

**Mahatma Education Society's**

**PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**RASAYANI**

**August 03, 2017**

**Notice**

A meeting of the members of the IQAC will be held on August 05, 2017 in IQAC Room at 2.30 p.m. to discuss the following agenda:

1. To review the minutes of the previous meeting
2. To Review the NAAC guidance received from Ms. Bhavana Parab, IQAC Co-Coordinator, PCASC
3. Review of the document criterion-wise
4. Review of college and other NAAC presentations.
5. Any other matter with the permission of the chair.

**Ms. Swati Mishra**  
**IQAC**

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**PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE**

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**IQAC - MINUTES OF MEETING**

August 05, 2017

**Agenda:-**

1. Review of the previous minutes
2. Review of the NAAC guidance received from Ms. Bhavana Parab, IQAC Co-Coordinator, PCASC
3. Review of the document criterion-wise
4. Review of college and other NAAC presentations

**Members present :-** Dr. Lata Menon (Principal and IQAC Chairperson), Dr. Pragnesh Shah, Mr. Binit Kumar, Ms. Swati Mishra (IQAC Co-ordinator), Mr. Sujith Babu, Ms. Babitha Kurup, Ms. Remya Madan Gopal, Ms. Sindhuja Joshi, Ms. Harshita Singh, Mr. Jayanta Behera, Mr. R.B. Patil, Mr. Rohan Bhoir, Ms. Tanushree Ghosh,

**Action Plan:-**

1. The minutes of the previous meeting were reviewed and confirmed.
2. The guidance received by Ms. Bhavana Parab was discussed by NAAC Coordinator with the IQAC members and they were asked to implement it accordingly.
3. The Principal with the IQAC coordinator will scrutinize all the criterion wise file department wise and a schedule was drawn for the same.
4. With NAAC peer team visit to the college scheduled on 23rd and 24th September 2017, schedule of review of all the presentations were planned. It was decided to start with department presentations, followed by Principal presentation. The plan of action during NAAC peer team visit was also discussed.

The meeting ended with formal vote of thanks.

**Ms. Swati Mishra**  
**IQAC**