

**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 06/08/19 in the IQAC Cell at 3 p.m.

**Agenda: -**

**Discussion on: -**

- 1. Triple Mentoring as Best Practice**
- 2. Positive Psychology to be discussed - Taking account of the lectures conducted**
- 3. Plan for sessions for advanced and slow learners**
- 4. Streamline MIS for documentation and data compiling for AQAR**
- 5. Online Feedback**
- 6. Discussion on Research Activities**
- 7. 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

Ms. Tanushree Ghosh

Mr. Aditya Baokar

Ms. Kamla Choudhary

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

II. Announcements:

- 3 – Day Meditation Programme was organized for students by Heartfulness foundation from 26-28 August, 2019.
- Business Plan competition by IQAC and Entrepreneurship Cell on 29 August, 2019

**III. Report**

The following points were discussed

### **Agenda – 1 (Triple Mentoring)**

The concept of triple mentoring was introduced and the applications were discussed to be implemented as best practice for 2019-20. The idea was to introduce new pattern of mentoring in lines with mentor-mentee mode, and mentoring through peer groups. Vertical mentoring was the central idea to incorporate in mentoring system where third year students would mentor the first and second year students by lectures and doubt solving sessions. The activity is organized department-wise under the supervision of concerned subject teachers.

## **Agenda – 2 (Positive Psychology)**

It was decided to categorize the “Positive Psychology” training material into three modules- Empathy, Sense of Purpose and Diversity and Acceptance. Content development for the modules was allocated to specific teams. They would further research and classify their allotted module into four distinct titles and also design it in such a manner that activity based learning is facilitated. The third lecture every Monday shall be fixed as Positive Psychology slots across all the courses and classes.

## **Agenda – 3 (sessions for advanced and slow learners)**

As a part of improving educational standards, schedule for sessions for advance and slow learners should be made and followed. The sessions are organized department/class wise for each subjects.

## **Agenda – 4 (Management Information System)**

For NAAC documentation, records of activities organized are of utmost importance. IQAC discussed on streamlining the present management information system to track activities and keep authentic records.

## **Agenda – 5 (Feedback)**

Online feedbacks of different classes are to be collected by feedback committee before the end of semester. For smooth conduction, time slots should be given for each class. The students should be accompanied by faculty-in-charge to guide them through the process.

## **Agenda – 6 (Research related activities)**

As a part of research activities, faculty members were encouraged to present papers in MES research forums organized on 27<sup>th</sup> September, 2019 by Pillai Group of Institutions. IQAC also discussed on encouraging faculty members to submit Minor research projects for research grants from University of Mumbai. Discussions were held on planning of National Conference of Science by IQAC in association with Department of Physics, Chemistry and Mathematics to be organized at the start of even semester.

## **Action Taken Report**

- Introduced Vertical Mentoring System across all departments where TY students engaged FY and SY classes to assist learning process and encourage interactive sessions
- Distribution of modules and setting of Time tables for activity based positive psychology sessions
- Course co-ordinators scheduled subject wise timetable for each class for sessions by respective subject faculty members to assist slow learners and enhance the advanced learners. The sessions were planned on dates adhering to examinations.
- A new committee was organized as a part of management information system to keep a systematic record of all activities organized, curricular, co-curricular or extracurricular in the college on 16 August, 2019. Ms. Babita Kurup was nominated as convener for same along with a team of faculty members to provide authentic data for documentation. The committee is formed for assistance to compile data for AQAR to be submitted every year.
- Feedback Committee prepared a schedule with time allotments for each class to submit online feedback under the guidance of Class Coordinators on 26-27 September, 2019
- Prof. Priyesh Keekan represented the college in MES Research Forum and presented paper on 'Hoping for an early dawn: The plight of tribal women in India', organised on 27 September, 2019
- A total of eleven Minor Research Projects were submitted to University of Mumbai on 30 September, 2019