

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 (Online) held on June 13, 2020. Meet Platform: Google Meet

Agenda: -

Discussion on: -

- 1) IQAC constitution formation for 2020-21
- 2) Process of online lectures for SY and TY students
- 3) Positive Psychology to be introduced as a value-added course
- 4) Focus on student oriented departmental activities
- 5) Planning of staff welfare activities and faculty exchange programmes
- 6) Planning of revamping IQAC activities and college website
- 7) Progress of research related activities
- 8) Any other matter of relevance with the permission of the Chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Mr. Sujith Babu

Ms. Swati Mishra

Ms. Arushi Dube

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

I. The Chairperson read the agenda of the first meeting of AY 2020 -21.

II. Announcements:

- International Webinar to mark world Environment Day Celebrations on the topic "Seismic Hazards Assessment: Predictions and Challenges for a Safe Environment" by IQAC to be organized on 15 June 2020
- International Yoga Week for Holistic Health and Wellness by IQAC in association with WDC and SIBC from 16- 21 June 2020 to mark International Yoga Day Celebrations

III. Report

The following points were discussed:

Agenda - 1 (IQAC constitution formation for 2020-21)

The framing of the constitution of IQAC for the academic year 2020-21 was the primary agenda of the meeting. With consent from all members present, Ms. Remya Madan Gopal was entrusted with the responsibility of IQAC Coordinator. A few teacher representatives were also authorised with notable roles to play for the smooth functioning of the IQAC. Other than for the student council representatives, the constitution was finalized and approved by the management and other authorities concerned.

Agenda – 2 (Process of online lectures for SY and TY students)

The Academic year of 2020-21 commenced with online lectures for students of SY and TY due to the existing pandemic times of COVID – 19 adhering to the government orders of social distancing. The faculty members get acquainted with new age teaching learning methods using online tools and applications. The principal discussed the follow up on process of online teaching learning implemented from 01 June 2020. The IQAC members discussed feedback on the application of live lectures through Google meet app. The IQAC also discussed the needs of documentation of online lectures for each subject in every class and stressed on the need of

continuous evaluation methods to keep a tab on the students. The online evaluation is suggested to identify the ability of the students to cope with and follow the new scenario of education.

Agenda – 3 (Positive Psychology to be introduced as value added course)

Positive Psychology modules were to be introduced as Value added courses provided to the students by our college. The module designing was allocated to IQAC members and the course model was discussed. The outline of structure was briefed and the fact that the Positive Psychology will have all 6 semester modules for a full -fledged course for three years was reinstated. For the final year students, the modules were grouped as and under Advanced Positive Psychology. The details, objectives, advantages, duration, and assessment process were defined to be introduced as a value-added course. Moreover, rules for attendance rules for assignment submissions and final examination to receive the certificates were also clearly stated. The three major topics for Advance Positive Psychology were classified as Apps and Gadgets, Positive Psychology Intervention and Roots for a Resilience. Each topic was further divided into 3 modules designed by IQAC team members. The fourth lecture every Monday has been fixed as Positive Psychology slots across all the courses and classes. The new faculty members are also oriented with the *modus operandi*.

Agenda – 4 (Focus on student oriented departmental activities)

IQAC discussed on new mode of Online teaching and learning and discussed the progress of the same. The Department coordinators were suggested to maintain the records of all the online teaching learning sessions and take feedback from the students on topics which they felt challenging. The Department heads were also given suggestions to organise guidance or expert sessions as well as plan on Faculty exchange programs. Student oriented webinars were to be focused on to successfully implement online teaching and learning process. The Department coordinators were also requested to plan alumni activities that will provide a platform for interaction of are students with our alumni. Every department shall take complete responsibility for ensuring that attendance percentage of students is maintained as per the University of Mumbai guidelines. The department heads and association in-charges shall chalk out detailed plans and discuss the same with the IQAC.

Agenda – 5 (Staff welfare activities)

The IQAC members felt the need to organize welfare activities for the teaching as well as non-teaching staff by organizing events for their overall physical and emotional health during pandemic times. IQAC suggested the need to plan for an online Faculty Development Programme for the respective teaching staff members of the various departments to enhance their concepts regarding the new trends in developing technology. The faculty members were encouraged to take up online short term, refresher, or orientation courses. Moreover, respective departments were asked to plan on Faculty Exchange Programmes.

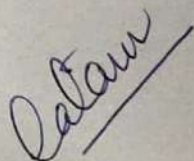
Agenda – 6 (Planning of revamping IQAC activities and college website)

To complete and compile the data required for AQAR of the academic year 2019-20, the entire faculty members were grouped under various criteria, headed by IQAC members. The IQAC team suggested reshuffling the members in each team to get acquainted with various criteria and metrics for AQAR and SSR documentation for the near future. The chairman and the entire IQAC team reinstated the importance of exposure to all possible quantitative and qualitative metrics with the beginning of the new academic year commenced in a different and challenging scenario. IQAC also discussed meticulous planning of activities that are staff and student oriented and planning the same on online platforms which is the need of the hour. IQAC also discussed revamping the website and updating the events organized regularly and consistently which help the students and other beneficiaries to keep a tab on the progress of Academy Year 2020- 21.

Agenda – 7 (Progress and update of research related activities)

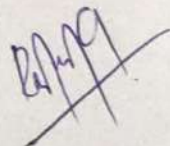
IQAC suggested to strengthen and improve on research related activities and indicated the possibility of involvement of students in the same to develop research culture among them. IQAC also suggested on initiating the planning of utilisation of minor research project grant to be received from University of Mumbai and recommended the commencement of research work on the same. IQAC also reinstated the importance and relevance of planning faculty wise national conferences online and discussed whether they need to publish the selected research papers in UGC-CARE list journals to improve on the quality and standard of conferences to be organised. The team also discussed motivating individual faculty members to pursue their Ph. D's and research activities. The members also asked the research and development committee to continue

to support and provide a platform to present the work by organizing the faculty seminar series. The staff members shall work on sending proposals for Minor Research Projects for funding to Mumbai University For the current Academy care also with suggestions from those who have already submitted and received the grants.



Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

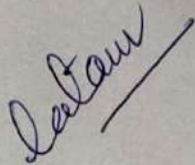
Action Taken Report

- The documentation of teaching-learning process conducted online was decided to be maintained by creating Google classrooms for each subject, class-wise across all streams. The programme coordinators, class coordinators and subject teachers were given the responsibility to manage the google classrooms as per the guidance of IQAC. For the easy access of e- content in the classroom, the links for the same was decided to be shared on the website of the college as per instructions from IQAC.
- The live online sessions were decided to be conducted using Google meet platform and the sessions would be recorded by the concerned subject teacher to be shared with the course coordinator. for revision and recapitulation, the presentation, e-notes, online videos, and research articles all syllabus-based topics were uploaded in the Google classroom by the concerned subject teacher.
- IQAC also implemented continuous internal evaluation of online sessions for all subject be organising online quizzes, e-assignments or online projects designed by the concern subject teacher throughout the semester to keep a track on student compliance and maintain records of performance of the students in online sessions.
- The Attendance Committee was recommended to provide online attendance records that are to be maintained class-wise by shared Google sheets. The online attendance is marked with the help of the extension of Google attendance meet or virtually by the subject teachers for each lecture. The record also helps to keep track on the number of students attending the session and calculate the attendance percentage.
- Separate Google classrooms were created for each class, across all streams for the value-added online course of positive psychology under the guidance of IQAC. the plan of a content delivery was through live Google meet sessions with the Technical Support of presentation Online videos and document about the content. The sessions should be recorded, and the records should be maintained by each Department. The commencement of the sessions was planned on first week of July 2020
- Assignments and online test will be organised at the end of the semester based on the 3 topics and modules discussed during positive psychology sessions. the students clear the examination with required marks and maintain good attendance record will be eligible for E certificate for

completion of positive psychology value added course. the attendance records are maintained online with the technical support from Attendance Committee. The Google spreadsheets are shared to keep the track on students for the sessions.

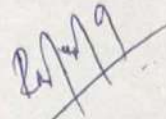
- Multiple student oriented online activities, both curricular and co-curricular were organised by various departments and concerned associations with an objective to focus on Student welfare and participation. E-poster making competition on "Time for Nature" was organised by IQAC in association with Department of Chemistry, to mark world environment day from 6 to 8 June 2020
- An intra collegiate Webinar on "Introduction to Photography" by Faculty of Arts was organised on 13 June 2020 in association with IQAC.
- An international webinar on Seismic Hazards Assessment: Predictions and Challenges for a safe Environment was organised by IQAC and Department of physics in association with Nature Club to mark world environment day for students and faculty members streaming live on Google meet platform and YouTube
- An intra collegiate Webinar on "fund raising for Start-Up" was planned to be organised by IQAC in association with Department of Commerce on 24 June 2020 to generate interest in entrepreneurship among the students. The invited speaker for the event was Ms. Aarushi Sharma, who is working as business analyst, alumna from BMS Department
- A national webinar on "Chanakya Neeti: The Mantra to Excel" by Faculty of Arts (Departments of Economics and History) was planned to be organized in Association with IQAC on 25 June 2020, live streaming on Google meet platform and YouTube
- IQAC recommended faculty exchange program with Pillai College of Arts, Commerce and Science, New Panvel, Maharashtra to be organised Department wise to provide new perspectives on online teaching learning scenario. The program coordinators were recommended to discuss the same and plan the activities from the month of July and revert to IQAC regarding the same
- IQAC also decided to reorganise and update the website instructions on the same were given to website committee. in the meeting it was also decided that activities will be plant criterion voice and documented accordingly to smoothen the process of AQAR and SSR compilation. The Principal suggested that the IQAC coordinator would work in association with criterion heads and respective teams to organise the events to be documented under various criteria

- IQAC recommended research and development committee to collaborate with industries to develop Institute industry interface. Faculty members were recommended to come up with quality research papers to be presented in conferences
- The members also discussed organising celebration of various international 'days' to inculcate values, cultural diversity and nationality for students.



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Ms. Remya Madan Gopal
(IQAC Coordinator)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the meeting held on 25/07/2020 at 04:00pm in Google Meet platform

Agenda: -

Discussion on: -

- 1) Discussion on effectiveness of online teaching learning mode
- 2) Organizing Online student-oriented activities
- 3) Planning of research and development committee activities
- 4) Discussion on Planning of alumni activities
- 5) Initiate NIRF ranking process and chalk out plan of action
- 6) Discussion on scheduling the reporting day of IQAC team members to college
- 7) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Mr. Sujith Babu

Ms. Swati Mishra

Ms. Arushi Dube

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- Observing Kagil Vijay Diwas initiated by IQAC through organizing a webinar on 27 July 2020
- Virtual Independence Day Celebration to be organized by IQAC on 15 August 2020

III. Report

The following points were discussed:

Agenda – 1 (Discussion on effectiveness of online teaching learning mode)

The IQAC team emphasized on online study material availability and finalized the guidelines for the faculty members and students. The program coordinators were suggested to take feedback on new online teaching learning methods. IQAC also discussed on various ideas that can be implemented to improve and smoothen the process.

Agenda – 2 (Organizing Online Student-Oriented Activities)

IQAC discussed on planning and successfully conducting online student-oriented activities to motivate and encourage them to come in terms with the new normal in academic field. IQAC decided on planning events to observe international or national days or culturally vibrant activities which will assist in moulding the overall perspective of students during the challenging scenario of the pandemic times. Career Counselling Cell Convener was also asked to plan the events for students of Arts, Science and Commerce to extract maximum benefits for the students in their respective streams.

Agenda – 3 (Planning of Research and Development Committee Activities)

IQAC suggested the significance of motivating the faculty members as well as students to be involved in research activities. IQAC also recommended research and development cell to plan activities that will satisfy these objectives at the earliest.

Agenda – 4 (Discussion on Planning of Alumni Activities)

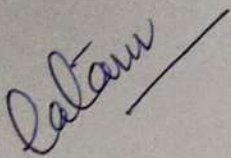
IQAC also decided and finalised to planning and organising Department-wise alumni activities in the form of webinars, career counselling and productive interactions with the current batch of students. the respective programme coordinators decided to plan on working on the same and implement it at the earliest.

Agenda – 5 (Initiate NIRF Ranking Process and chalk out plan of action for finalizing AQAR)

The team emphasized on the need for evaluation and improvement by enlisting and submitting the application for NIRF ranking framework of the institution. To plan the process meticulously IQAC decided to form team of faculty members and provide them with specific duty allocations which are in line with their AQAR responsibilities for the upcoming NRF documentation process. The criterion in charge is also reported on the present status of completion of AQAR for the academic year 2019-20.

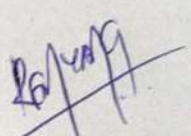
Agenda – 6 (Discussion on scheduling the reporting day of IQAC team members to college)

A discussion on planning of reporting of team members of IQAC and NIRF on the same day was suggested to successfully collect and compile the data and documents required for the submission of both accreditation processes. The team decided to report to college accordingly so as to successfully collaborate and bring in productive results as a team.


Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

Action Taken Report

- The Programme Coordinators, Class Coordinators and subject teachers were asked to keep a tab on the management of the google classrooms as per the guidance of IQAC and update the notes, quizzes and other learning tools regularly. It was decided to share weekly lesson plan course wise by each subject teacher with the students along with the pedagogy to smoothen the online teaching learning methodology. to take the feedback and updates on students thought process through e-MMM, which was scheduled once in a month for the mentors to interact with their mentees and maintain reports of the same.
- A webinar was organised to mark Kargil Vijay Diwas on 27 July 2020. have the guest of honour was Colonel MK Chowdhury (retired), Indian Army, Birendra Kumar Pathak, Petty Officer and Mahendra Singh, Petty Officer, Marine Commandos of Indian Navy.
- IQAC organized an online intercollegiate quiz competition to mark World Nature Conservation Day on 28 July 2020 to create awareness for the need of conservation of nature and natural resources, among the students.
- IQAC organized virtual Independence Day celebration by the online platform of Google meet to mark 74th Independence Day of our country.
- Orientation programme on NUSSD by TISS was organised by IQAC to provide information on the certificate course on digital marketing for our students as a part of memorandum of understanding between the 2 institutions.
- Research and Development Cell organized faculty seminar series titled Researchers' Meet on 13 August 2020 where the inhouse faculty members discussed the status of their personal research and future probabilities of publishing the work in a Journal or presenting the same in conferences.
- Rakhi Making Competition to mark "Raksha Bandhan" was also organized by cultural Association 02 to 04 August 2020 to focus on the cultural values and help students develop their personality by upholding our culture and tradition.
- Women Development Cell, in association with IQAC have also planned a series of events which would focus on gender equality and women empowerment

- Department of IT and CSS organised an event off interactive session with alumni titled a day for discussion on 25th July 2020. Our chief guest for virtual Independence Day celebration was also an alumnus Kartikay Singh, from Department of B. Com.
- A team of faculty members per selected to work dedicatedly on NIRF process with 6 of them leading 6 different parameters that cover the ranking procedure add an event to Orient on the procedure was also decided to be organised on the day of reporting to college. Duty allocation was divided in line with the responsibility handled by the faculty members in the accreditation process of NAAC

Lata

Dr. Lata Menon
(IQAC Chairperson)

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Remya

Ms. Remya Madan Gopal
(IQAC Coordinator)

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RASAYANI**

IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on 01 September 2020 at 12:00 noon in Conclave I (The attendants adhered to COVID - 19 protocols while attending the meeting).

Agenda: -

Discussion on: -

- 1) Guidelines and Provision of Study Material for Students Online
- 2) Organizing Online activities and interactions with parents
- 3) Progress of Minor Research Project, Paper Publications and Ph.D. Registration of Faculty members
- 4) Planning to Apply for NIRF and Online Orientation for FY batches
- 5) Presentations of documentation of Track Act, Departments and the IQAC
- 6) Discussion on MoU Process Status and Certificate Courses with various organizations
- 7) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Mr. Sujith Babu

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Ms. Arushi Dube

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- The Commencement of FY classes and their virtual orientation Programme on 7 September 2020
- Ms. Darshana Wajekar will be joining Mr. Deepesh Jagdale and team for institute's website enhancement.

III. Report

The following points were discussed:

Agenda – 1 (Guidelines and provision of study material for students online)

Considering the syllabus completion status of all classes, study material availability was held prime responsibility of every faculty member. The IQAC team emphasized on online study material availability and finalized the guidelines for the same.

Agenda – 2 (Organizing Online Activities)

The team discussed planning and execution of to be conducted online activities including Conferences, FDPs, Webinars and Seminars departments wise in both the semesters of an academic year 2020-21. The members were guided to update the yearly activity calendar of the institute for the smooth functioning of planned activities. The discussion was held on conducting virtual Parent-Teacher Meet to provide a platform for interaction with parents and keep a tab on the status of their ward in academics and other wise. The IQAC has also discussed planning events to celebrate and observe Gandhi Jayanti and world habitat day involving students to lift the spirits and improve awareness on national and international days.

Agenda – 3 (Progress of Minor Research Project, Paper Publications and Ph.D. registration of faculty members)

IQAC suggested the importance of timely submission of minor research project grant received from University of Mumbai and recommended the completion of them. IQAC also reinstated the importance and relevance of planning faculty wise FDP, online national conferences and also discussed on the need to publish the selected research papers in UGC CARE list journals. The team also discussed on motivating faculty members to pursue their Ph.Ds and research activities.

Agenda – 4 (Planning for an NIRF and Orientation Programme)

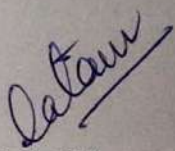
The team emphasized on the need for evaluation and improvement by enlisting and submitting the application for NIRF ranking framework of the institution. The programme coordinators were also informed to plan Department-wise virtual orientation sessions across all streams for the First-Year batch of students of academic year 2021.

Agenda – 5 (Presentations of documentation of Track Act, Departments and IQAC)

Meticulous compilation and documentation of online activities are instructed to be maintained under Track Act, which is the repository of and part of management information system off the institution. The Programme Co-ordinators and IQAC members were asked to keep a tab on the proper and organized management of the process. IQAC also informed the plan on implementing departmental presentations segregated criterion wise after the completion of the semester.


Agenda - 6 (Discussion on MoU Process Status and Certificate Courses)

IQAC also discussed the status of Memorandum of Understanding with various other institutions. The possibilities of signing more such agreements were also the focus point of the meeting. Certificate courses were planned for the students to strengthen their overall development and employability skills.


Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

Action Taken Report

- The programme coordinators, class coordinators and subject teachers were asked to keep a tab on the management of the google classrooms as per the guidance of the IQAC.
- Faculty members were also instructed to prepare online mock question banks for their respective subjects they handled in the 6th Semester for final year students of 2019-20. IQAC also suggested that University and UGC may come up with online examination guidelines to be followed to conduct the examinations during pandemic times.
- The virtual orientation for first year students were planned to be conducted, department wise on 7 September 2020. The online teaching learning system and the process through live online sessions in Google meet platform and the sessions recording by the concerned subject teachers were to be informed. Further, for revision and recapitulation, the presentation, e-notes, online videos, and research articles all syllabus-based topics were uploaded in the Google classroom by the subject teachers concerned.
- The orientation was to also focus on IQAC also implemented continuous internal evaluation of online sessions for all subject by organising online quizzes, e-assignments or online projects designed by the concern subject teacher throughout the semester to keep a track on student compliance and maintain records of performance of the students in online sessions.
- Information on Positive Psychology Sessions, such as separate Google classrooms created for each class and across all streams for the value-added online course under the guidance of IQAC was to be provided. The plan to develop e-content delivery through live Google meet sessions with the Technical Support of presentation Online videos and document was successfully implemented. The sessions were to be recorded, and the records were maintained by each Department from third week of September 2020. The Attendance for the same was maintained by Google spreadsheets keep the track on students.
- An online faculty development programme was organised by IQAC in Association with faculty of Commerce and in collaboration with Bombay Stock Exchange Brokers' Forum titled "The Overview of Indian Capital Markets and Indian Economy" from 12 to 16 October 2020.
- As an initiative of the IQAC, to participate in NIRF rankings, a webinar was organised, where in the coordinator Ms. Remya Madan Gopal presented and briefed on various parameters involved in NIRF as a part of data collection and documentation submission.

- IQAC and Staff Welfare Committee also organized virtual teachers' day celebration on 5th September 2020 as a tribute to the professional commitment of teaching fraternity even during challenging times of COVID – 19.
- Department wise parent teacher meeting on virtual platform was planned and executed on 07 September 2020. The Principal, Vice-principal, Programme Coordinators and subject teachers interacted with the parents and their wards during the meeting. IQAC chairperson also recommended a meeting with final year students to discuss their academic progress curricular and extra-curricular activities online.
- The schedule of NUSSD programme by TISS was discussed to plan the same after regular lectures and Ms. Harshita Singh was appointed as the co-ordinator the same along with a team of faculty members dedicated to ensuring smooth completion of the course as per MoU signed.
- MoU procedure was completed, initiated by IQAC of our college with Tata Institute of Social Sciences for certificate course and KLE College of Arts and Science, Kalamboli for Faculty Exchange Programme.
- IQAC also initiated a certificate course on Certificate Course on Machine Learning with Python organised by the Department of IT and CS to be planned from 7 September, for 30 contact hours.
- An online quiz competition was organised by Institutional Social Responsibility Cell, which is an IQAC initiative, to observe Gandhi Jayanti from 01 - 03 October 2020. A poster making competition on World Habitat Day, 5 October 2020 was also organized to mark the importance of natural habitats and create awareness to protect the same. The members also discussed the observance/celebration of various international days to inculcate values, cultural diversity and nationality for students.
- Initiating work on minor research project by faculty members who are given grants by University of Mumbai for the same was also discussed during the meeting

Lata Menon

Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal

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(IQAC Coordinator)

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the meeting held on 26/11/2020 at 3:30 p.m. using the online Google meet platform.

Agenda: -

Discussion on: -

- 1) Discussion on uploading status of AQAR 2019 – 20 data
- 2) Guidelines for Odd Semester Online Examination Dec-2020
- 3) Analysis of WDC activity organized with SIBC in line with MoU
- 4) Panning of faculty-wise online National Conference and Research Activities
- 5) Formation of IPR Cell and progress of IPR related activities
- 6) Organization of a webinar on and Quality enhancement in Education and New Education policy
- 7) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

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Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

I. The Chairperson read the agenda of the previous meeting held on September 01 of AY 2020 -21.

II. Announcements:

- International Webinar to mark Un 16 Days of Gender Activism on the theme "I am Generation Equality- Realizing Women's Rights" to be organized on December 09, 2020
- Dr. A. P. J. Abdul Kalam Students' Seminar Series to be organized on December 12, 2020

III. Report

The following points were discussed:

Agenda – 1 (Discussion on uploading status of AQAR 2019 – 20 data)

IQAC coordinator presented the status of AQAR data uploading in NAAC portal for the academic year 2019-20. the data entry and documentation uploading were being done criterion wise by following a particular schedule for the same. accuracy coordinator also informed the almost completion of the process along with updating of the same in the website.

Agenda – 2 (Guidelines for Odd Semester Online Examination Dec-2020)

The guidelines for upcoming online examination of Odd Semester December 2020 were discussed and planned to be conducted as per the guidelines given by University of Mumbai. The IQAC members and the Exam Cell gave instructions to be followed during the conduction of the Regular and ATKT examinations for Odd Semester. A pattern of 40 MCQs in each Set of 60 marks each question carrying 1.5 marks was discussed to be followed. The dates of Sets uploadation and Google links formation were finalised considering the smooth functioning of online examination. Syllabus completion status of FY classes was finalized and guidelines for the same were given.

Agenda – 3 (Analysis of WDC activity organized with SIBC in line with MoU)

Several events were organized by women development cell in association with Soroptimist International Bombay Chembur (SIBC), as listed down in the memorandum of understanding

signed by the two institutions. Events such as Panel Discussion on "Rights Guaranteed in our Legal System & how to Avail the Rights" on 08 September 2020 and "Cyber Sakhi, a webinar on Cyber Security" on 30 September 2020 were already organised in the college. An outline, objective, short films to be screened, intended impact and beneficiaries were briefed of the upcoming WDC activity with which aimed at raising awareness about gender-based violence as a human rights issue at international, national and regional level. December 09, 2020 was finalized as the date of the activity with the consent of the chair and IQAC members. The platform for the event was finalized considering its international attendees' convenience as ZOOM meeting app. In addition, online event to be organized for observation of Women's Day was also a point of discussion as upcoming event.

Agenda – 4 (Panning of faculty-wise online National Conference and Research Activities)

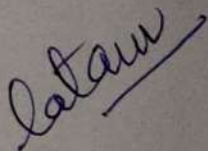
IQAC also reinstated on the importance and relevance of planning faculty wise online national conferences and also discussed on the need to publish quality and standard papers in journals and upcoming conferences. Due to time constraint in odd semester and challenges of coordination, the departments were suggested to plan faculty wise online national conference for Arts, Science and Commerce from February 2021 of even semester under the guidance of IQAC. To encourage research culture among students, online APJ Abdul Kalam Student Seminar Series was planned to be organized. on 12th December 2020. The online event off student seminar series was to be organized by a team of faculty members who were assigned responsibilities for the smooth conduction of the event. IQAC intended to organise the event in order to boost and inculcate research oriented curricular development among students and faculty members. Research and Development Committee was asked to keep on a check on the assessment of quality of research papers.

Agenda – 5 (Formation of IPR Cell and progress of IPR related activities)

In the light of an importance of IPR related activities and their impact and effectiveness, formation of an independent IPR Cell was suggested by the team members as the IQAC initiative through which the activities related to IPR will be conducted. The conferences on IPR conducted previously were taken into consideration with a realisation of a need of webinars to be conducted in future in order to enhance and build the qualitative IPR activities.

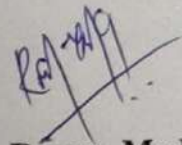
Agenda – 6 (Organization of a webinar on New Educational policy)

The Union cabinet in July 2020 approved the New Education Policy (NEP), which aims at universalization of education from pre-school to secondary level. IQAC team suggested and agreed upon organizing a webinar on the New Education Policy (NEP) aiming to make students and faculty members aware of the changed policies which will help strengthening the education system as a whole. So IQAC discussed on the need to plan webinar on Quality initiatives and enhancement in Education as well as New Educational Policy in the even semester.



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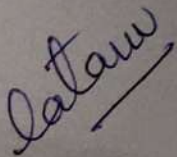


Ms. Remya Madan Gopal
(IQAC Coordinator)

Action Taken Report

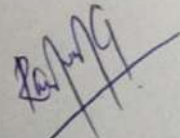
- The guidelines for upcoming online examination of Odd Semester December 2020 were discussed and planned to be conducted as per the guidelines given by University of Mumbai. The IQAC members and the Exam Cell gave instructions to be followed during the conduction of the Regular and ATKT examinations for Odd Semester.
- A pattern of 40 MCQs in each Set of 60 marks each question carrying 1.5 marks was discussed to be followed. The dates of sets uploading and Google links formation were finalised considering the smooth functioning of online examination. Syllabus completion status of first year classes was finalized and guidelines for the same were given.
- An outline, objective, short films to be screened, intended impact and beneficiaries were briefed of the upcoming WDC activity with Soroptimist International Bombay Chembur (SIBC) which aimed at raising awareness about gender based violence as a human rights issue at international, national and regional level.
- December 09, 2020 was finalized as the date of the activity with the consent of the chair and IQAC members. The platform for the event was finalized considering its international attendees' convenience as ZOOM meeting app.
- Online APJ Abdul Kalam Student Seminar Series was planned to be organized. on 12th December 2020. IQAC Coordinator Ms. Remya Madan Gopal and Dr. Vishakha Telgote were assigned to lead the event. The team members were allocated various duties to be performed for the event.
- Research and Development Committee was asked to keep on a check on the assessment of quality of research papers. The Committee was also queried on status of planning of activities based on Research methodology and was suggested to plan the same in the even semester
- In the light of an importance of IPR related activities and their impact and effectiveness, formation of an independent IPR Cell was suggested by the team members as the IQAC initiative through which the activities related to IPR will be conducted. IPR Cell was constituted with Dr. Jayant Behera as Convener and a few faculty members to complete the same.
- The conferences on IPR conducted previously were taken into consideration with a realisation of a need of webinars to be conducted in future in order to enhance and build the qualitative IPR activities.

- The Union cabinet in July 2020 approved the New Education Policy (NEP), which aims at universalization of education from pre-school to secondary level. IQAC team suggested and agreed upon organizing a webinar on the New Education Policy (NEP) aiming to make students and faculty members aware of the changed policies which will help strengthening the education system as a whole. A webinar on Quality initiatives and enhancement in Education was also in the pipeline to be organized in the upcoming semester



Dr. Lata Menon
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Ms. Remya Madan Gopal
(IQAC Coordinator)

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 04 January 2021 at 01:00 p.m. at Conclave, PHCASC, Rasayani.

Agenda: -

Discussion on: -

- 1) Discussion on submission of AQAR 2019-20 and queries received from NAAC
- 2) Planning and successful data entry for rankings in NIRF portal
- 3) Conduction of capability enhancement and development activities for students
- 4) Departmental and Criterion Presentations
- 5) Schedule of Conferences for all the Departments in Even Semester 2021
- 6) IPR and Research Methodology Activities to be organized
- 7) Enrollment of faculty members for online orientation or refresher courses
- 8) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Mr. Sujith Babu

Ms. Swati Mishra

Ms. Arushi Dube

Ms. Babitha Kurup

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- Webinar to be organised by IPR Cell on "Patent Filing Procedure" on 05 January 2021
- Faculty Exchange Programme to be organized with MGM College of Computer Science and Information Technology for Dept. of Computer Science on 11 February 2021

III. Report

The following points were discussed:

1) Agenda – 1 (Submission of AQAR 2019-20 and queries received from NAAC)

IQAC Coordinator Ms. Remya Madan Gopal informed the team about the successful submission of AQAR for the academic year 2019-20 in the NAAC portal on December 19, 2020. The team also discussed down the queries received from NAAC team on clarifications of documents to be uploaded on website and cross verification of a metrics data in criterion III. After discussion, the points of responses were finalised to be shared in the portal for the successful completion of AQAR submission. Inputs for the same were given by the Principal, IQAC Coordinator and other team members to bring in clarity in the documentation process.

2) Agenda 2 - (Planning and successful data entry for rankings in NIRF portal)

IQAC discuss on the status of data collection and document compilation of all 6 parameters as per the guidelines for NIRF ranking system. The process of data collection and its cross verification was completed in the meeting and the queries to be clarified were noted down by the

respective parameter leads to validate the same. It was also decided in the meeting that the data entry process would start at the earliest so as to complete the process before the given deadline.

3) Agenda – 3 (Conduction of capability enhancement activities for students)

IQAC also reinforced the relevance of capability enhancement and development schemes which are the stimulating factors in getting the students corporate-ready and become a responsible social citizen. The team members decided on immediately planning and executing activities on personality development skill development or even meditation sessions that will directly impact on capability enhancement and overall development of the students. IQAC Also put for the idea of continuing with observing national and international days of importance among the students.

4) Agenda – 4 (Chalking outline for Departmental and Criteria Presentations)

As discussed, the IQAC team Department wise presentations in line with respective NACC criteria are planned to be organized in the first week of March to discuss and list out the events to be conducted in terms of AQAR requirements. In the meeting, it was also suggested that criterion wise presentation of new guidelines of AQAR shall be also organised before initiating the data collection process for the same. Criterion Presentations shall be conducted one by one focusing on documentation and submission of required evidence and execution of activities.

5) Agenda - 5 (Schedule of Conferences for all the Departments in Even Semester 2021)

It was discussed among IQAC members and Coordinators that the department wise conferences to be organized and brochure to be shared one month prior to increase research activities and support the novelty in knowledge. IQAC also reinstated on the importance and relevance of planning faculty wise online national conferences and discussed on the need to publish the selected research papers in good journals to improve on the quality and standard of conferences to be organised.

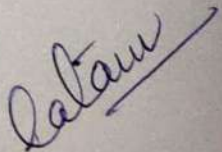
6) Agenda - 6 (IPR and Research Methodology Activities to be organized)

In the light of the importance of IPR and RM related activities, the IQAC team initiated the planning process to organise multiple events to act in line as per planned in the beginning of academic year. IPR Cell and Research and Development Committee was asked to work on the

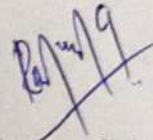
same. Dr. Jayanta Kumar Behera proposed to plan and organise activities under IPR and Research and Development Committee before the closing of the academic year.

7) Agenda - 7 (Enrollment of faculty members for online orientation or refresher courses)

The IQAC team discussed and agreed upon the need for faculty members to enrol in various orientation programmes and refresher courses to update and improvise overall teaching skills and knowledge base. The team also discussed the relevance of attending such online programmes organised due to COVID-19 pandemic, so as to gain information on new pedagogies of teaching learning methodology as well as brush up on the familiarity of the subject and overall development of the concerned faculty member and institution.



Dr. Lata Menon
(IQAC Chairperson)



Ms. Remya Madan Gopal
(IQAC Coordinator)

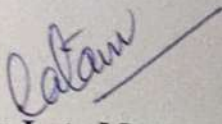
Principal
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Action Taken Report

- The AQAR for academic year 2019-20 was submitted on 19 December 2020. As for the queries raised by the NAAC team, inputs for the same were given by the principal, IQAC coordinator and other team members to bring in clarity. The finalised responses and explanations were submitted and AQAR was successfully accepted on 15 January 2021.
- NIRF procedure of compilation of data and documents was successfully executed by the team members with the help of interactive session on NIRF, organised by IQAC on January 8, 2021, with parameter-wise analysis. Furthermore, multiple meetings to cross verify the data was also organized, because of which the process was smoothly completed, and the application was submitted on 3rd February 2021 by IQAC to NIRF.
- As planned in the meeting, the team members organized various capability enhancement and development events for students so as to assist them in their overall personal growth. An Interactive Session on Basics of Interview Technique was organised as a part of the same on January 11, 2021
- Webinar on Personality Development was organised on January 19, 2021 by the IQAC under the Departments of CS/IT with the team in line with capability enhancement concept for the students and to provide them a platform to interact and discuss and self-analyse their personality attributes
- A session on Meditation for students titled "Enchant the Real High" in association with Art of Living Foundation on 10 February 2021 to help students develop their physical, mental and emotional health, increase their dynamic flexibility and perform proper breathing techniques.
- As a part of focusing on observation of important days, a webinar on "Mahatma Gandhi's basic education policy and its relevance in 21st century" to observe Martyr's Day on 30 January 2021
- To keep up the spirit of languages and culture, Kavyavata: Marathi Poem Writing competition and Veshbhusha: Marathi Traditional Dress competition was organized to observe Marathi

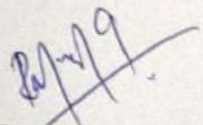
Bhasha Diwas on 27 February 2021. A webinar was also organized as a part of ISR Cell, which is an IQAC initiative to mark Zero Discrimination Day on 01 March 2021

- As discussed, the IQAC team Department wise presentations in line with respective NACC criteria was organized on 05 March 2021 that enabled the IQAC team to list of the activities to be focussed on followed by criterion-wise presentations of AQAR
- A Faculty Development Programme on Introduction to Research Methodology was organized by IQAC in association with Faculty of Arts from 29 January to 04 February 2021, in accordance with the planning and discussion to execute the events of similar kinds, after reinstating its relevance in contributing to over all quality enhancement of faculty members.
- With reference to the discussion in the meeting, the respective coordinators finalised on the topics of respective online national conferences and narrowed down to the dates from 3rd week of March 2021 to conduct the same. Faculty of Arts also planned to compensate for the loss in last academic year due to sudden lockdown, by planning to organise two national conferences before the completion of the academic year. The brochures were finalised proofread and circulated by first week of March, of faculty wise arts science and Commerce conferences of the college planned under IQAC.
- As finalised in the meeting many faculty members enrolled for orientation program organised online by University of Mumbai from 18 January 28 February 2021. Moreover, faculty members of various departments enrolled for refresher courses in Commerce, Management, Maths, IT and CS across various universities, so as to brush up there teaching skills and knowledge base as a part of personal and professional development. The IQAC team also requested the principal to consider the faculty members workload as the result of which were relieved from major institutional duties and responsibilities.


Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

**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 05 March 2021 at 01:00 p.m. in Conclave, PHCASC, Rasayani.

Agenda: -

Discussion on: -

- 1) Departmental and AQAR Revised Guidelines Criteria-wise Presentations
- 2) Constitution of Competitive Exam Cell and planning its activities
- 3) NET and SET guidance sessions organization
- 4) Planning of Faculty Exchange Programme across multiple departments
- 5) Finalise the date and Schedule of online National Conferences
- 6) Planning of Insolito Brochure, theme, competitions, and execution
- 7) Discussion on curriculum, SSS and 360-degree feedback to be collected and analyzed
- 8) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Rewati Soman

Ms. Arushi Dube

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Ms. Ashvini Satve

Mr. Ved Mhatre

Mr. Shubham Koltekar

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- National Conference titled '**Struggle, Survival and Stabilization: Rebuilding Global Economy in the Post Covid-19 Age**' by IQAC to be organized on 20 March 2021
- **Collaborative Faculty Exchange with KLE College of Commerce and Science, Kalamboli, Navi Mumbai** to be organized by IQAC, from 07 – 13 April 2021, across various departments

III. Report

The following points were discussed:

1) Agenda – 1 (Departmental and AQAR Revised Guidelines Criteria-wise Presentations)

IQAC team members thoroughly analysed the departmental presentation and documentation concern to list out and plan events accordingly. After the analysis IQAC decided on planning presentation of new guidelines of AQAR, criterion wise to incorporate the activities compile. ICC team also discussed down getting a final picture once these presentations are completed and start working on the process of AQAR data collection and documentation for academic year 2020-21. Inputs for the same were given by the principal, IQAC coordinator and other team members to bring in clarity in the documentation process.

2) Agenda - 2 (Constitution of Competitive Exam Cell and planning its activities)

IQAC reinforced the necessity to encourage and inspire students for better career prospects by guiding them to clear competitive examinations in various fields. the team discussed in depth on this aspect and decided to organise activities which will guide and access students to be motivated and encouraged to prepare and clear examinations of similar line. to boost the

particular agenda, IQAC decided on constituting Competitive Exam Cell with a constitution of faculty members representing Arts, Science and Commerce.

3) Agenda - 3 (NET and SET guidance sessions organization)

The IQAC team and coordinators felt the need of NET and SET sessions to be conducted in order to help students and faculty members plan for their upcoming examination and its organized preparation consequently trying to bring in the quality factor in teaching learning process. The team decided to organise expert guidance sessions in subjects such as Commerce, Management, Economics, Information Technology and Computer Science to provide the participants a platform to brush up their knowledge and focus on examination pattern and mode of preparation for the same.

4) Agenda - 4 (Planning of Faculty Exchange Programme across multiple departments)

It was discussed by IQAC in length about the meticulous planning and implementation of faculty exchange programme to be organized across various departments in line with the Memorandum of Understanding signed for the same with KLE College of Commerce and Science, Navi Mumbai. IQAC decided on starting the event planning with a detailed compiled schedule which shall incorporate all the contact details of the faculty members and the topics they are going to present from the respective departments at KLE college. Ms. Remya Madan Gopal, the IQAC coordinator was instructed to mediate with the concerned faculty members of KLE college to discuss and finalise the guidelines for the smooth conduction of the event which involved 6 departments of our college. The programme was organized with intention to provide students a platform to interact and give an idea on teaching methods across various institutions so as to have a better overview on the topics.

5) Agenda - 5 (Finalize the date and Schedule of online National Conferences)

One of the major agenda for discussion in the meeting was to list out the finalised dates of conferences to be organized by faculty of Arts, Science and Commerce for AY 2020-21. IQAC team members focussed on the importance of successfully organising the conferences online which was one of the major challenges due to pandemic times of COVID-19. The follow up was taken on the status of brochure of the conference, its circulation and registration details. The

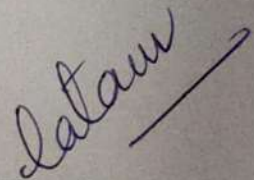
faculty members were also suggested to keep a tab on participation details and ensure constant coordination with the delegates for the smooth conduction of the event. Dr. Jayant Behera, Ms. Priyanka Sorte, Ms. Rewati Soman and Ms. Ashvini Satve were asked to brief on the modus operandi before and during the event of their respective streams, to ensure the conduction of events successfully. It was decided brochures be shared one month prior, to increase research activities and support the novelty in knowledge.

6) Agenda - 6 (Planning of Insolito: Department-wise Co-curricular Event)

An inter collegiate competition titled 'Insolito' should be organized in the month of May for which brochure, theme, competitions, their execution and finalization should be done by in advance for the year 2021. The same was decided in the meeting so that the students as well as the faculty members shall focus on semester end examinations during the month of April and conduct the event after completion of curricular activities.

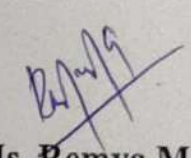
7) Agenda - 7 (Discussion on Avishkar and curriculum, SSS and 360-degree feedback)

In the light of an importance research related activities, IQAC suggested faculty members to encourage and support students to participate in online Avishkar Research Convention organised by University of Mumbai. The research proposals were to be submitted by first week of April and so the Research and Development Committee was instructed to take a follow up on participant details from Arts, Science and Commerce streams. The IQAC team members also decided on initiating the feedback collection process, with student satisfaction survey, curriculum-based feedback from stakeholders and 360-degree feedback. The feedback team of faculty members was informed to create Google forms so as to make the process easier online to collect and analyse the responses of the above-mentioned array of feedbacks.


Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

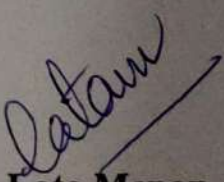
Action Taken Report

- The Department wise presentation for 2020 - 21 were compiled and presented by programme coordinators of the college on 5 March 2021. Programme coordinators also listed out the areas that required improvement and highlighted the strengths of the Department in each of their presentation. IQAC Team members keenly listened and analysed the presentations to suggest steps for quality enhancement in line with NAAC accreditation framework
- AQAR new guidelines were discussed on 12 March 2021, scheduled to maximally benefit from departmental presentations. Each Criterion head represented their criterion AQAR 2020-21 where in each metric was discussed in detail with uploading of needed documents and required draft among team members for the upcoming final submission in April 2021. Inputs for the same were given by the Principal, IQAC coordinator and other team members to bring in clarity in the documentation process.
- Competitive Exam Cell was constituted keeping in mind, the need to improve the employability and learning skills of students and guide them for preparations of competitive examinations. Mr. Priyesh Keekan, Mr. Hardik Dave and Mr. Ravi Bari were requested to take on the responsibility and to conduct events so as to successfully attain the objectives of the Cell.
- A Webinar on "How to approach the Competitive Exam?" was organized by Competitive Exam Cell in line to serve the purpose of its establishment on March 23, 2021
- In the light of an importance of NET and SET examinations qualification in the realm of teaching, the IQAC team and coordinators felt the need of NET and SET sessions to be conducted. NET/SET Guidance session for Commerce, Accountancy and Economics was organized on 01 – 02 April 2021. "NET/SET Guidance session for IT/CS" was organized on 08 April 2021

It was discussed among IQAC members and Coordinators that the department wise conferences to be organized and brochure to be shared one month prior to increase research activities and support the novelty in knowledge.

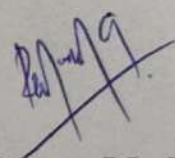
National Commerce Conference titled as – 'Struggle, Survival and Stabilization: Rebuilding Global Economy in The Post Covid-19 Age' was organized online on 20 March 2021

- One Day Online National Arts Conference on 'Textual and Visual Evidence of Exploration in Travel Literature' was organized on 24 March 2021
- One Day Online National Conference 'Emerging Trends in Computer Science & Information Technology (NCETCSIT-2k21)' was organized on 31 March 2021
- One Day Online National Conference on 'Recent Trends in Interdisciplinary Research in Basic Science-2021' was organized on 03 April 2021
- An inter collegiate competition titled 'Insolito' to be organized in the third week of May 2021 incorporating co-curricular activities for students from streams of Arts, Science and Commerce
- The IQAC decided on encouraging faculty members to mentor the students to register for Online Avishkar Research Convention 2020-21. As a result, 35 students from various streams participated in the convention and submitted their research proposals single handedly or in groups before April 6, 2021. 11 faculty members mentored and guided the students to complete and submit the research proposals for the same.
- The IQAC team discussed and agreed upon Positive Psychology (PPSY) evaluation process should be conducted through examination at every end of semester. It was decided by the team members that certificates should be given to students mentioning their acquisition (syllabus) at back side of the certificate. Booklet of PPSY in every Department and one in library (Hard Copy) should be kept after a compilation of the whole syllabus for all the three years.


Dr. Lata Menon
(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

**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 17 April 2021 at 03:00 p.m. through online Google Meet platform.

Agenda: -

Discussion on: -

- 1) Meticulous Planning and execution of Even Semester End University Examinations online**
- 2) Progress and Submission of Magazine, Newsletters 2020-21**
- 3) COVID – 19 Awareness and Outreach Activities**
- 4) AQAR 2020-21 Data Collection and Documents Compilation**
- 5) Mentoring Status and Documentation**
- 6) Information of Students regarding Programme Outcomes and Course Outcomes**
- 7) Scheduling of events or activities execution after completion of examinations**
- 8) Any other matter of relevance as suggested by chair**

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Rewati Soman

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Dr. Vishakha Telgote

Mr. Ravi Bari

Mr. Ved Mhatre

Mr. Shubham Koltekar

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- Online Farewell titled "Safarnama 2021-To New Beginnings" to be organized for Final year students on 30 April 2021
- Webinar on "Immunity and Health - Fight Against COVID-19 Pandemic" to be organized on 01 May 2021

III. Report

The following points were discussed:

Agenda – 1 (Planning and Conduction of Even Semester End University Examinations online)

IQAC members discuss on the necessity of meticulous planning which is very much essential for the smooth completion of Even Semester End University Examinations of academic year 2020 - 21. The exam cell coordinators and respective faculty members in charge of the same were asked brief the plan of action for the smooth conduction of examinations. the guidelines were to be meticulously followed as instructed by University of Mumbai and University Grants Commission. The guidelines were asked to be provided to the students as well as the faculty members have taking into consideration the challenges of online examination systems.

Agenda – 2 (Magazine, Commerce Club, Newsletter 2020-21 Submission)

Taking into consideration the new team for magazine, Asst. Professor Priyesh Keekan will be the new in-charge of the Magazine Committee. The team will work on magazine including theme,

proof reading and content compilation. The newsletter for the upcoming academic year has been assumed to Ms. Seraphine Amanna from Faculty of Arts. Ms. Seraphin A. along with the team will work on the theme, content compilation and proof reading for the final output. Asst. Professor Hardik Dave will lead the Commerce Club. The team will come with activities under Commerce Club and maintain track act reports and other related documents as per the official protocol. IQAC members decided that, before the completion of the Academic year 2020-21, to complete the process of Annual College Magazine - Nirman and Newsletter. Due to the ongoing pandemic, on completion these will be in shared in the Softcopy form with all the students.

Agenda – 3 (COVID – 19 Awareness and Outreach Activities)

IQAC team members reflected on the significance of regularly conducting or organising COVID - 19 awareness and outreach activities through NSS unit, Youth Red Cross or Institutional Social Responsibility Cell. The team discussed on the needs to stress on the significance of taking precautions in the light of second wave of coronavirus hitting the country very hard. The team also decided that the respective mentors shall discuss the same with their mentees and reinstate the need of being safe following protocols and taking vaccination for the same. the team also decided on discussing about vaccination drive for all the staff members of the institution to bring in the environment of safety in the campus.

Agenda – 4 (AQAR 2020-21 Data Collection and Documents Compilation)

It is expected from respective criterion team members to update all the required documents and adhere to the given deadline. The schedule for data collection and document compilation was to be shared by IQAC to streamline the process. The Criterion VII charge was taken up by Dr. Vishakha and Mr. Ravi Bari. The team will continue working on the criterion both on existing documentation and further updates.

Agenda – 5 (Mentoring Session Schedule)

Status on Mentoring session will now be monitored and supervised by Ms. Aarushi Dubey and Mr. Linu George along with Mr. Lalit Patil. The team members were asked to compile the mentoring reports for Commerce arts and science respectively and look into the updating status of the same. The IQAC members discussed on checking on the status of Mentoring undertaken

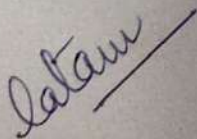
by all the faculty members throughout the year. Once completed the same is to be complied under Criterion II and to be reflected under AQAR 2020-21.

Agenda – 6 (Weekly lesson plans, Programme Outcome and Course Outcome to be shared with the students)

All the faculty members are instructed to share weekly lesson plans with the students along with Programme Outcomes and Course Outcomes. Ms. Priya is assigned to look upon compilation of all Program Outcome and Course Outcome across all streams. Four copies shall be provided to Principal, Vice Principal, IQAC Coordinator and to the Library. All the coordinators and faculty members are instructed to do the needful to create an awareness of the same amongst students.

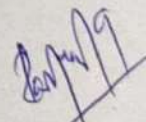
Agenda – 7 (Scheduling of events or activities execution after completion of examinations)

Mr. Swapnil Patil (Exam Cell Head) gave a brief presentation on the process of conduction of Examination. The objective was to share the knowledge about the process of examination and protocols of exam cell for NAAC purpose. The team members also discussed and came to a decision that the events or activities would be scheduled only after the successful completion of examination procedure in the college as per guidelines from University of Mumbai.



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(IQAC Chairperson)

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Ms. Remya Madan Gopal
(IQAC Coordinator)

Action Taken Report

- An online meeting was scheduled by Exam Cell In-charge where in which the agenda was to brief the faculty members on the timetable question paper pattern evaluation and other technical challenges that may be faced online during examination.
- Be online even semester end University examinations were successfully conducted initially for first- and second-year students and the same was planned for final year students from 6 May 2021. The timetable and the guidelines for the teachers and students were shared by the exam cells the same was circulated among students to help them cope with the new system of teaching learning and evaluation process.
- Taking into consideration the new team for magazine, Asst. Professor Priyesh Keekan will be the new in-charge of the Magazine. The team will work on magazine including theme, proof reading and content compilation.
- The newsletter for the upcoming academic year has been assumed to Ms. Seraphine of Faculty of Arts. Ms. Seraphine along with the team will work on the theme, content compilation and proof reading for the final output.
- A new team for supervising the overall status of mentoring reports was constituted to support Mr. Lalit Patil. Status on Mentoring session will now be monitored and supervised by Ms. Aarushi Dubey and Mr. Linu George along with Mr. Lalit Patil to have a wholesome picture of the documentations in Arts, Science and Commerce.
- Mr. Hardik Dave took charge of Commerce Club activities and plan to webinar on **Wealth Management Via Health Management** in association with star health and allied insurance company on 04 May 2021. The team maintained the track act reports and other related documents as per the official protocol for the event.
- The data collection schedule for AQAR 2020 -21 was prepared by IQAC which reflected on the plant which initiated on 23 April. Each criterion were allotted 2 days to collect the primary data from concerned faculty members admin staff and other concern institutions or organisations. the schedule for the same was expected to be completed on 8th of may and will be submitted to IQAC. The second schedule off documentation compilation was to be prepared in the upcoming meeting.

- All the faculty members and Programme Coordinators are instructed to share weekly lesson plans with the students along with Program Outcome and Course Outcome. Other than the website the same was also shared in WhatsApp groups Google classrooms and during the discussion with the students off respective subjects in the online sessions.
- Ms. Priya is assigned to look upon compilation of all Program Outcome and Course Outcome. Four copies shall be provided to Principal, Vice Principal, IQAC Coordinator and to the Library.

Lata Menon

Dr. Lata Menon
(IQAC Chairperson)

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Remya Madan Gopal

Ms. Remya Madan Gopal
(IQAC Coordinator)

Mahatma Education Society's
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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on 10 May 2021 at 03:00 p.m. through online Google Meet platform.

Agenda: -

Discussion on: -

- 1) Status on AQAR 2020-21 Data Compilation and review
- 2) Organising events on IPR and Research Methodology
- 3) Completion of examination – related process review
- 4) Planning on events for Quality Enhancement in Education
- 5) Initiate the process of ISO Certification and NUSSE Programme
- 6) Academic audit, exam cell audit and annual report preparation
- 7) Feedback on online teaching learning methodology
- 8) Any other matter of relevance as suggested by chair

Chaired by: - Dr. Lata Menon, Principal

Attended by: -

Ms. Remya Madan Gopal, IQAC Convener

Mr. Deepesh Jagdale, Co-convener

Prof. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Rewati Soman

Mr. Swapnil Patil

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Dr. Vishakha Telgote

Mr. Ravi Bari

Mr. Ved Mhatre

I. The Chairperson read the agenda of the previous meeting.

II. Announcements:

- Online FDP on "Data Science and Predictive Modelling" to be organized from 17 - 22 May 2021
- Co-curricular Online Fest, 'Insolito' to be conducted from 22 - 27 May 2021

III. Report

The following points were discussed:

Agenda – 1 (Status on AQAR 2020-21 Data Compilation and review)

The IQAC members discussed on Data collection and cross verification of Supporting Documents of AQAR 2020-21. As finalised in the previous meeting, the schedule for data compilation was prepared by IQAC starting from 11 May to 28 May 2021. Each Criterion was given two days for the Compilation of the same. Further, compilation of SSR of last four years was also discussed. The status updates were taken from criterion in charges regarding the collected data and the members also reflected on the matrix which were unable to be completed as per the schedule.

Agenda – 2 (Organising events on IPR and Research Methodology)

IQAC chairperson also instigated to provide the schedule for events plan on Intellectual Property Rights and Research Methodology. the team involved in planning the events were asked to come up with schedules and coordinate with the resource persons for the smooth conduction of the

same. the team also discussed about the necessity of providing training sessions on research methodology which is an inalienable part of academics in present times.

Agenda – 3 (Completion of examination – related process review)

IQAC Chairperson asked the exam cell in charge to brief on the status of completion of after examination procedure for first year and second year students. The updates for the examinations of the final year students to be completed on 12 May 2021 were also discussed. the prompt responses of the faculty members in the completion of the process were highly appreciated by the team in the meeting.

Agenda – 4 (Planning on events for Quality Enhancement in Education)

IQAC team members were discussing on planning of an event as a part of quality enhancement in higher education in India. IQAC Coordinator Ms. Remya Madan Gopal was instructed to organise an event in connecting with teaching learning process and outcome-based learning for faculty members initiative off quality enhancement by the IQAC. the coordinator informed that talks are in progress with Teaching Learning Centre of GAD, Delhi University as a part of MHRD's programme for teachers training, to organise the event in similar line. the coordinator also informed about the plan in the pipeline to conduct an event to create awareness about new national educational policy 2020 among faculty members.

Agenda – 5 (Initiate the Process of ISO Certification and NUSSD Programme)

IQAC team members discussed ISO certification initiation process by coordinating with the agency concerned and complete the process. The team decided to put in a committee of faculty members to look into the details and come up with a plan of action to be discussed with IQAC. The team members also stressed down the need of continuing with the certificate courses including in NUSSD programme or association with Sathyam Institute.

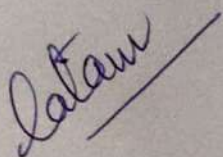
Agenda – 6 (Academic audit, exam cell audit and annual report preparation)

In line with the documentation compilation for criterion VI, the IQAC team members also discussed on putting in an internal team for academic audit exams allowed it as well as compiling annual report for the academic year of 2020-21. The practice of conducting internal audits and

compile annual events helped the IQAC access the strength and weakness of the institution and do the needful to strive for betterment in quality of education provided.

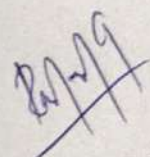
Agenda – 7 (Feedback on Online Teaching Learning Methodology)

IQAC team members discussed the possibility of the upcoming academic year to be continued in the online mode and decided on strategic planning for the same. The most important aspect was to analyze the online teaching learning process and its impact on students and faculty members. The team discussed with the faculty members and students to know the feedback on the process that was implemented in the academic year of 2020 - 21 and taking any suggestions for improvement for the same in the upcoming academic year.



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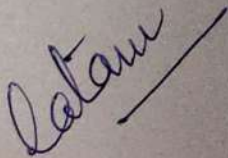
Ms. Remya Madan Gopal
(IQAC Coordinator)

Action Taken Report

- Taking into consideration the new guidelines for AQAR 2020 -21, the data collection and documentation compilation was scheduled in two different phases. The phase one focused on primary data collection which was completed on 08 May 2021. This was followed by the second schedule which was discussed in the meeting of 10 May 2021.
- In line with the meeting documentation compilation was initiated and complete it to a large extent by 28 May 2020. The compiled data and documents were shared with IQAC by the respective criterion in charges to be cross verified and suggest changes if needed.
- The criterion in charge is also reported the status on the respective day for data collection and compilation of documents so as to maintain transparency in the process as reinstated by IQAC
- Webinar on Introduction to IPR and Trade Mark Infringement was organised by IPR Cell and IQAC on 17 May 2020 as a part of discussion in the previous meeting to schedule the same.
- The event of IPR was followed by Three-Day Training Programme on Research Methodology which provided insight into paper writing funding as well as exploring research into new dimensions with immense determination even during pandemic times.
- Tata Institute of Social Sciences, as a part of their NUSSD programme, initiated two certificate courses in our college for the academic year of 2021-22 in digital marketing and banking and financial services. The orientation programmes for the same was conducted on 22 and 27 May 2021, respectively so as to provide a platform for the students to improve their personality and overall skills and employability.
- Satyam institutes add also offered certificate course on certified tax expert to be initiated by last week of May 2021. Mr. Hardik Dave was given the responsibility to update regarding the status of the same to IQAC
- As discussed in the meeting, a national webinar on New National Educational Policy 2020 was organized on 24 May 2021 to provide a platform for the teaching faculty to discuss on the various impacts of the changes that will be implemented in academic sector in the upcoming years through the above mentioned policy.
- IQAC also planned to organise a national webinar in collaboration with Guru Angad Dev Teaching Learning Centre for MHRD, SGTB Khalsa College, Delhi University titled quality enhancement in higher education in India and introspection to be organised in two different

sessions on 28 May 2020. The chief guest and the keynote speaker was Prof. A. K. Bakhshi and guest of honor was Dr. Vimal Rarh.

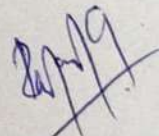
- A team of IQAC and faculty members were assigned the responsibility of ISO certification which include team members from Arts, Science and Commerce led by Dr. Archana Bhagwat
- A team of IQAC and faculty members were sign internal academic audit led by Ms. Rewati Soman, exam cell audit led by Mr. Sumeet Mhatre add compile audit report by team led by Mr Sujith Babu and Ms. Sweta Roy Chowdhury.
- As a part of quality enhancement and to analyze how to improve on online teaching and learning methodology, a feedback was collected on the same from the students and faculty members with questionnaire prepared in Google forms by IQAC team members. the same was circulated among students and faculty members, the collected feedback was analysed and suggestions and remarks for improvement word duly noted in departmental meetings as compiled by IQAC for AY 2021 – 22



Dr. Lata Menon
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