

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

May 28, 2019

**Circular**

The meeting of Internal Quality Assurance Cell (IQAC) members will be held on June 01, 2019 at 11.30 AM in the Principal's conference room. All the members are required to be present for the meeting.

**Agenda:**

1. To read the minutes of the sixth meeting held on Mar 11, 2019 and the action taken report.
2. To apply for RBNQA
3. To review the modifications made in AMS and newly developed Mentor Mentee Portal
4. Any other item with the permission of chair

  
**PRINCIPAL**  
Pillai HOC College of  
Engineering & Technology  
Pillai HOCL Educational Campus,  
Rasayani, Tal. Kholepur,  
Dist. Raigad - 410 207.

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

June 01, 2019

**Minutes of the Meeting of the IQAC**

The seventh meeting of the IQAC was held in the Conference room of the Principal on June 1, 2019 at 11.30 am

Dr. Madhumita Chatterjee, the Principal welcomed all members.

**Agenda No. 1:**

To read the minutes of the sixth meeting held on Mar 11, 2019 and the action taken report.

The members congratulated Principal and each other for obtaining A Grade in first cycle for NAAC 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 apply for RBNQA.

**Discussion:**

The IQAC coordinator informed that Institute will be applying for the Ram Krishna Bajaj National Quality Award (RBNQA). The application format was discussed and suggestions were taken to form the teams to work on each criterion. Dr. Mathew also suggested to call Director of RBNQA trust to address faculty about the guidelines for filling the RBNQA form.

**Resolution:**

Heads suggested the names of faculty members who can contribute and teams were finalized for each criterion. IQAC Coordinator was asked to arrange seminar for RBNQA guidelines for all faculty.

### **Agenda item 3**

To review the modifications made in AMS and newly developed Mentor Mentee Portal

#### **Discussion:**

Principal informed Heads about the necessary changes made in AMS. In order to move towards "paperless Office", she also explained the plans for Mentor Mentee Online Platform. All heads were asked to explain the mentors about the new online platform and how to use it effectively.

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

A handwritten signature in blue ink, appearing to read 'Sauri', with a long horizontal line extending from the end of the signature.

**IQAC Coordinator**

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

Nov 8, 2019

**Circular**

The meeting of Internal Quality Assurance Cell (IQAC) members will be held on Nov 11, 2019 at 2.30 PM in the Principal's conference room. All the members are required to be present for the meeting.

**Agenda**

1. To read and confirm the minutes of the seventh meeting.
2. To review preparations for RBNQA Peer Team visit
3. To prepare compliance report for NBA.
4. Activity under Corporate Social Responsibility
5. Any other topic with the permission of the chair

  
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Nov 11, 2019

**Minutes of the Meeting of the IQAC**

The meeting of the IQAC was held in the Conference room of the Principal on Nov 11, 2019 at 2.30 pm

Dr. Madhumita Chatterjee, the Principal welcomed all members.

**Agenda No. 1:**

To read and confirm the minutes of the seventh meeting.

All members were satisfied with the minutes and minutes were confirmed.

**Agenda No. 2:**

To review preparations for RBNQA Peer Team visit

**Discussion:**

The IQAC coordinator informed that RBNQA team visit is scheduled on 29th and 30th Nov 2019. She also informed about the consent given for peer team names. Dr. Mathew briefed about the preparations and other arrangements. Dr. G V Patil and IQAC coordinator Dr Mansi Subhedar discussed the key points in presentation prepared for RBNQA team visit to the Institute.

**Resolution:** Resolved that the necessary preparation for the RBNQA peer team visit be carried out diligently.

**Agenda item 3:**

To prepare compliance report for NBA.

**Discussions:** Principal informed all about the deadlines for submission of compliance report for NBA reaccreditation of UG programs in Mech and Comp Engineering. Compliance format and key points for filling report was discussed.

**Resolution:** Dr. Ashok Kanthe and Dr. G. V. Patil were asked to prepare the compliance report for NBA Reaccreditation.

**Agenda Item 4:** Activity under Corporate Social Responsibility

**Discussions:** Principal suggested to take initiative to organize the innovative technical activity for nearby community. After discussions amongst members, it was finalized to conduct a Project Hackathon - "MAVERICK" for school and Jr College children. It was decided to invite students from 8th, 9th and 10th class in school category competition and 11th and 12th class in college category competition. All members agreed upon the theme for the event as "Save Environment" for school students and "Energy Conservation" for college students. Mr. Raju Narwade suggested that the event can be conducted in collaboration with Indian Society of Remote Sensing (Mumbai Chapter). Principal asked Dr. J E Nalavade and Dr Manvendra Vashishth to form the teams and start for preparations.

**Resolution:** To conduct Project Hackathon - "MAVERICK" on 7th December, 2019.

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



**IQAC Coordinator**

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

April 11, 2020

**Circular**

The meeting of Internal Quality Assurance Cell (IQAC) members will be held online using Google meet on April 15, 2020 at 4.00 PM. The link will be sent to all prior to the meeting.

**Agenda:**

1. To read and confirm the minutes of the ninth meeting
2. To inform RBNQA Competition winning status
3. To discuss about NBA reaccreditation for UG mechanical and computer courses
4. To review the teaching learning process and exams in online mode
5. To plan for the preparation of AQAR for the Academic Year 2018-19
6. To inform about the tie up with Coursera – an international platform for online certifications
7. Any other item with the permission of chair

Kindly make it convenient to attend the meeting.

  
**PRINCIPAL**  
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**Pillai HOC College of Engineering & Technology, Rasayani**

April 15, 2020

**Minutes of the Meeting of the IQAC**

The meeting of the IQAC was held online using Google meet on April 15, 2020 at 4 pm

Dr. Madhumita Chatterjee, the Principal welcomed all members.

**Agenda No. 1:**

To read and confirm the minutes of the ninth meeting.

All members were satisfied with the minutes and minutes were confirmed.

**Agenda No. 2:**

To inform winning status for RBNQA Performance excellence trophy

**Discussion:**

Principal informed all members that PHCET has won the Performance Excellence Trophy in Education Vertical of Indian Merchants' Chembar Ramkrishna Bajaj National Quality Award (IMC RBNQA) and congratulated all members. She also thanked all heads of the departments for their efforts and excellent teamwork.

**Agenda item 3:**

To discuss about NBA reaccreditation for UG mechanical and computer courses

**Discussion:**

Principal also informed that two UG programs i.e., UG in Mechanical Engineering and UG in Computer Engineering got reaccredited by NBA up to June 2023. She congratulated the respective Heads Dr Ashok Kanthe and Dr G V Patil for their efforts and excellent teamwork.

**Agenda Item 4:**

To review the teaching learning process and exams in online mode



**Discussion:**

Principal informed all the members that due to the pandemic due to COVID 19, online teaching learning process needs to continued. All heads were asked to review course study material and recorded lectures etc. to be made available through google classrooms created for every subject. She also requested all heads to plan for online workshops, seminars and FDPs to keep learning process continued for students and faculty.

**Resolution:**

Heads of the Departments to review google classroom contents for all faculty. Heads of the department must submit the tentative plan to Principal to conduct online webinars and other activities within a week time.

**Agenda Item: 5:**

To plan for the preparation of AQAR for the Academic Year 2018-19

**Discussion:**

Dr. Mansi Subhedar, IQAC Coordinator briefed about the level of preparation for AQAR 2018-19. She also informed that NAAC has extended the deadline for the submission of AQAR due to the pandemic. The discussion was held on pending items in AQAR.

**Resolution:**

IQAC team and Heads of the departments were asked to take follow up and complete the AQAR documentation.

**Agenda Item 6:**

To inform about the tie up with Coursera – an international platform for online certifications.

**Discussion:**

Principal informed all members that MES has tied up with Coursera to complete unlimited free certifications of Coursera courses up to September 2020. After discussion, Dr Mansi Subhedar, IQAC coordinator was given the responsibility of completing the coursera registrations for all students and faculty of PHCET. Heads were informed to explain the significance of international certifications, MOOCs, etc., to all the students through Class coordinators and mentors.

**Resolution:**

Dr. Mansi Subhedar was asked to circulate the Google form for Coursera registrations to faculty and students and ensure that all licenses are distributed properly.

**Any other item:**

Principal also informed all members that some of our faculty and staff have used our in-house 3D printers and laser cutting facilities for the preparation and distribution of personal face masks for police and people involved in public activities and appreciated their dedication to help needy people in this pandemic. She also informed and extended thanks to faculty and staff involved in distribution of food and edible oil to daily wage earners and adivasis in Wakdi village.

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



**IQAC Coordinator**