalizing Brand India: Challenges and Opportunities*.' The Research Cell shall follow up with this. The Research Cell shall also organize a workshop to inspire the staff members to enhance their research related activities. The staff members shall work on sending research proposals for funding and the Research cell would guide them for the same. This workshop may be scheduled in the month of April.

Agenda – 5 (Infrastructure and learning resources)

All the faculty members shall upload their respective subject teaching notes, ppts, handouts and other relevant material to the D – Space so that the students will have a ready reference for exam preparation. All the staff members and the students shall be given a follow – up training by the Library on how to utilize OPAC and make use of the reading material made available in the libraries. Library Advisory Committee to plan and organize the same in batches.

Agenda – 6 (Student support and progression)

For the impending Add on Course on '*Implementation of GST*', '*Taxation*' and '*Personality Development*' to start tomorrow, it was suggested that the teachers should motivate the students for increased enrollment for the same.

After realizing the need for training the students to be professionals, it was suggested that the Women Development Cell shall plan for an activity for all the final year students related to "*Personality Development and Grooming*." This will ensure that our students are supported in every way possible to prepare them for the highly competitive business world.

In line with the '*Degree Distribution Ceremony*' followed by '*Alumni Meet*' on March 17, 2018; the Alumni Committee was instructed to create database of all the alumni and have an interactive Feedback Session with them.

Agenda – 7 (Extension Activities)

The NSS Unit of our College proposed to double the number of student volunteers to 100 in one Unit, the proposal of the same shall be submitted in the month of April/ May to NSS Unit (University of Mumbai).

The NSS Unit of the college also offered its Candidature for ‘Best NSS Unit Award’ and ‘Best Volunteer Award’ in Raigad district. Ms. Kalavati Upadhyay, Programme Officer of NSS shall present a ppt of Best Five Activities for the year 2017-18.

Ms. Swati Mishra
IQAC