

Mahatma Education Society's
Pillai HOC College of Engineering and Technology, Rasayani

August 06, 2018

CIRCULAR

The second meeting of the Internal Quality Assurance Cell (IQAC) will be held on Wednesday, August 08, 2018 at 3.00pm in the Principal's Conference room to discuss the following agenda.

Agenda:

1. To read and confirm the minutes of the meeting held on July 14, 2018 and the action taken report.
2. To initiate programs for improving communication skills and knowledge on current international trends in areas of interest associated with the courses taught by faculty members.

Kindly make it convenient to attend the meeting.


Principal

Pillai HOC College of Engineering and Technology

August 08, 2018

Minutes of Meeting of the IQAC

The second meeting of the IQAC for 2018-19 was held in the office of the Principal, First floor of PHCET on August 8, 2018 at 3:00 pm.

The Principal welcomed the members and gave an overview of the purpose of the meeting as per the circulated agenda. The first meeting of the IQAC focused on quality improvement initiatives for students and this meeting was proposed to initiate quality improvement for faculty.

Agenda No. 1:

To read the minutes of the meeting held on July 14, 2018 and the action taken report. The members were satisfied with the minutes and the action report and accepted both unanimously.

Agenda No. 2:

To initiate programs for improving communication skills and knowledge on current international trends in areas of interest associated with the courses taught by faculty members of PHCET. The suggested initiatives are:

1. Continuation of Faculty Presentation Series
2. MOOCs certification
3. Creation of Special Interest Groups
4. Improving the professional communication with International English Language Testing System (IELTS) certification.

Discussion:

The committee discussed each of the items above in detail and assessed each one of the items.

The members discussed about the resources needed to complete the initiatives. It was felt that it is important to provide opportunity to improve faculty communication and knowledge on current trends in their respective topics of interest.

PHCET initiated Faculty presentation series in the last year by asking all faculty members to present on a technical topic of their choice for a session of 10 minutes. The presentation was graded on the content, delivery, engagement, communication and English language skills. These grades were provided to the faculty members as a feedback such that they can improve on weaker parts of their communication and lecture delivery. The committee was in agreement to continue with the faculty presentation series at a comfortable time.

MOOCs certification was also accepted and each faculty is encouraged to faculty enroll in Coursera and Edx, and complete one course each semester ideally. However, it was recommended that all faculty members should complete a Coursera/Edx/any other course by March 2019.

Creation of Special Interest Groups in PHCET was accepted unanimously as it would enrich both faculty and students in multiple ways.

During the faculty presentation series it became clear that the faculty needs to communicate professionally. Hence it was suggested that every faculty has to improve the professional communication with International English Language Testing System (IELTS) certification. However, in order to spare the expenditure of the certification it is suggested to use the resources of MES, the parent body, to conduct this test in-house and online.

Resolution:

Resolved that all four suggestions in the agenda be accepted and be implemented for all faculty members of PHCET. A MOOC certification for all PHCET faculty members is mandatory by March 2019. Special Interest Groups to be formed and IELTS exam to be

organized at the earliest, as these would considerably benefit the teaching learning environment and process.

Action taken report of the meeting of IQAC held on August 8, 2018

Agenda No. 2:

To initiate programs for improving communication skills and knowledge on current international trends in areas of interest associated with the courses taught by faculty members of PHCET. The suggested initiatives are:

1. Continuation of Faculty Presentation Series:

The action has been initiated to continue the Faculty Presentation series and will be held in early Jan 2019. This time each faculty will be required to make presentation for 20 minutes.

2. MOOCs certification:

Faculty have already started this activity and some faculty members have already got certified and others have already doing it. By March 2019 all faculty are expected to complete at least one such course.

3. Creation Special Interest Groups (SIGs):

Thirty two special interest groups have been formed from first year to the final year. Each SIG has three or faculty members. As a first activity of the SIG all projects that are done in PHCET is collated according to the SIG and a monograph is being prepared. This will take a while more as many departments were busy with several activities.

The second activity has been to collate rare documents, publications original papers, etc. according to the SIG. Every faculty of PHCET was involved and contributed to create an archive of nearly 500 original papers.

These will be available for reference for students and faculty in the library.

4. Improving the professional communication with International English Language Testing System (IELTS) certification:

All necessary system resources are ready and the test will be taken by the faculty in early Jan 2019. In the meantime mock tests and other resources are made available to faculty for practice.



Chairperson

Dr. Lata Menon

Ms. Neha Nair

Dr. Manvendra Vashistha

Dr. Tejashwini D.N.

Dr. Ashok Kanthe

Dr. G.V. Paul

Ms. Mansi Subhedar

Dr. Chelapa Lingam

Dr. Arinosh T. Gattude

Mr. Pragnesh Shah

Mrs. Sheena Nair

Mr. Shishir D. Mayekar

Dr. KK Sundaram

Mr. A.G. Mane

Rao Jitendra Singh

Osheen Shivastava

Sanjiv Datta

Lata

Neha

Manvendra

Tejashwini

Ashok

G.V. Paul

Mansi

Chelapa

Arinosh

Pragnesh

Sheena

Shishir

KK Sundaram

A.G. Mane

Jitendra

Osheen

Sanjiv

Mahatma Education Society's
Pillai HOC College of Engineering and Technology, Rasayani

March 08, 2019

CIRCULAR

The sixth meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, March 11, 2019 at 3.00 pm in the Principal's Conference room to discuss the following agenda.

Agenda:

1. To read and confirm the minutes of the fifth meeting held on Jan 21, 2019 and the action taken report.
2. To review the progress of NAAC accreditation preparation
3. To review the progress of ISO audit
4. To review the processes of
 - a. AMS
 - b. Mentoring

Kindly make it convenient to attend the meeting.



Principal

Mahatma Education Society's
Pillai HOC College of Engineering & Technology, Rasayani

March 11, 2019

Minutes of the Meeting of the IQAC

The sixth meeting of the IQAC for 2018-19 was held in the Conference room of the Principal on March 11, 2019 at 3:00 pm.

Dr. Madhumita Chatterjee, the Principal welcomed all members and informed about the various activities in progress for the NAAC accreditation.

Agenda No. 1:

To read the minutes of the fifth meeting held on Jan 21, 2019 and the action taken report.

The members appreciated the timely submission of NAAC SSR and were satisfied with the minutes and the action taken report and the progress of implementing the various suggestions of the IQAC and accepted the report unanimously.

Agenda No. 2:

To review the progress of NAAC accreditation preparation

Discussion:

The IQAC coordinator informed that the preparations for the Peer team visit was in full swing at various levels with presentations by the HoDs of all departments, visits to all and walk through, interaction with students, etc. The dates for peer team visit are finalized for March 26 - 27, 2019. A mock visit is planned for March 16 -17, 2019.

Resolution:

Resolved that the necessary preparation for the NACC peer team visit including the mock visit be carried out diligently

Agenda item 3

To review the progress ISO audit

Discussion:

The IQAC co-coordinator informed that the ISO audit was carried out successfully on March 8, 2019 and are awaiting the result.

Resolution:

Resolved that M/S URS Certification, Ltd. be requested to submit the result of ISO audit at the earliest

Agenda Item No.4

To review the processes of a. AMS b. Mentoring

Discussion:

There was a felt need to revamp the AMS System and the Mentoring processes.

Resolution:

Resolved that these processes be reviewed and necessary changes be incorporated

The meeting ended with a vote of thanks to the Chair.



IQAC Coordinator

Dr. Lata Menon	<u>Calam</u>
Ms. Nisha Nair	<u>the</u>
Dr. Manvendras Vashista	<u>Shrini</u>
Dr. G. V. Palit	<u>for</u>
Dr. Ashok Karthe	<u>(A)</u>
Dr. Tejaswini D. N.	<u>depo</u>
Dr. Chelapa Lingam	
Dr. Anish T. Gadude	<u>for</u>
Dr. Madhumita Chatterjee	<u>Chatterjee</u>
Mr. Pragnesh Shah	<u>for</u>
Mrs. Sheena Nair	<u>Sheena</u>
Ms. Shrish D. Mayekar	<u>for</u>
Dr. KK Sundaram	<u>for</u>
KK SUNDARAM	<u>for</u>
Ms Mansi Subhedar	<u>for</u>
Mr. A. G. Mare	<u>for</u>
Rao Jitendra Singh	<u>for</u>