



Mahatma Education Society's

Inst. Code : EN- 3223 / ME - 3223

**PILLAI HOC COLLEGE OF ENGINEERING & TECHNOLOGY**

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via. Panvel, Dist. Raigad. Pin 410207  
Tel: 02192 - 252005 / 250066 Fax : 02192 - 252067

Website : [www.phcet.ac.in](http://www.phcet.ac.in) Email : [principal.phcet@mes.ac.in](mailto:principal.phcet@mes.ac.in)

Approved by AICTE, DTE, Government of Maharashtra and Affiliated to the University of Mumbai

The Principal called a meeting of the following for forming of the IQAC of PHCET on July 02, 2018

1. Heads of all Departments
2. TPO
3. Librarian
4. Head, Research, innovation and incubation centre
5. Exam in-charge
6. The Registrar
7. Accountant
8. Some other senior faculty members

The Principal explained the objective of this meeting and the need to create the Internal Quality Assurance Cell (IQAC) in PHCET. The Principal explained that from its inception, PHCET has been a quality conscious institution in all its actions and dealings and it has been the uppermost concern and thrust, and its motto: Vidya Karmasu Kaushalam (Knowledge is Excellence at Work) articulates it.

The core values, PHCET abides by are derived from the vision and the efforts to realize it, are

- Accountability and service to all stakeholders
- Integrity and fairness in all practices
- Instil innovation and creativity
- Inclusiveness and care for the marginalized
- Resilience and sustainability
- Striving for quality and excellence in all actions
- Thought leadership and quality consciousness

While striving to be an exemplary institution imparting high quality education, PHCET also aspires to be an institution of international importance, following The PHCET Way:

*Create more than consume*

*Learn more than teach*

*Listen more than speak*

*Practice more than preach*



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Thus PHCET exemplifies and tries to realize its vision. These efforts have been going on. However, time has come to formally constitute a body that would work relentlessly to ensure that PHCET would become an institutional embodiment of quality in engineering education.

The IQAC-vision, objective, strategies, functions, and benefits to PHCET were discussed. The Principal requested the members to recommend names of people who may be considered to serve on this prestigious committee.

The structure of IQAC in PHCET was finalized as given below:

Sr. No.	Designation	Name
1	Chairperson	Dr. Chelpa Lingam
2	Management Representative	Dr. Lata Menon, Mr. Pragnesh Shah
3	Administrative Officer	Mr. Shirish Mayekar, Registrar, PHCET, Ms. Sheena Nair, Accountant PHCET,
4	Teachers	Dr. Ashok Kanthe, HOD - Computer Engineering Dr. Gajendra Patil, HOD - Mechanical Engineering Dr. Manvendra Vashistha, HOD - Department of ASH Dr. Tejaswini N., HOD - Civil Engineering Dr. Kalyan Sundaram, Professor, Mechanical Engineering Ms. Neha Nair- Exam I/C Mr. Amar Mane- Library I/C Mr. Sanjiv Dutta- TPO I/C
5	Local Society	Dr. Avinash Gatade, Member - Gram Panchayat, Sawale Village
6	Alumni Representative	Ms. Osheen Shrivastava
7	Parents Representative	Mr. Shabeer Manasawala
8	Students Representative	Mr. Jeetendra Singh Rao, BE Mechanical dept.
9	Industry Representative	Mr. Ripal Shah,
10	IQAC Coordinator	Ms. Mansi Subhedar, EXTC

Chairperson

- 1) Dr. Ashok Kanthe
- 2) Ms. Nela Nair
- 3) Dr. Manvendra Vashista
- 4) Dr. G. V. Pahl
- 5) Dr. Purnima D.N.
- 6) Dr. Chelpa Lingam
- 7) Dr. Anish T. Gattude
- 8) Dr. Lata Menon
- 9) Mr. Pragnesh Shah
- 10) Mrs Sheena Nair
- 11) Mr. Shrish D Mayekar
- 12) Dr KK Sundaram
- 13) Manoj Subhadar
- 14) Divya Chisappil
- 15) Monima Mohan
- 16) Pranita Chavan
- 17) A.G. Mane
- 18) Rao Jitendra
- 19) Ashen Shivastava
- 20) Ganji Datta

(A) /  
 Nela  
 Manvendra  
 Pahl  
 Purnima  
 Chelpa  
 Anish  
 Lata  
 Pragnesh  
 Sheena  
 Shrish D  
 KK Sundaram  
 Manoj  
 Divya  
 Monima  
 Pranita  
 A.G. Mane  
 Rao Jitendra  
 Ashen  
 Ganji Datta

Mahatma Education Society's

Pillai HOC College of Engineering and Technology, Rasayani

July 12, 2018

### CIRCULAR

The first meeting of Internal Quality Assurance Cell (IQAC) will be held on Saturday, July 14, 2018 at 3.00 pm in the Principal's Conference room to discuss the following agenda.

**Agenda:**

1. To consider changing the pattern of assignments given to the students as part of the internal assessment and introduce technical paper reviewing as assignment.
2. To consider introducing students to MOOCs certification that is relevant to the level and course of study.

Kindly make it convenient to attend the meeting.

  
Principal

# Pillai HOC College of Engineering and Technology

## Minutes of Meeting of the IQAC

July 14, 2018

The first meeting of the IQAC for 2018-19 was held in the office of the Principal, First floor of PHCET on July 14, 2018 at 3:00 pm, when the following members were present.

The Principal welcomed the members and gave an overview and the purpose of the meeting as per the circulated agenda. The first meeting of the IQAC focused on quality improvement initiatives for students as it is the beginning of the academic year. The Principal explained the background of the agenda items and the feedback from the alumni and industry experts that the students should become more proficient in English communication as well as have exposure to technical literature.

### Agenda No. 1:

To consider changing the pattern of assignments given to the students as part of the internal assessments and introduce technical paper reviewing as an assignment.

### Discussion:

The members discussed at length the pros and cons of such a major step and also making it as an Institute wide practice for all classes and courses except the first year. It was concluded to go ahead with it and begin practicing it before it is forced from external environment.

### Resolution:

It was resolved to introduce review of a technical paper related to the course as one of the assignments. And also to give longer duration for the submission of this assignment.

### Agenda item No. 2:

To consider introducing students to MOOCs certification that is relevant to the level and course of study.

**Discussion:**

The members were unanimous about the need and benefit of this approach as it can benefit the students considerably for their academic performance as well as placements.

**Resolution:**

It was resolved to accept the suggestion to give exposure to students of all classes about MOOCs courses and encourage them to get certified or audit the courses and obtain credentials.

**Any other matter with the permission of the Chair:**

There was no other matter. The next meeting of IQAC planned to discuss quality improvement programs for faculty and the date was fixed for August 8, 2018 at 3.00 PM. The detailed agenda would be circulated.

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

**Action taken report of the first meeting of IQAC held on July 14, 2018**

**Agenda No. 1:**

To consider changing the pattern of assignments given to the students as part of the internal assessments and introduce technical paper reviewing as an assignment.

**Action taken:**

All departments implemented the resolution of the IQAC from July 2018 to November 2018. There was a bit of teething trouble as the students were not exposed to such a practice. However, as the faculty helped them by taking them to library and helping them identify relevant papers and to review it. The reviewing process was repeated till

an acceptable level was reached. This will be continued and will become part of the PHCET culture. A formal feedback of this initiative is yet to be taken.

**Agenda item No. 2:**

To consider introducing students to MOOCs certification that is relevant to the level and course of study.

**Action taken:**

The students were informed in their respective classes about MOOCs courses and how they could enrich themselves with the programs available and benefit for their placement and even academic performance. Some students have instantly taken to it. However, many more have to become aware and participate.

Chairperson



De Lata Menon  
Dr. Ashok Kanthe

Lata  
(A)

Dr. Manvendra Vashistha  
Dr. Tejaswini D.N.  
Ms. Ncha Nair

Ch...  
depo.  
~~...~~

Dr. G. V. Pillai

~~...~~

Dr. Chelva Lingam

Dr. Arinob T. Satade

~~...~~

Mr. Pragnesh Shah

~~...~~

Mrs. Sheena Nair

Mr. Shishik D. Mayeran

~~...~~

Dr. ...

...

Ms. Mansi Jubhedar

Mr. A. G. Mane

~~...~~

Rao Jitendra Singh



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

A handwritten signature in blue ink, appearing to be a stylized 'K' or similar character, positioned to the right of the 'Chairperson' text.

Dr. Lata Menon

Lata

Ms. Neha Nair

Neha

Dr. Manvendra Vashistha

Manvendra

Dr. Tejaswini D.N.

Tejaswini

Dr. Ashok Kanthe

Ashok

Dr. G.V. Paul

G.V. Paul

Ms. Mansi Subhedar

Dr. Chelapa Lingam

Dr. Arinob T. Gaudel

Mr. Pragnesh Shah

Mrs. Sheena Nair

Mr. Shishir D. Nayanan

Dr. KK Sundaram

Mr. A.G. Mane

Rao Jitendra Singh

Osheen Shivastava

Sanjiv Datta

Arinob

Pragnesh

Sheena

Shishir

KK

Mane

Jitendra

Osheen

Sanjiv

Datta

Mahatma Education Society's

Pillai HOC College of Engineering and Technology, Rasayani

September 01, 2018

## CIRCULAR

The third meeting of Internal Quality Assurance Cell (IQAC) will be held on Tuesday, September 04, 2018 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 second meeting held on August 8, 2018 and the action taken report.
2. To discuss the programs that are needed to be initiated for improving the technical skills, confidence, and communication skills of students. It is proposed to start a 'Coding Club' and a 'Public Speaking Forum'.
3. To discuss the requirements to get NAAC accreditation.

Kindly make it convenient to attend the meeting.

Principal



Sept 04, 2018

## **Minutes of the Meeting of the IQAC**

The third meeting of the IQAC for 2018-19 was held in the office of the Principal, First floor of PHCET on September 4, 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 third meeting of the IQAC focused on quality improvement initiatives.

### **Agenda No. 1:**

To read the minutes of the second meeting held on August 8, 2018 and the action taken report.

The members were satisfied with the minutes and the action report and the progress of implementing the various suggestions of the IQAC and accepted both unanimously.

### **Agenda No. 2:**

To initiate programs for improving the technical skills, confidence, and communication skills of students, it was proposed to start the 'Coding Club' and 'Public Speaking Forum' in PHCET.

### **Discussion:**

The committee discussed each of the items above in detail and assessed each of the items. The members discussed about the resources needed and ways to ensure that these are sustainable and evolve as best practices.

### **Resolution:**

Resolved that the suggestions for creating 'Coding Club' and 'Public Speaking Forum', be accepted and be initiated at the earliest.

### **Agenda Item No.: 3**

To discuss the requirements to get PHCET accredited by NAAC



The IQAC committee was informed that the management had decided that PHCET apply for NAAC accreditation in the first half of 2018-19. In preparation for this a 'NAAC Steering Committee' with Ms. Mansi Subhedar as Coordinator and seven senior faculty members operating as Criteria Head with the Principal as the Chairperson. The Steering Committee has been working relentlessly for preparing the Self Study Report. The Steering Committee Coordinator gave detailed update of the work in progress and assured that PHCET would be able to submit the IQA by the first week of October and the SSR latest by mid December 2018.

**Discussion:**

The committee discussed about the preparation needed and resources that may be needed to complete process taking all stakeholders with it.

**Resolution:**

Resolved that the proposal for NAAC accreditation be accepted and IQAC shall give all support for this effort to get PHCET accredited with an excellent grade and also to have frequent review of the progress of various activities.

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

IQAC Coordinator

**Action taken report of the meeting of IQAC held on Sept 04, 2018**

**Agenda No. 2:**

To initiate programs for improving the technical skills, confidence, and communication skills of students it was proposed to start the Coding Club and Public Speaking Forum in PHCET.

**Action taken:**

As per the directives of the IQAC the 'Coding Club' and 'Public Speaking Forum' were initiated and contributing to the life of PHCET by involving students in many purposeful activities both in coding and public speaking.

**Agenda item 3:**

To discuss the requirements to get PHCET accredited by NAAC

**Action taken:**

In accordance with the directives of the IQAC, IQA was being prepared to submit by October 1, 2018. The preparation for submission of SSR is in full throttle.

  
IQAC Coordinator

Dr. Lata Menon	Lata
Dr. Tejaseeni D.N.	Tejaseeni
Dr. Ashok Kanthe	(A) Kanthe
Dr. Manvande Vashista	Manvande Vashista
Ms. Nela Nair	Nela Nair
Dr. G.V. Paul	G.V. Paul
Dr. Chelva Lingam	Chelva Lingam
Dr. Arinob T. Sathde	Arinob T. Sathde
Mr. Pragnesh Shah	Pragnesh Shah
Mrs. Sheena Nair	Sheena Nair
Mr. Shrish D. Mayekar	Shrish D. Mayekar
Dr. KK Sindaram	KK Sindaram
Mrs. Mausli Subedar	Mausli Subedar
Mr. A.G. Mane	A.G. Mane
Ms. Poo Jitendra Singh	Poo Jitendra Singh
Bauji Datta	Bauji Datta

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

December 10, 2018

**CIRCULAR**

The fourth meeting of Internal Quality Assurance Cell (IQAC) will be held on Wednesday, December 12, 2018 at 3.00 pm in the Principal's Conference room to discuss the following agenda.

**Agenda:**

1. To read the minutes of the third meeting held on September 04, 2018 and the action taken report.
2. To review the progress of the SSR preparation to submit before December 22, 2018 as IIQA was submitted on October 1, 2018.
3. To consider the proposal to get PHCET ISO certified.

Kindly make it convenient to attend the meeting.

Principal



Dec 12, 2018

## Minutes of the Meeting of the IQAC

The fourth meeting of the IQAC for 2018-19 was held in the office of the Principal, First floor of PHCET on December 12, 2018 at 3:00 pm.

As Dr. Madhumita Chatterjee joined as Principal of PHCET on Dec 11, 2018, the IQAC Coordinator welcomed her as the Chairperson of IQAC. The Principal was introduced to all members of the IQAC. The IQAC Coordinator gave an overview of previous meetings and the purpose of the meeting.

### Agenda No. 1:

To read the minutes of the second meeting held on September 04, 2018 and the action taken report.

The members were satisfied with the minutes and the action taken report and the progress of implementing the various suggestions of the IQAC and accepted both unanimously.

### Agenda No. 2:

To review the progress of the SSR preparation to submit it before December 22, 2018 as IIQA was submitted on October 1, 2018.

### Discussion:

The IQAC Coordinator informed the committee that the SSR is ready and is undergoing final scrutiny and that a few walkthroughs were conducted and that SSR would be submitted latest by December 20, 2018. The Committee was satisfied by the progress.

### Resolution:

Resolved that the SSR be submitted at the earliest and to start preparation for the Student satisfaction Survey and the Peer team visit be commenced after the submission of SSR.

### Agenda Item No.: 3

To consider the proposal to get PHCET ISO certified

**Discussion:**

The Principal informed PHCET is actively considering ISO certification before the NAAC certification as it would help us improve our processes and procedures and make the preparation for NAAC audit better.

**Resolution:**

Resolved that the proposal for ISO Certification be accepted

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

IQAC Coordinator

**Action taken report of the meeting of IQAC held on December 12, 2018**

**Agenda No. 2:**

To review the progress of the SSR preparation to submit it before December 22, 2018

**Action taken:**

The SSR was submitted on Dec 20, 2018.

**Agenda item 3:**

To consider the proposal to get PHCET ISO certified

**Action taken:**

In accordance with the directives of the IQAC M/S URS Certification Ltd., was appointed as Consultants to carry out the ISO certification.

  
IQAC Coordinator

De Lata Mevon

Dr. Madhumita Challegui

Dr. Arinosh T. Gaudde

Ms. Neha Nair

Dr. Manvendra Vashista

Dr. Tejashwini D. A

Dr. G.V. Pahl

Dr. Ashok Kanthe

Dr. Chelpa Lingam

Mr. Pragnesh Shah

Mrs. Sheena Nair

Mr. Shishish D. Mayekar

Dr. KK Sundaram

Ms. Mansi Subedar

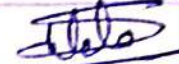
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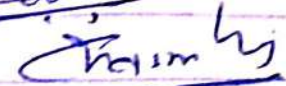
Dr. Jitendra Singh

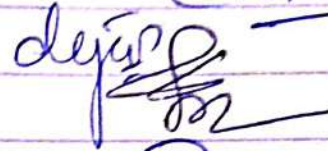
Adams

Challegui

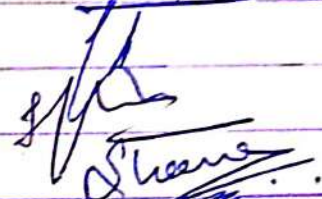




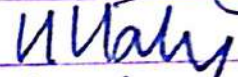


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Mahatma Education Society's

Pillai HOC College of Engineering and Technology, Rasayani

January 18, 2019

## CIRCULAR

The fifth meeting of the Internal Quality Assurance Cell (IQAC) will be held on Monday, January 21, 2019 at 3.00 pm in Principal's Conference room to discuss the following agenda.

### Agenda:

1. To read and confirm the minutes of the fourth meeting held on December 12, 2018 and the action taken report.
2. To review the progress of
  - NAAC accreditation preparation
  - ISO audit preparation
  - SSR Query preparation
  - SSR presentation for the faculty

Kindly make it convenient to attend the meeting.



Principal

Jan 21, 2019

### Minutes of the Meeting of the IQAC

The fifth meeting of the IQAC for 2018-19 was held in the Conference room of the Principal on Jan 21, 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 fourth meeting held on December 12, 2018 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 both unanimously.

#### **Agenda No. 2:**

To review the progress of

1. NAAC accreditation preparation,
2. ISO audit preparation
3. SSR Query preparation
4. Review the AMS and Mentoring processes

#### **Discussion:**

IQAC Coordinator gave a detailed review of all activities that are going on at both the Institute level as well as at the departments' level.

#### **Resolution:**

Resolved that the documentation required be a high priority activity at all levels as well as to organize mock visits

#### **Agenda Item No.: 3**

To consider the proposal to get PHCET ISO certified



**Discussion:**

The Principal informed the committee that PHCET is actively considering ISO certification before the NAAC accreditation as it would help us improve our processes and procedures and make the preparation for NAAC audit better.

**Resolution:**

Resolved that the proposal for ISO Certification be accepted

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

**IQAC Coordinator****Action taken report of the fourth meeting of IQAC held on December 12, 2018****Agenda No. 2:**

To review the progress of the SSR preparation to submit it before December 22, 2018

**Action taken:**

The IQAC Coordinator informed the committee that the SSR was submitted on Dec 20, 2018. The Student Satisfaction Survey Portal was opened on Dec 28, 2018 with the information that the Portal would remain open till Jan 8, 2019. We received the queries from the DVV partner of NAAC on Dec 31, 2018 and we were to answer those by Jan 15, 2019. All queries were satisfactorily answered by Jan 14, 2019. There were no further clarifications required by DVV.

**Agenda item 3:**

To consider the proposal to get PHCET ISO certified

**Action taken:**

In accordance with the directives of the IQAC, M/S URS Certification Ltd., was appointed as Consultants to carry out the ISO certification.



IQAC Coordinator

De Gata Meun

Dr. Devarajulu D.K.

Dr. G.V. Paul

Ms. Neha Nair

Dr. Manvendhe Venkates

Dr. ASHOK Kantze

Dr. Chelpa Lingam

Dr. Arinsh T. Gattal

Dr. Madhuvita Chatterjee

Mr. Pragnesh Shah

Mrs. Sheena Nair

Mr. Shrish D Manjekar

Dr. KK Sundar

Ms. Mansi Subhedor

Mr. A. G. Mane

Rao Jitendra Singh

Ashwin Shrivastava

Sanjiv Datta

De Gata

Devarajulu

G.V. Paul

Neha Nair

Manvendhe Venkates

ASHOK Kantze

Chelpa Lingam

Arinsh T. Gattal

Madhuvita Chatterjee

Pragnesh Shah

Sheena Nair

Shrish D Manjekar

KK Sundar

Mansi Subhedor

A. G. Mane

Jitendra Singh

Ashwin Shrivastava

Sanjiv Datta

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

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. Neta Nair	<del>Uda</del>
Dr. Manvendra Vashista	<u>Samby</u>
Dr. G. V. Pant	<del>for</del>
Dr. Ashok Kanthe	(A) P
Dr. Tejaswini D. N.	depu
Dr. Chelapa Lingam	
Dr. Anish T. Satude	<del>for</del>
Dr. Madhumita Chatterjee	Chatterjee
Mr. Pragnesh Shah	<del>for</del>
Mrs. Sheena Nair	Sheena
Mrs. Shishir D. Mayekar	<del>for</del>
Dr. <del>KK Sundaram</del> KK SUNDARAM	<del>for</del>
Mrs. Mansi Subhedar	<u>for</u>
Mr. A. G. Mare	<del>for</del>
Rao Jitendra Singh	<del>for</del>

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

May 24, 2019

**CIRCULAR**

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2019 - 20 will be held on June 01, 2019 at 11.30 am in the Principal's Conference room to discuss the following agenda.

**Agenda:**

1. To read and confirm the minutes and the action taken report of the meeting held on March 11, 2019
2. To identify new quality initiatives and to participate in them and consider creating teams to work for the preparation of the self-evaluation report for the 'Ramkrishna Bajaj National Quality Award' of Indian Merchant Chamber (IMC) in the Education Category.
3. To participate in the 'Work Place Safety Award' of Bombay Chamber of Commerce and Industry (BCCI).
4. To review the processes of
  - i. Academic Monitoring System (AMS)
  - ii. Mentoring System

Any other matter that may arise with the permission of the Chair

Kindly make it convenient to attend the meeting.



Principal

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

June 01, 2019

**Minutes of the Meeting of the IQAC**

The first meeting of the IQAC for the academic year 2019-20 was held in the Conference room of the Principal on June 1, 2019 at 11.30 am.

The following members were present:

1. Dr. Madhumita Chatterjee
2. Dr. G. V. Patil
3. Dr. J. E. Nalavade
4. Dr. S. S. Pawar
5. Dr. Manvendra Vashishith
6. Dr. Ashok Kanthe
7. Ms Pranita Chavan
8. Ms. Neha Nair
9. Dr. Avinash Gatade
10. Mr. Amar Mane
11. Mr. Swapnil Waghmare
12. Dr. Mansi Subhedar
13. Dr. T. J. Mathew (Invitee)

Dr. Madhumita Chatterjee, the Principal welcomed all members.

**Agenda Item No. 1:**

To read and confirm the minutes of the IQAC 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 of NAAC. The members 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 Item No. 2:**

To identify new quality initiatives and to participate in them and to consider creating teams to work for the preparation of the evaluation report for the Ramkrishna Bajaj National Quality Award of Indian Merchant Chamber (IMC) in the Education Category.

#### **Discussion:**

The IQAC coordinator informed that PHCET will be applying for the Indian Merchant Chamber's (IMC) Ramkrishna Bajaj National Quality Award (RBNQA) in the Education Category. The application format was discussed and suggestions were taken to form the teams to work on each criterion. Dr. Mathew T. J. suggested inviting the Director of IMC RBNQA trust to address faculty about the guidelines and expectations and benefits for participating in the RBNQA.

#### **Resolution:**

Resolved that appropriate committees along the lines of NAAC committees for each of the seven criteria of RBNQA be created. Heads of the departments recommended the names of faculty members who can contribute and the teams were finalized for each criterion. IQAC Coordinator was asked to arrange a seminar for familiarizing the faculty with RBNQA process.

#### **Action Taken:**

RBNQA registration was done on June 6, 2020. Teams were created for working on the report according to the seven criteria of RBNQA. Ms. Maya Desai, Director IMC RBNQA conducted a workshop for the faculty on July 20, 2019. The leaders of the teams and the IQAC team spent a whole day at IMC studying the reports of past winners in different categories on July 30, 2019. Several walk through also were conducted during the preparation of the report according to various criteria. The final report was submitted on

August 30, 2019. Dr. Mansi Subhedar, IQAC coordinator made a presentation on behalf of PHCET to a panel of assessors on October 30, 2019 in IMC about the salient aspects of PHCET other than what was reported in the Self Evaluation Report (SER) submitted to RBNQA.

**Agenda item No. 3:**

To participate in the 'Work Place Safety Award 2019' competition of Bombay Chamber of Commerce and Industry (BCCI)

**Discussion:**

PHCET was invited by BCCI to participate in its annual 'Workplace Safety Award 2019'. Considering the fact that PHCET has workplace safety measures exceeding expectations, it was decided to participate in the BCCI competition and the preparation of the report was entrusted to Dr. Mathew T. J.

**Resolution:**

Resolved that PHCET participate in the BCCI 'Workplace Safety Award 2019' and make the required preparation for the same

**Action taken:**

After assessing the facilities of PHCET for safety and the security measures in place, and in consultation with various stakeholders and the IQAC team, the final report was prepared. It was submitted on July 12, 2019 to BCCI. Dr. Mansi Subhedar, IQAC coordinator made a presentation to the Jury on Sept 20, 2019 in the BCCI Office. The final result was informed on Oct 17, 2019 that Pillai HOC College of Engineering and Technology, Rasayani has won 'First Best of the Workplace Safety Awards 2019' under Category - Projects and Institutes. The Principal and the IQAC coordinator represented PHCET to receive the award on October 24, 2019 during the 184th Foundation Day Celebrations of BCCI in the Ball Room, Vivanta By Taj President, Cuffe Parade, Mumbai 400005.

**Agenda Item No. 4:**

To review the modifications made in Academic Monitoring System (AMS) and newly developed Mentor Mentee Portal.

**Discussion:**

Principal informed about the necessary changes made in AMS and the creation of the Mentor Mentee Online Platform in order to move towards "paperless Office".

**Resolution:**

It was resolved to adopt the new systems and all heads were asked to explain to the mentors about the new online platform and how to use it effectively.

**Action Taken:**

The new systems are already in place and various stakeholders are using them.

As there was no other item of agenda the meeting ended with a vote of thanks to the Chair.



**IQAC Coordinator**



**Principal**

Dr. G. V. Paul

Dr. A. M. Kanth

Dr. Anish T. Gade

Neha Rane.

Dr. M. Vaidya

Sujit Waghmare

Pragnesh Shah

A. G. Mane



(A)

