

**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 26, 2021

Meet Platform: Google Meet

Agenda: -

Discussion on: -

- 1) IQAC constitution for 2021-22**
- 2) Preparation and Compilation of SSR**
- 3) Discussion on AQAR Submission 2020-21**
- 4) Academic and Exam Cell Audit**
- 5) Evaluation of Positive Psychology**
- 6) Conduction of Faculty Development Programmes and Career Counseling Activities**
- 7) Regarding IPR and Research Methodology Events**
- 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. Sujith Babu S., Co-convener, IQAC

Mr. Binit Kumar, Vice Principal

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Dr. Vishakha Borade

Dr. Archana Bhagvat

Mr. Ravi Bari

- I. The Chairperson read the agenda of the first meeting of AY 2021 -22.
- II. Announcements: A Webinar on "Climate Change and India - A Perspective" to be organised on July 28, 2021

III. Report

The following points were discussed:

Agenda - 1 (IQAC Formation for the Academic Year 2020-21)

The framing of the constitution of IQAC for the academic year 2020-21 was the primary agenda of the meeting. The IQAC composition for the A.Y.: 2020-21 was discussed and finalized in the meeting.

Agenda - 2 (Preparation and Compilation of SSR)

It was decided to collect the data and documents for Self Study Report for the last 4 academic years. With an intention to complete the process, a presentation on all seven criteria of NAAC would be conducted on June 30, 2022.

Agenda - 3 (Discussion on AQAR Submission 2020-21)

The documents required for AQAR submission and its process was discussed in the meeting.

Agenda – 4 (Academic and Exam Cell Audit)

The constitution and functions of Academic and Exam Cell Audit Committees were discussed in the meeting. Mr. Sumeet Mhatre, Programme Coordinator, BMS and Ms. Rewati Soman, Programme Coordinator, BCom would lead Academic and Exam Cell Audit Teams (Internal) respectively.

Agenda – 5 (Evaluation of Positive Psychology)

Positive Psychology is one of the best practices of the Institution. The evaluation method for Positive Psychology was discussed in the meeting. The IQAC would finalise the questionnaire on Positive Psychology Modules for evaluation purpose. Dr. Jayant Kumar Behera has been asked to share the format. The process of compiling the modules of Positive Psychology was also finalized in the meeting.

Agenda – 6 (Conduction of Faculty Development Programmes and Career Counseling Activities)

The participation of faculty members in FDPs/Conferences is quintessential in academics. All Programme Coordinators have been asked to organize FDPs and Conferences along with other Alumni activities in July and August, 2021. The Institution has a fully functional Career Guidance Club which organizes Career Guidance Sessions and Professional Development Programmes for the betterment and holistic development of the students.

Agenda – 7 (Regarding IPR and Research Methodology Events)

IQAC discussed the importance of conducting webinars/other activities on Intellectual Property Rights and Research Methodology as per the guidelines issued by NAAC. It was decided to organize Intellectual Property Rights (IPR) and Research Methodology activities in July. Research Development Cell of the institution was asked to monitor the quality of such events organised by various programmes/departments of the institution.

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Action Taken Report

- A Webinar on “Climate Change and India- A Perspective” was organised by Institutional Social Responsibility (ISR) Cell in association with IQAC on July 28, 2021 on the occasion of World Conservation Day. Mr. Umesh Udal Verma, IFS was the resource person of the event.
- The IQAC of Pillai HOC College of Arts, Science & Commerce conducted an in-house Session to Overview of Various NAAC Criteria with an intention to orient the newly joined faculty members and to provide a vivid overview of various NAAC criteria for the upcoming accreditation process on August 3, 2021. Ms. Remya Madan Gopal (IQAC Coordinator) and Mr. Sujith Babu S. (IQAC Co-Coordinator & Programme Coordinator, B.A.) led the session.
- The Internal Quality Assurance Cell of Mahatma Education Society's Pillai HOC College of Arts, Science & Commerce, Rasayani organised an Interactive Expert Guidance Session on Accreditation and Assessment Framework by NAAC on August 04, 2021 (Wednesday). The objective of this programme was to discuss and analyse the revised framework of NAAC SSR and the responses of the institution against Quantitative Metrics (QnM) of various criteria in NAAC Self Study Report (SSR).
- Exam Cell Audit and Academic Audit were conducted and the reports were submitted to the Principal of the institution.
- Questionnaire for Positive Psychology evaluation was prepared by the team concerned and shared it with the IQAC and Principal for finalization.
- 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 programme coordinators were recommended to discuss the same and plan the activities from the month of July and revert to IQAC regarding the same.

- 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.

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IQAC - Minutes of Meeting and Action Taken Report

Date: August 11, 2021

Time: 3:30 p.m.

Venue: Conclave –I

- 1) Action Plan for NAAC Documentation –DVV in line with SOP guidelines**
- 2) Discussion on Programme-Wise Add -On Courses**
- 3) ISO Certification – Document Compilation**
- 4) Student Satisfaction Analysis- Interactive Session**
- 5) QIM for SSR- Process Initiation**
- 6) CO PO Attainment Calculation – Planning**
- 7) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Coordinator

Mr. Sujith Babu S., Co-convener, IQAC Co-Cordinator

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Sweta R C

Mr. Ravi Bari

Dr. Vishakha Telegote

Dr. Archana Bhagvat

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

II. **Announcements:**

- a. An Orientation and Interaction Session on **Perspective Analysis of Students Satisfaction Survey** on August 30, 2021.
- b. An Orientation and Guidance Session on Programme Outcomes (PO) and Course Outcomes (CO) titled "**Exploration of Attainment and Evaluation of Programme Outcomes and Course Outcomes,**" on September 7, 2022.

III. **Report**

The following points were discussed:

Agenda 1– Action Plan for NAAC Documentation –DVV in line with SOP guidelines

The action plan for NAAC documentation was discussed in the meeting. The IQAC decided to chalk out an action plan to be implemented in each criterion as per the suggestions given by Dr. M. P. Rajan in the Expert Guidance Session. The documents/evidences needed for DVV in line with SOP provided by the NAAC was also discussed in the meeting. All criterion heads were asked to prepare the list of points to be discussed and documents to be prepared.

Agenda 2– Discussion on Programme-Wise Add -On Courses

It was decided to design and introduce Programme –wise Add-On Courses adhering to the guidelines given by NAAC. All Programme Coordinators were asked to submit the first draft of the brochure and finalise it incorporating the objectives and outcomes. The IQAC also suggested that an Add-On Course Committee must be formed to monitor the development and documentation of the Add- On courses introduced.

Agenda 3– ISO Certification – Document Compilation

The process of document compilation for ISO certification was discussed and finalised in the meeting. The ISO sub-committee was asked to coordinate with various programmes to collect the data and documents required for the certification process. It was decided to complete the process by the first week of September, 2022.

Agenda4-SSS Analysis- Interactive Session

Students Satisfaction Survey is of paramount importance as far as NAAC accreditation policies are concerned. Considering its significance, the IQAC decided to conduct an interactive session on Students Satisfaction Survey on August 30, 2022. The prime objective of the programme is to discuss the questionnaire of SSS and to give succinct information to the faculty members.

Agenda5-QIM for SSR- Process Initiation

The process of initiating Self- Study Report (SSR) was analysed in the IQAC. All criterion heads were asked to formulate strategies for data and document collection for SSR submission. It was decided to initiate and complete the process of drafting qualitative metrics of all criteria by September 8, 2021.

Agenda 6- CO PO Attainment Calculation – Planning

Course Outcomes and Programme Outcomes were prepared by the Programme Coordinator and other subject teachers. With an intention to throw light on CO-PO calculation, IQAC put forward the idea of conducting an Expert Session on the aforementioned. It was decided to conduct the programme on 'Attainment and Evaluation of Programme Outcomes and Course Outcomes' on September 7, 2021.




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- An Orientation and Interaction Session on **Perspective Analysis of Students Satisfaction Survey** was conducted on August 30, 2021. The objective of the programme was to discuss and analyse the questionnaire in SSS metric of Criterion II in line with the given framework of NAAC Self Study Report (SSR). Ms. Remya Madan Gopal (IQAC Coordinator) and Ms. Sujith Babu S. (IQAC Co-Coordinator) coordinated the event.
- An Orientation and Guidance Session on Programme Outcomes (PO) and Course Outcomes (CO) titled "Exploration of Attainment and Evaluation of Programme Outcomes and Course Outcomes," on September 7, 2022.
- A tentative schedule for AQAR and SSR data submission and presentation was prepared by the IQAC and shared it with various criterion heads. An action plan was chalked out to document the data collected for NAAC Self Study Report.
- The ISO Certification status was updated by the team designated for the same. The progress of the documentation and process of uploading the data required have been reported to the Principal and IQAC.
- The Add-On Course Monitoring Committee submitted the revised structure and design of the Add-On Courses to the IQAC which would be finalised after the discussion with the Head of the Institution.
- The outcomes of the expert session led by Dr. M.P. Rajan were shared with the IQAC members and other faculty members of the institution for quality enhancement.




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IQAC - Minutes of Meeting and Action Taken Report

Date: September 21, 2021

Time: 3:30 p.m.

Venue: Conclave -I

Agenda: -

- 1) Review of the events organized and Planning of Criterion-Wise Programmes
- 2) Discussion on the Qualitative Metrics of SSR
- 3) Discussion on ISO Certification Process
- 4) Conduction of Faculty Exchange Programmes
- 5) Mapping of Programme Outcomes and Course Outcomes
- 6) Finalisation of Course Exit Survey Template
- 7) Any other matter of relevance as suggested by chair

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Convener

Mr. Sujith Babu S., Co-convener, IQAC

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Harshita Singh

Ms. Rewati Soman

Mr. Sumeet Mhatre

Ms. Sweta R C

Mr. Ravi Bari

Dr. Vishakha Telegote

Dr. Archana Bhagvat

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

II. Announcements:

- a. Faculty Exchange Programme with KLE College of Science and Commerce, Kalamboli to be held from October 11, 2021 to October 22, 2021.
- b. Faculty Development Programme on 'Digital Tools and Techniques in Higher Education' to be held from October 4, 2021 to October 11, 2021.

III. Report

The following points were discussed:

Agenda – 1 (Review of Activities and Discussion on the events to be planned criterion wise)

A review session was conducted to discuss the outcomes of the activities. The IQAC analysed the activities systematically to measure its scope and outcomes. The importance of conducting webinars/programmes on IPR was discussed. As per the deliberations happened earlier, it was decided to conduct eight IPR related events every semester. All programmes/departments would initiate and organise career related programmes in the coming weeks. Career Guidance Cell was asked to conduct multidisciplinary sessions in this regard. All programme coordinators would keep a check on the activities conducted or planned out.

Agenda – 2 Discussion on the Qualitative Metrics of SSR

Preliminary compilation of Qualitative Metrics of SSR was discussed in the meeting. It was decided to complete the first stage of the process by September 23, 2021 and final compilation process by September 25, 2022. Data collection of AQAR was discussed. Considering the fact that major part of the data has been collected, each criterion will be given two days for discussion.

Agenda – 3 Discussion on ISO Certification Process

Data collection and documents submission for ISO certification was discussed in the meeting. All Programme Coordinators were asked to keep the documents required ready for submission. Mr. Sujith Babu (IQAC Co-Coordinator) and Ms. Sweta Roy Choudhary along with Mr. Binit Kumar (Vice Principal) would coordinate with the team for the aforementioned process.

Agenda – 4 Conduction of Faculty Exchange Programmes

Adhering to the Memorandum of Understanding signed, it was decided to conduct Faculty Exchange Programmes with KLE College, Kalamboli on November 2022. Mr. Binit Kumar (Vice Principal) and Mr. Sujith Babu S (IQAC Co-Coordinator) would coordinate with designated team of the partner college for the smooth conduction of the same.

Agenda – 5 Mapping of Programme Outcomes and Course Outcomes

The mapping process of POs and COs was discussed in the meeting. It was decided to share the template of CO, PO and CES with other faculty members. Mr. Ravi Bari (Asst. Professor, Dept. of Mathematics) would take the lead. Mr. Pawan Gosavi and Mr. Sadiq Shaikh (Asst. Professors, IT/CS) will share the flowchart for CO PO mapping as discussed.

Agenda 6- Finalisation of Course Exit Survey Template


IQAC discussed the mapping process and the methods to calculate the attainment. The session threw light on both direct and indirect methods of CO-PO attainment calculation. The Course Exit Survey template was finalized in the meeting. All Programme Coordinators were asked to

prepare the form for CES Survey and share it with the teachers to add CO questionnaire. The survey form would be shared/mailed with the students of respective classes/subjects to collect their responses.




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- Faculty of Arts of Pillai HOC College of Arts, Science & Commerce, Rasayani in association with IQAC organised One Week Faculty Development Programme on 'Digital Tools and Techniques in Higher Education' from October 4, 2021 to October 11, 2021.
- Faculty Exchange Programmes with KLE College of Arts and Science, Kalamboli was conducted from October 11, 2022 to October 22, 2022. Mr. Sujith Babu S. (IQAC Co-Coordinator) coordinated with the designated team of teachers from KLE College to finalise the schedule and organise the programme. Faculty members from 15 programmes participated in this academic collaborative event as per the schedule prepared and accepted by both the colleges. Programme Coordinators and Department Heads ensured the smooth conduction of the programme and prepared feedback based on the session taken online.
- As per the decisions taken in the meeting, the documents required for AQAR submission was compiled on September 25, 2022. The faculty in charge of the criterion compiled the documents of the respective criterion and shared with IQAC and its technical team for preparing the consolidated document to be submitted to NAAC.
- Positive Psychology Questionnaire and certificate design was finalised on September 25, 2022. Dr. Jayanta Kumar Behera coordinated with the team and sent it for Principal's approval.
- The ISO Certification team accepted the documents submitted by the institution and scheduled an Online ISO Audit Process on October 28, 2021.
- The IQAC reviewed the events organised by various departments and associations and listed the activities as per the weightage given to various criteria in NAAC Self Study Report Manual.




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IQAC - Minutes of Meeting and Action Taken Report

Date: 26 November 2021

Time: 3:30 p.m.

Venue: Conclave -I

Agenda: -

- 1) Discussion on AQAR Submission (2020-21)**
- 2) Discussion on ISO Certification (9001:2015) and NIRF**
- 3) Compilation and Presentation of Quantitative Metrics**
- 4) Discussion on Faculty-Wise Conferences/FDPs**
- 5) Commencement of Offline Classes for Third Year**
- 6) Dr. A.P.J. Abdul Kalam Memorial Students' Seminar Series**
- 7) Discussion on Course Exit Survey**
- 8) Vaccination Status of Students and Faculty Members**
- 9) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal, PHCASC

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Convener

Mr.Sujith Babu S.,Co-convener

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Dr. Vishakha Telegote

Dr. Archana Bhagvat

Mr. Ravi Bari

- I. The Chairperson read the agenda of the previous meeting held on September 21, 2021
- II. Announcements:
 - Dr. A. P. J. Abdul Kalam Students' Seminar Series to be organized on November 27, 2021.
 - A One Day National Conference on Trauma Studies to be organised by the Faculty of Arts in association with IQAC on December 22, 2021.

III. Report

The following points were discussed:

Agenda 1- Discussion on AQAR Submission (2020-21)

The IQAC discussed the status of documentation (criterion-wise) for submitting the Annual Quality Assurance Report (AQAR) for the academic year 2020-21. Heads of various criteria shared the details of data collection and documentation and prepared a check list to confirm the collection of pending data.

Agenda 2- Discussion on ISO Certification (9001:2015) and NIRF

The quality initiatives of Pillai HOC College of Arts, Science and Commerce, Rasayani was analysed and recognised by a certified external agency with ISO Certification (9001:2015). The

participation of the institution in NIRF was also discussed in the meeting. Pillai HOC College of Arts, Science and Commerce, Rasayani has successfully registered for NIRF 2021-22.

Agenda 3- Compilation and Presentation of Quantitative Metrics

A discussion on all Quantitative Metrics was held the meeting. All criterion heads were asked to update and report the status of completion as per the schedule prepared. It was decided to share the final format with the IT team at the earliest.

Agenda 4- Discussion on Faculty-Wise Conferences/FDPs

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 December 2022 of even semester under the guidance of IQAC.

Agenda 5- Commencement of Offline Classes for Third Year

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 qualitative IPR activities.

Agenda – 6 Dr. A.P.J. Abdul Kalam Memorial Students' Seminar Series

The conduction of Students' Seminar was discussed in the meeting. The IQAC and R&D committee unanimously decided to conduct Dr. APJ Abdul Kalam Student Seminar Series on November 27, 2021. IQACintended 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 submitted by the faculty members and students of the institution.

Agenda 7- Discussion on Course Exit Survey

All Programme Coordinators were asked to customize the format of Course Exit Survey and share it with the students of respective programmes/classes. Since CES is an integral part of CO-PO mapping process, it was decided to complete the process and report to IQAC at the earliest.

Agenda 8- Vaccination Status of Students and Faculty Members

The vaccination status of students and faculty members was discussed in the meeting. It was decided to encourage the students of all programmes to complete both the doses of vaccine before the institution goes for offline classes as per the directives of the government.



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Action Taken Report

- Dr. A.P.J. Abdul Kalam Memorial Student Seminar Series was conducted on November 27, 2021. Dr. Archana Bhagvat along with the IQAC coordinated the event. Seminar sub committee was formed and duties were allocated accordingly.
- Faculty of Arts in association with the IQAC successfully organised a One Day National Level Conference on Trauma Studies on December 22, 2021. Ms. Pallavi Patil and Ms. Seraphin Amanna (Asst. Professors, Faculty of Arts) coordinated 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.
- 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.
- Institutional Social Responsibility (ISR) in association with IQAC organised Quiz and Poster Making Competitions to mark National Constitution Day on November 26, 2021.
- A vaccination drive for students was conducted in association with Sawale Village Authority to reinforce the efforts of the institution to achieve cent percentage vaccination status on November 27, 2021
- The IQAC successfully completed the AQAR-Part A on December 3, 2021. All Criterion Heads were given the instructions to complete the procedure and submit the AQAR 2020-2021.
- The institution successfully completed the registration process for NIRF 2021. Post ISO Certification activities were chalked out and discussed with the Principal to ensure the continuation of quality initiatives at the institution.



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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on **10th January 2022** at 3:30 p.m. via Google Meet platform.

Agenda: -

Discussion on: -

- 1) Programme-Wise Extension / Outreach Activities**
- 2) First Year Examinations**
- 3) Conferences conducted by Science, Commerce and IT/CS**
- 4) AQAR Documents Compilation**
- 5) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Convener

Mr. Sujith Babu S., Co-convener

Dr. Jayanta Behera

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Ms. Rewati Soman

Mr. Ravi Bari

Dr. Vishakha Telgote

Dr. Archana Bhagvat

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

II. Announcements:

- An Expert Guidance session on the '**Framework for SSR Preparation for NAAC Assessment and Accreditation**' will be held on January 18, 2022.
- A Webinar on '**Website Design and Upgradation on NAAC Guidelines**' will be conducted on February 3, 2022.

III. Report

The following points were discussed:

Agenda – 1 (Extension / Outreach Activities)

The IQAC discussed the significance of conducting Extension / Outreach Programmes. It was decided to organize Extension / Outreach programmes in the coming semester of this academic year as it not only encourages skill development of students but also to foster a practice of universal and enduring values. Taking part in extension activities encourages students to cultivate social responsibility, human rights sensitivity and a connection between academic learning and societal issues.

Agenda – 2 (First Year Examination)

The Examination Cell of PHCASC and IQAC deliberated on the First-Year examinations to be conducted for the even semester of the academic year 2021-22. The schedule prepared by Examination Cell as per the directives of the University and Lead College was discussed in the meeting.


Agenda – 3 (Conferences by Science, Commerce and IT/CS)

The IQAC discussed the conduction of Faculty-Wise Conferences/Seminars in the meeting. It was reported to IQAC that Faculty of Commerce, Science and IT/CS would conduct the programme in January. Such programmes provide a fresh perspective to the learners and open up opportunities for networking with industry experts fostering new ideas. It offers an environment for blended learning by utilizing multiple modes of delivery.

Agenda – 4 (AQAR Documents Compilation)

The IQAC team discussed the process of compiling all documents for AQAR submission. The IQAC asked the Criterion Heads to prepare the data and compile the document. The same is to be submitted to the IQAC for further look over. The IQAC decided to submit the Final AQAR 2021 by the 2nd week of March 2022.




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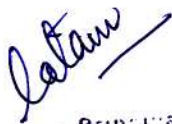
Action Taken Report

- The Internal Quality Assurance Cell (IQAC) of Mahatma Education Society's Pillai HOC College of Arts, Science & Commerce, Rasayani, organised a One- Day Expert Guidance Session on "Framework of Self Study Report Preparation for NAAC Assessment & Accreditation" on January 18, 2022. Dr. M. P. Rajan, NAAC Advisor (Rtd.), Bengaluru was the resource person for the event. The resource person addressed the IQAC members and discussed the relevance of the revised framework of NAAC accreditation process.
- Departments of B.Com and B.Com (Accounting & Finance) in association with IQAC organized an Outreach Programme at Wasambe Wadi on February 4, 2022. The objectives of the programme were to create an awareness of Self-worth and to encourage Self-reliance and Self Development. The students of B.Com visited a Zilla Parishad school located at Wasambe Wadi, a remote region in Raigad. National Service Scheme (NSS) and Youth Red Cross (YRC) also conducted Outreach Programmes extensively.
- Examinations for First year students were conducted from January 18, 2022 to January 25, 2022. First Year Classes for the even semester commenced from January 27, 2022.
- In celebration of National Girl Child Day (January 24, 2022), the IQAC and YRC conducted a poster making and group discussion event. The purpose of the events was to spread awareness about the gender-based discriminations that girls face in our society and to bring change in the attitude towards girls.
- A Webinar on 'Digital Marketing' was organized by the Department of Mass Media & Communication on January 27, 2022. Through the Webinar, attendees learned how digital

mediums / platforms can be used to market products and services, such as websites, mobile devices, social media, and search engines.

- Republic Day Celebrations were conducted online by IQAC & Cultural Association on January 26, 2022. A number of students from different Programmes displayed outstanding patriotic spirit in their performances.
- The Core Committee members of IQAC coordinated and submitted the Final NIRF Data on January 28, 2022.
- Departments of Physics, Chemistry and Mathematics organised a One Day Online National Conference on **"Recent Trends in Interdisciplinary Research in Basic Sciences"** on January 29, 2022. Faculty members and research scholars from various institutions participated in the conference and shared new ideas and concepts with a batch of enthusiastic participants and presenters.




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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on **February 1, 2022** at 3:30 p.m. in Conclave-I, PHCASC, Rasayani.

Agenda: -

Discussion on: -

- 1) **Submission of AQAR and Acceptance**
- 2) **Discussion on Bloom's Taxonomy Webinar**
- 3) **Strategic Planning – Discussion and Finalisation**
- 4) **SSR Documentation Status**
- 5) **NAAC Display Room Preparation – Infographics**
- 6) **Convocation Ceremony and Alumni Meet- March 5, 2022**
- 7) **Career Counseling Cell & Competitive Examination Cell Events- Planning**
- 8) **Stakeholders' Feedback**
- 9) **Industrial Visits (March 24, 2022) and Outreach Programmes**
- 10) **Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Convener

Mr. Sujith Babu S., Co-convenor, IQAC

Dr. Jayanta Behera

Ms. Rewati Soman

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Dr. Vishakha Telegote

Dr. Archana Bhagvat

Mr. Ravi Bari

Mr. Ved Mhatre

Mr. Shubham Koltekar

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

II. Announcements:

- One Day Expert Guidance Session on **Revised Bloom's Taxonomy** to be held on February 24, 2022.
- Convocation Ceremony and Alumni Meet to be conducted on March 5, 2022.
- One Week Faculty Development Programme on **"Self Empowerment"** organized by the Faculty of Science to be held from February 28, 2022 to March 9, 2022.

III. Report

The following points were discussed:

Agenda 1- Submission of AQAR 2020-21

Final submission of the AQAR and the quantitative proof required were discussed in the meeting. It was decided to submit the Annual Quality Assurance Report (AQAR) on March 15, 2022. Criterion Heads and other members of IQAC to finalise the data collection and documentation for considering the tentative date planned for AQAR submission.

Agenda -2 Discussion on Bloom's Taxonomy Webinar

Considering the supreme importance of Bloom's Taxonomy in teaching and learning processes, the IQAC chalked out a plan to conduct a One Day Expert Guidance Session on Bloom's Taxonomy on February 24, 2022. The details of the resource person was discussed and duty allocation was finalized in the meeting.

Agenda -3 Strategic Planning – Discussion and Finalisation

As per the guidelines of NAAC, the IQAC of Pillai HOC College of Arts, Science & Commerce, Rasayani discussed the strategic plan to be formulated. The IQAC shared a format of strategic plan with various Criterion Heads and Programme Coordinators. It was decided to submit the final draft of Strategic Planning Record on March 3, 2022.

Agenda – 4 SSR Documentation Status

In line with the deliberations happened in the meeting, the status of documents required for Self Study Report (SSR) submission was discussed in the meeting. All criterion heads were asked to update and report the status of documentation to IQAC on February 4, 2022.

Agenda 5- NAAC Display Room Preparation – Infographics

Since the preparation for SSR submission and Peer Team Visit is the major topic in the agenda, the IQAC discussed the strategies for NAAC Display Room preparation as well. Department of Mathematics was instructed to prepare and present the blue print of the Infographics. Mr. Ravi Bari, Ms. Harshita Singh, Ms. Neethumol and Ms. Akansha Rawat (Asst. Professors, Dept, of Mathematics) were given the responsibility to complete it and report to IQAC.

Agenda 6- Convocation Ceremony and Alumni Meet

It was decided to conduct Convocation Ceremony and Alumni Meet for the Academic Year 2021-22 on March 5, 2022. The Examination Cell of PHCASC would prepare and give the guidelines to the faculty members of various programmes regarding the message to be communicated to the students, proforma to be maintained for collecting information and the necessary arrangements for the programmes mentioned.

Agenda 7- Career Counseling Cell & Competitive Examination Cell Events- Planning

The 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.

Agenda 8 -Stakeholders' Feedback

The importance of collecting and analysing the feedback of all stakeholders such as students, alumni and employers was discussed in the meeting. IQAC decided to share the feedback for with various stakeholders of the institution on March 8, 2022.

Agenda 9- Industrial Visits and Outreach Programmes

Adhering to Institutional distinctiveness, the Internal Quality Assurance Cell of Pillai HOC College of Arts, Science & Commerce, Rasayani discussed the importance of conducting Outreach Programmes and Industrial Visits across the streams. The Programme Coordinators were asked to plan out and organise such activities focusing on the objectives of the programme.

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Action Taken Report

- Faculty of Arts in association with the IQAC organised a webinar on “Research Methodology” on February 18, 2022. The focal point of the webinar was to throw light on the essentials for preparing research proposals and to identify the tools and techniques for various research objectives. Dr. Prahlad Kumar (Former Dean, Faculty of Commerce & Former head, UGC SAP III) was the resource person for the event.
- Faculty of Arts in association with the IQAC organised a webinar on “Research Methodology: Effective Strategy for Beginners” on February 22, 2022. The objective of the webinar was to discuss the relevance of research aptitude among faculty members and students and also dwell into the strategies for presenting quality research proposals. Dr. Gopal Kalkoti (Principal, MVM’s College of Commerce and Science, Mumbai) was the resource person for the event.
- The IQAC organised a One-Day Expert Guidance Session on “Revised Bloom’s Taxonomy” on February 24, 2022. The objective of an educator is to encourage higher order thought processes in students by building up from lower level cognitive skills. This concept is also an integral part of the revised framework of NAAC SSR as a quality enhancement initiative in teaching learning process. Dr. Agnes D’costa (Associate Professor, Pushpanjali College of Education, Vasai) was the resource person for the webinar.

- Department of Science in association with IQAC organised a One Week Faculty Development Programme on "Self Empowerment" from February 28, 2022 to March 9, 2022. Dr, Shobha Bennet Mathew (Assistant Professor, K.J. Somaiya College of Arts and Commerce- Autonomous) was the resource person for the programme.
- In line with the discussions happned, the Strategic Plan was finalised on March 3, 2022 after collecting the data from all C riterion Heads and Programme Coordinators. The compiled the document which plays a pivotal role in the holistic development of the institution and the learners.
- Alumni Meet and Convocation Ceremny for the academic tear 2021-22 was conducted on March 5, 2022.
- It was discussed among IQAC members and Coordinators that the department wise conferences need to be organized and brochure to be shared one month prior to increase research activities and support the novelty in knowledge.
- 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 theback side of the certificate. Dr. Jayanta Kumar Behera was requested to take on the responsibility of finalising the questionnaire, certificate design and evaluation pattern.

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IQAC - Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on **March 28, 2022** at 3:30 p.m. in IQAC Room, PHCASC, Rasayani.

Agenda: -

Discussion on: -

- 1) FY, SY and TY Examination**
- 2) SSR Documentation**
- 3) Criterion-wise presentation - Session 1**
- 4) Certificate Distribution - Positive Psychology and Other Add-On Courses**
- 5) Discussion on AQAR Submission**
- 6) Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Coordinator

Mr. Sujith Babu S., Co-Coordinaor, IQAC

Dr. Jayanta Behera

Ms. Rewati Soman

Ms. Arushi Dube

Ms. Harshita Singh

Mr. Sumeet Mhatre

Dr. VishakhaTelgote

Dr. Archana Bhagvat

Mr. Ravi Bari

Mr. Ved Mhatre

Mr. Shubham Koltekar

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

II. Report

The following points were discussed:

Agenda – 1 (First year, Second year and Third year Examinations)

The syllabus completion status was discussed in the meeting. Based on the responses received from different Programme Coordinators, the Exam Cell suggested a tentative schedule for the Semester End Examination 2021-2022 for all three batches.

Agenda - 2 (Self-Study Report Documentation)

The IQAC considered the relevance and significance of the self-study report. Hence, it was decided to collect data and documents for the last four years. The compiled documentation will be submitted on time.

Agenda - 3 (Criterion-Wise Presentation - Session 1)


The IQAC decided to conduct the 1st stage of Criterion wise presentation by the first week of April. The representatives of all seven criteria were asked to present the documentation status before a panel consisting of the Principal and the IQAC Core Committee members.

Agenda - 4 (Certificate Distribution)

Add-On courses were conducted by various departments/programmes for the students of Pillai HOC College of Arts, Science & Commerce, Rasayani. As part of the discussion, it was decided that the certificates for Positive Psychology and other Language related as well as Technical Add-on Courses will be mailed directly to the students who attended them. The Add -On Course committee was asked to design the certificates and distribute it adhering to the policy of the Institution regarding the aforementioned.

Agenda - 5 (Discussion on AQAR Submission - Final)

Annual Quality Assurance Report 2020-2021 was submitted on March 28, 2022 and accepted by NAAC.




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Action Taken Report

- The First year, Second year and Third year examinations were held April 4, 2022 to May 11, 2022. All faculty members reported and performed their duties as allotted to them diligently. Mr. Sujith Babu, Mr. Sumeet Mhatre and Ms. Harshita Singh were appointed as Vigilance Squad members for Semester IV Examination conducted by the University of Mumbai.
- The IQAC Core Committee gave suggestions to the Heads of various Criteria regarding the data collected and documents prepared for Self-Study Report 2022. The IQAC decided to conduct the Final presentation on May 12, 2022.
- The IQAC advised the Add-On Course Monitoring Committee to keep a tab on the certificates distributed and feedback collected from the students. The certificates were distributed to all those who attended and sessions and appeared for the evaluation test.
- IQAC successfully submitted Annual Quality Assurance Report (AQAR) 2020-21 on March 15, 2022. The IQAC informed the faculty members that NAAC accepted the AQAR on March 28, 2022.




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IQAC Minutes of Meeting and Action Taken Report

Minutes of the Meeting held on **12 May 2022** at 01.30pm at Conclave-I, Rasayani.

Agenda: -

Discussion on: -

- 1) **Criterion wise Presentation - Session 2**
- 2) **Completion of SSR Documentation**
- 3) **Revised SOP & Manual of NAAC - Reworking of QIM and QnM**
- 4) **Staff Welfare Programme**
- 5) **IIQA Submission - Preparation**
- 6) **Planning for the Next Academic Year**
- 7) **Review of Industrial visits, Outreach Programmes, Alumni Activities and Capacity Building Activities**
- 8) **Academic Audit, Exam Cell Audit and Annual Report**
- 9) **Any other matter of relevance as suggested by chair**

Chaired by: -Dr. Lata Menon, Principal

Attended by: -

Mr. Binit Kumar, Vice Principal

Ms. Remya Madan Gopal, IQAC Coordinator

Mr. Sujith Babu S., Co-coordinator

Ms. Arushi Dube

Ms. Rewati Soman

Ms. Harshita Singh

Mr. Sumeet Mhatre

Dr. Vishakha Telgote

Mr. Ravi Bari

Dr. Archana Bhagvat

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

II. Report

The following points were discussed:

Agenda 1- Criterion-wise Presentation - Session 2

The IQAC discussed the tentative timeline of NAAC Assessment in this month and decided to send the IIQA to NAAC on June 14, 2022. The second stage of the Criterion-wise Presentation will be conducted on May 12. It was also decided to submit the Self Study Report by July 14 2022.

Agenda 2- Completion of SSR Documentation

IQAC discussed the data collection and documentation status for SSR submission. Since the tentative date of submission is July 14, 2022, all IQAC members were asked to update the status of documentation and report to Principal and IQAC on May 14, 2022.

Agenda 3- Revised SOP & Manual - NAAC - Reworking of QIM and QnM

IQAC discussed the revisions introduced by NAAC in its Manual for SSR Submission and Assessment with regard to the Assessment and Accreditation Procedures. The core team of IQAC gave a succinct picture of the amendments incorporated and decided to prepare documents as per the revised SOP of NAAC. A list of all revised metrics was shared with the Heads of various criteria for detailed analysis and presentation.

Agenda 4- Staff Welfare Programme

A staff welfare programme was discussed in the meeting. It was decided to conduct a staff welfare event comprising a staff luncheon and movie screening on May 14, 2022. Ms. Harshita Singh (Asst. Professor, Dept. of Mathematics) was given the responsibility to organize the event along with the members of Cultural Committee.

Agenda 5- Preparation for IIQA Submission

After a couple of discussions and deliberations with the all IQAC members, the core committee of IQAC decided to submit the Institutional Information for Quality Assessment (IIQA) on June 14, 2022. The revised format of IIQA was shared with all IQAC members and criterion heads. In addition to the abovementioned, it was decided to collect and confirm the information sought from the college administration department with respect to IIQA submission.

Agenda 6- Planning for the Next Academic Year

Preparation for the next academic year was another important item mentioned in the agenda. Adhering to the circular received from Mumbai University, IQAC and CDC deliberated on the action plan to be chalked out and decided to reopen the college on June 14, 2022 after summer vacation. IQAC decided to prepare a detailed list of activities for the academic year 2022-23. Academic Calendar Committee was asked to prepare the calendar for the year and share it with all programmes/departments with immediate effect.

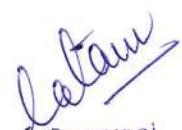
Agenda 7- Review of Industrial visits, Outreach Programmes, Alumni Activities and Capacity Building Activities

A review of all experiential learning activities such as Industrial Visit, Outreach Programmes Alumni and Capacity Building Activities was included in the agenda of the meeting. IQAC discussed the outcomes of the activities conducted programme-wise this academic year. To jot a few, Department of English organized a Visit to Dosti House, American Library on March 24, 2022.

Agenda 8- Academic Audit, Exam Cell Audit and Annual Report

Formation of separate teams for Academic Audit, Exam Cell Audit and Annual Report was discussed in the meeting. IQAC recommended teams to conduct the audit and prepare the report.




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Action Taken Report

- As discussed in the meeting, the second level of presentation and discussion on various criteria of SSR was scheduled on May 12, 2022. Heads of all criteria presented the documents received and to be received for SSR submission. It was observed during the discussion that majority of documents was collected by each criterion team.
- In line with the deliberations happened in the meeting, each criterion team updated the final status of documentation on May 14, 2022 and reported the same to the Principal and IQAC.
- 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
- A staff welfare programme was scheduled on May 14, 2022. The IQAC and Cultural Association coordinated the event which consisted of a staff luncheon and movie screening.
- A team of IQAC and faculty members were assigned the responsibility of preparing Audit reports (Academic & Exam Cell). A team of faculty members led by Mr. Sujith Babu S. (IQAC Co-Coordinator) has been given the responsibility of preparing the Annual Report of the institution.
- As a follow up action, Academic Calendar format was shared with the teaching fraternity of PHCASC to plan out activities and other events well in advance.
- In line with the discussions and decisions taken in the meeting regarding the preparation for net academic year, all Programme Coordinators have been asked to allocate subjects to teachers of the respective departments/programmes.
- The progress of Audit Reports Annual Reports were updated and the first draft was shared it with IQAC on June 30, 2022.




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