

Mahatma Education Society's
Pillai HOC Institute of Management Studies and Research
Rasayani

Minutes of Meeting of IQAC held 15th June 2019

Ref No: PHIMSR/IQAC-MOM-3/Jun 2019

Date & Time - 15.06.2019 at 3.30 pm

A meeting of the Internal Quality Assurance Cell (IQAC) of Pillai HOC Institute of Management Studies and Research, Rasayani was held on 15th June 2019 at 3.30 pm in the IQAC Conference Room.

The Chairman has confirmed the quorum and started the meeting.

Dr. C. R. Sashidharan Pillai chaired the meeting and the following agenda points were discussed.

Agenda No.: 1 To read and confirm the minutes of the previous meeting held on 9th March 2019

Prof. Sheeba Rajan, IQAC coordinator read the minutes of the previous meeting held on 9th March 2019, the members confirmed and the Chairman has signed it.

Resolution:

PHIMSR/IQAC/Jun 19/01: Resolved to approve the minutes of the previous meeting held on 9th March 2019.

Agenda No.: 2 To Analyse the ongoing quality enhancement activities, discuss any improvements and plan for new initiatives.

Discussion

Prof. Sheeba Rajan informed the members that as per the resolution of the previous meeting we have collected the feedback from students, faculty, alumni and employers at the end of the academic year 2018-19.

Prof. Sheeba Rajan presented the feedbacks received to the members. The members discussed the feedback points.

Dr. Aditya Sontakke has suggested to prepare detailed feedback analysis report and present it in the next meeting.

Dr. Aditya Sontakke has suggested to start add on programs/Value Added Courses to fill the gap of the curriculum delivered and the expectations.

The Dr. Pradip Chatterjee suggested the following three programs:

Personal Grooming & Business Etiquette
English Language For Professional Development
Equity Markets & Financial Management



Dr. C. R. Sashidharan Pillai suggested the following three programs:

Managerial Competencies in Business Environment
Microsoft Excel
"Design Thinking for Managers"

Prof. Sheeba Rajan suggested to conduct all these add on programs/Value Added Courses of 30 hours duration and complete it in the first half of the academic year itself.

The members discussed and approved these suggestions.

Dr. Sashidharan Pillai has suggested to implement the mentor mentee system as resolved in the previous meeting which has a significant impact in terms of employability, confidence boosting and increasing sensitivity among the students from the academic year 2019-20. The members discussed and approved this suggestion.

Prof. Shreeja Joji suggested that Evaluation criteria to include more components like book review, role play etc. beyond case studies, presentation and tests. The members discussed and approved this suggestion.

Prof. Sheeba Rajan presented an e-governance policy of the institute. The members discussed and approved the policy.

Resolution

PHIMSR/IQAC/Jun 19/02: Resolved to prepare detailed feedback analysis report of the feedback received from all the stakeholders.

PHIMSR/IQAC/Jun 19/03: Resolved to conduct the following six add on programs/Value Added Courses of 30 hour duration in the first half of the academic year.

1. Personal Grooming & Business Etiquette
2. English Language For Professional Development
3. Equity Markets & Financial Management
4. Managerial Competencies in Business Environment
5. Microsoft Excel
6. "Design Thinking for Managers"

PHIMSR/IQAC/Jun 19/04: Resolved to implement the mentor mentee system from the academic year 2019-20.

PHIMSR/IQAC/Jun 19/05: Resolved to include more components like book review, role play etc in Evaluation criteria.

PHIMSR/IQAC/Jun 19/06: Resolved to approve an e-governance policy of the institute.



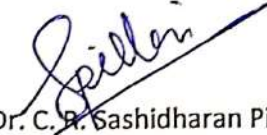
Agenda 3 : Any other matter with the permission of the Chair.

No other matters were taken up for discussion.

The meeting ended with a thanks to the chair.



Prof. Sheeba Rajan
IQAC Coordinator



Dr. C. R. Sashidharan Pillai
Director & IQAC Chairman



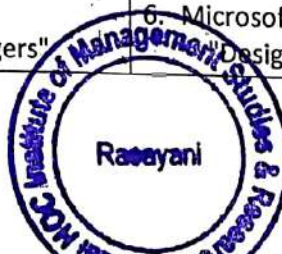
MAHATMA EDUCATION SOCIETY'S
PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
 RASAYANI

Ref No : PHIMSR/IQAC/ATR/2019-20/001

Date : 02nd March 2020

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2019-20

Sr No	Resolutions	Action Taken	Remarks
Resolutions of IQAC Meeting : 24th November 2018			
1	PHIMSR/IQAC/Nov 18/01: To prepare a googlesheet to collect the feedback from students, faculty, alumni and employers every year in online format.	Approved the googlesheet to collect the feedback from students, faculty, alumni and employers every year in online format in the Meeting of IQAC held on 9/6/2019.	
Resolutions of IQAC Meeting : 9th March 2019.			
1	PHIMSR/IQAC/Mar 19/03: To collect the feedbacks from students, faculty, alumni and employers at the end of the academic year 2018-19.	Collected the feedbacks from students, faculty, alumni and employers at the end of the academic year 2018-19.	
2	PHIMSR/IQAC/Mar 19/04: To implement the mentor mentee system after collecting the feedback from all the stakeholders	Collected the feedbacks from students, faculty, alumni and employers at the end of the academic year 2018-19.	
3	PHIMSR/IQAC/Mar 19/05: To conduct sessions on positive psychology	conducted sessions on positive psychology in the academic year 2019-20	
4	PHIMSR/IQAC/Mar 19/06: Lesson plans should be devised in synchronisation with University Syllabus to ensure time line from the academic year 2019-20.	Devised Lesson plans in synchronisation with University Syllabus to ensure time line from the academic year 2019-20.	
5	PHIMSR/IQAC/Mar 19/07: To draft an e-governance policy for the institute	Approved the e-governance policy of the institute in the Meeting of IQAC held on 15/6/2019.	
Resolutions of IQAC Meeting : 15th June 2019			
1	PHIMSR/IQAC/Jun 19/02: To prepare detailed feedback analysis report of the feedback received from all the stakeholders.	To approve the detailed feedback analysis report of academic year 2018-19 in the Meeting of IQAC held on 7/9/2019.	
2	PHIMSR/IQAC/Jun 19/03: To conduct the following six add on programs/Value Added Courses of 30 hour duration in the first half of the academic year. 1. Personal Grooming & Business Etiquette 2. English Language For Professional Development 3. Equity Markets & Financial Management 2. Managerial Competencies in Business Environment 3. Microsoft Excel 4. "Design Thinking for Managers"	Conducted the following six add on programs/Value Added Courses of 30 hour duration in the first half of the academic year 2019-20. 1. Personal Grooming & Business Etiquette 2. English Language For Professional Development 3. Equity Markets & Financial Management 5. Managerial Competencies in Business Environment 6. Microsoft Excel 6. "Design Thinking for Managers"	



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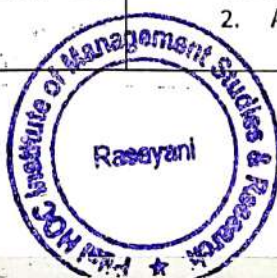
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PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
 RASAYANI

Ref No : PHIMSR/IQAC/ATR/2019-20/001

Date : 02nd March 2020

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2019-20

Sr No	Resolutions	Action Taken	Remarks
3	PHIMSR/IQAC/Jun 19/04: To implement the mentor mentee system from the academic year 2019-20.	Implemented the mentor mentee system from the academic year 2019-20.	
4	PHIMSR/IQAC/Jun 19/05: To include more components like book review, role play etc in Evaluation criteria.	Included more components like book review, role play etc in Evaluation criteria.	
Resolutions of IQAC Meeting : 7th September 2019			
1	PHIMSR/IQAC/Sep 19/03: To conduct two more add on programs/Value Added Courses of 30 hour duration in the second half of the academic year. 1. Course In Digital Marketing And Content Creation 2. Advance in Microsoft Excel	Conducted two add on programs/Value Added Courses of 30 hour duration in the second half of the academic year 2019-20. 1. Course In Digital Marketing And Content Creation 2. Advance in Microsoft Excel	
2	PHIMSR/IQAC/Sep 19/04: To conduct two additional Student development programs in two and three days schedule respectively. 1 Course In Digital Marketing And Content Creation and 2 English Language For Professional Development.	Conducted two additional Student development programs in two and three days schedule respectively in the A.Y. 2019-20. 1 Course In Digital Marketing And Content Creation and 2 English Language For Professional Development.	
3	PHIMSR/IQAC/Sep 19/05: To encourage faculty to present research papers at national and international conferences, publish in UGC-approved journals and publish books.	Published 1 Research Paper Scopus , published 3 papers in national Journals.	
4	PHIMSR/IQAC/Sep 19/06: To conduct internship programs for students and to organize conferences, workshops, and seminars on topics such as Research Methodology and Intellectual Property Rights (IPR) and to encourage student participation in intercollegiate conferences and research activities.	Students has got internship in different companies and successfully completed their internships.	
Resolutions of IQAC Meeting : 14th December 2019			
1	PHIMSR/IQAC/Dec 19/02: To conduct two more add on programs/Value Added Courses of 30 hour duration in the second half of the academic year. 1. Course In Digital Marketing And Content Creation 2. Advance in Microsoft Excel.	Conducted two add on programs/Value Added Courses of 30 hour duration in the second half of the academic year 2019-20. 1. Course In Digital Marketing And Content Creation 2. Advance in Microsoft Excel	



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Ref No : PHIMSR/IQAC/ATR/2019-20/001

Date : 02nd March 2020

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2019-20

Sr No	<u>Resolutions</u>	<u>Action Taken</u>	<u>Remarks</u>
	PHIMSR/IQAC/Dec 19/03: To conduct student development programs: 1. Role Of Retail Banking Services In India 3 days 2. National Institute of Securities Markets 4 days 3. Art of Communication Etiquette by Skill Labs 3 days	Conducted 3 student development programs: 2 Role Of Retail Banking Services In India 3 days 3 National Institute of Securities Markets 4 days 3 Art of Communication Etiquette by Skill Labs 3 days	
2	PHIMSR/IQAC/Dec 19/04: To guide the students for competitive examinations and to do career counselling by providing a variety of sessions and workshops.	57 students attended the competitive examinations and career Counselling programs.	
3	PHIMSR/IQAC/Dec 19/05: To collaborate with more government and nongovernment organizations with Memorandums of Understanding (MoUs) to foster social responsibility among students.	3 MoUs Signed	



Minutes of Meeting of IQAC held 12th September 2020

Ref No: PHIMSR/IQAC-MOM-8/Sep 2020

Date & Time - 12.09.2020 at 4.00 pm

A meeting of the Internal Quality Assurance Cell (IQAC) of Pillai HOC Institute of Management Studies and Research, Rasayani was held online on 12th September 2020 at 4.00 pm.

The Chairman has confirmed the quorum and started the meeting.

Dr. Pradip Chatterjee chaired the meeting and the following agenda points were discussed.

Agenda No.: 1 To read and confirm the minutes of the previous meeting held on 13th June 2020

Prof. Sheeba Rajan, IQAC coordinator read the minutes of the previous meeting held on 13th June 2020, the members confirmed and the Chairman has signed it.

Resolution

PHIMSR/IQAC/Sep 20/01: Resolved to approve the minutes of the previous meeting held on 13th June 2020.

Agenda No.: 2 To Analyse the ongoing quality enhancement activities, discuss any improvements and plan for new initiatives.

Discussion

Prof. Sheeba Rajan informed the members that the add on programs/Value Added Courses and Student Development Program which we have initiated based on feedback is progressing as scheduled.

Prof. Sheeba Rajan presented a detailed feedback analysis report of academic year 2019-20. The members discussed and approved the report.

Mr. Kalpesh Sawant suggested the following add on programs/Value Added Courses of 30 hour duration in the second half.

1. Self-Grooming and Development
2. Comprehensive Design Thinking for Creative Managers
3. Basics of Excel

Dr. Aditya Sontakke has suggested to conduct the following Student Development Programs 4 days duration.

1. Equity Markets & Financial



Dr. Aditya Sontakke suggested that Different evaluation techniques to be used for continuous evaluation apart from previous years evaluation pattern like situation analysis, field visits reports etc. The members discussed and approved the suggestion.

Dr. Lata Menon has suggested to conduct Green Audit and Energy Audit. The members discussed and approved it.

Prof. Sheeba Rajan presented the e-governance report for the academic year 2019-20. The members discussed and approved the e-governance report.

Resolution

PHIMSR/IQAC/Sep 20/02: Resolved to approve the detailed feedback analysis report of academic year 2019-20.

PHIMSR/IQAC/Sep 20/03: Resolved to conduct add on programs/Value Added Courses of 30 hour duration in the second half.

1. Self-Grooming and Development
2. Comprehensive Design Thinking for Creative Managers
3. Basics of Excel

PHIMSR/IQAC/Sep 20/04: Resolved to conduct the following Student Development Programs 4 days duration.

1. Equity Markets & Financial

PHIMSR/IQAC/Sep 20/05: Resolved that different evaluation techniques to be used for continuous evaluation apart from previous years evaluation pattern like situation analysis, field visits reports etc.

PHIMSR/IQAC/Sep 20/06: Resolved to conduct Green Audit and Energy Audit.

PHIMSR/IQAC/Sep 20/07: Resolved to approve the e-governance report for the academic year 2019-20.

Agenda No.: 3 Any other matter with the permission of the Chair.

No other matters were taken up for discussion.

The meeting ended with a thanks to the chair.



Prof. Sheeba Rajan
IQAC Coordinator



Dr. Pradip Chatterjee
Director & IQAC Chairman



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
 RASAYANI

Ref No : PHIMSR/IQAC/ATR/2020-21/002

Date : 13th March 2021

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2020-21

Sr No	Resolutions	Action Taken	Remarks
Resolutions of IQAC Meeting : 02nd March 2020			
1	PHIMSR/IQAC/Mar 20/03: To collect the feedback from all the stakeholders i.e students, faculty, alumni and employers at the end of the academic year.	Collected the feedback from all the stakeholders i.e students, faculty, alumni and employers at the end of the academic year 2019-20.	
2	PHIMSR/IQAC/Mar 20/04: To conduct Heartfulness meditation sessions from the academic year 2020-21.	Conducted Heartfulness meditation sessions from the academic year 2020-21.	
Resolutions of IQAC Meeting : 13th June 2020			
1	PHIMSR/IQAC/Jun 20/02 To conduct the following add on programs/Value Added Courses of 30 hour duration as per AICTE norms. 1. Yoga & Meditation 30 Hours 2. Communication for Leaders 35 Hours 3. Corporate Excel 30 Hours 4. Global Brand Management 32 Hours 5. Creative and Innovation Thinking 30 Hours	Conducted the following add on programs/Value Added Courses of 30 hour duration as per AICTE norms. 1. Yoga & Meditation 30 Hours 2. Communication for Leaders 35 Hours 3. Corporate Excel 30 Hours 4. Global Brand Management 32 Hours 5. Creative and Innovation Thinking 30 Hours	
2	PHIMSR/IQAC/Jun 20/03: To conduct a Student Development Program of 3 days in Advance Tally.	Conducted a Student Development Program of 3 days in Advance Tally	
3	PHIMSR/IQAC/Jun 20/04: To conduct nucleus mentoring from the academic year 2020-21.	Conducted nucleus mentoring from the academic year 2020-21.	
4	PHIMSR/IQAC/Jun 20/05 Log book to be maintained to keep track of completion of syllabus and time table	Maintained Log book to keep track of completion of syllabus and time table	
Resolutions of IQAC Meeting : 12th September 2020			
1	PHIMSR/IQAC/Sep 20/02: To approve the detailed feedback analysis report of academic year 2019-20.	Approved the detailed feedback analysis report of academic year 2019-20.	
2	PHIMSR/IQAC/Sep 20/03: To conduct add on programs/Value Added Courses of 30 hour duration in the second half.	Conducted add on programs/Value Added Courses of 30 hour duration in the second half	



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Ref No : PHIMSR/IQAC/ATR/2020-21/002

Date : 13th March 2021

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2020-21

Sr No	<u>Resolutions</u>	<u>Action Taken</u>	<u>Remarks</u>
	1. Self-Grooming and Development 2. Comprehensive Design Thinking for Creative Managers 3. Basics of Excel	1 Self-Grooming and Development 2 Comprehensive Design Thinking for Creative Managers 3 Basics of Excel	
3	PHIMSR/IQAC/Sep 20/04: To conduct the Student Development Programs 4 days duration on Equity Markets & Financial	To conduct the Student Development Programs 4 days duration on Equity Markets & Financial	
4	PHIMSR/IQAC/Sep 20/05: Different evaluation techniques to be used for continuous evaluation apart from previous years evaluation pattern like situation analysis, field visits reports etc.	Used different evaluation techniques for continuous evaluation.	
5	PHIMSR/IQAC/Sep 20/06: To conduct Green Audit and Energy Audit.	Conducted Green Audit and Energy Audit.	
6	PHIMSR/IQAC/Sep 20/07: To approve the e-governance report for the academic year 2019-20.	approved the e-governance report for the academic year 2019-20	
Resolutions of IQAC Meeting : 12th December 2020			
1	PHIMSR/IQAC/Dec 20/02: Resolved to conduct the following Student Development Program of duration 4 days each. 1. Grooming & Business Etiquette 2. National Institute of Securities Markets	Conducted the following Student Development Program of duration 4 days each. 1. Grooming & Business Etiquette 2. National Institute of Securities Markets	



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Minutes of Meeting of IQAC held 13th March 2021

Ref No: PHIMSR/IQAC-MOM-10/Mar 2021

Date & Time - 13.03.2021 at 4.00 pm

A meeting of the Internal Quality Assurance Cell (IQAC) of Pillai HOC Institute of Management Studies and Research, Rasayani was held online on 13th March 2021 at 4.00 pm.

The Chairman confirmed the quorum and started the meeting.

Dr. Pradip Chatterjee chaired the meeting and the following agenda points were discussed.

Agenda No.: 1 To read and confirm the minutes of the previous meeting held on 12th December 2020

Prof. Sheeba Rajan, IQAC coordinator read the minutes of the previous meeting held on 12th December 2020, the members confirmed and the Chairman has signed it.

Resolution:

PHIMSR/IQAC/Mar 21/01: Resolved to approve the minutes of the previous meeting held on 12th December 2020.

Agenda No.: 2 To read and confirm the Action Taken report for the academic year 2020-21.

Prof. Sheeba Rajan presented the Action Taken report for the academic year 2020-21. The members discussed and approved it.

Resolution:

PHIMSR/IQAC/Mar 21/02: Resolved to approve the IQAC Action Taken report for the academic year 2020-21.

Agenda No.: 3 To Analyse the ongoing quality enhancement activities, discuss any improvements and plan for new initiatives.

Discussion:

Prof. Sheeba Rajan informed the members that we have started all the add on programs/Value Added Courses and Student Development Program for the academic year 2020-21 as planned.

Dr. Aditya Sontakke suggested to collect the feedback from all the stakeholders. The members agreed to this suggestion.



Dr. Pradip Chatterjee expressed satisfaction over the progression of Heartfulness meditation sessions by Dr. Nivedita and suggested to increase the sessions in association with Heartfulness institute.

Dr. Lata Menon suggested to apply for National Institutional Ranking Framework (NIRF) Ranking for every academic year.

Resolution:

PHIMSR/IQAC/Mar 21/03: Resolved to collect the feedback from all the stakeholders.

PHIMSR/IQAC/Mar 21/04: Resolved to conduct the Heartfulness meditation in association with Heartfulness institute and to increase the Heartfulness meditation sessions.

PHIMSR/IQAC/Mar 21/05: Resolved to apply for National Institutional Ranking Framework (NIRF) Ranking for every academic year.

Agenda No.: 3 Any other matter with the permission of the Chair.

No other matters were taken up for discussion.

The meeting ended with a thanks to the chair.



Prof. Sheeba Rajan
IQAC Coordinator



Dr. Pradip Chatterjee
Director & IQAC Chairman

MAHATMA EDUCATION SOCIETY'S
PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
RASAYANI

Ref No : PHIMSR/IQAC/ATR/2021-22/003
2022

Date : 12th March

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2021-22

Sr No	Resolutions	Action Taken	Remarks
Resolutions of IQAC Meeting : 13th March 2021			
1	PHIMSR/IQAC/Mar 21/03: To collect the feedback from all the stakeholders.	Collected the feedback from all the stakeholders for the academic year 2020-21.	
2	PHIMSR/IQAC/Mar 21/04: To conduct the Heartfulness meditation in association with Heartfulness Institute and to increase the Heartfulness meditation sessions.	Conducted the Heartfulness meditation in association with Heartfulness Institute and increased the Heartfulness meditation sessions.	
3	PHIMSR/IQAC/Mar 21/05: To apply for National Institutional Ranking Framework (NIRF) Ranking for every academic year.	Submitted for National Institutional Ranking Framework (NIRF) Ranking.	
Resolutions of IQAC Meeting : 12th June 2021			
1	PHIMSR/IQAC/Jun 21/02: To continue with the nucleus mentoring and add mentoring by TPO from the academic year 2021-22.	Started mentoring by TPO from the academic year 2021-22 along with the nucleus mentoring.	
2	PHIMSR/IQAC/Jun 21/03: To track the students' performance by mentors should be more focused, in order to understand the learning loss of students due to Covid 19	More focused Mentoring done to track the students' performance.	
3	PHIMSR/IQAC/Jun 21/04: To conduct the Evaluation through quizzes and other online tools to handle the challenges due to Covid-19.	Conducted the Evaluation through quizzes and other online tools to handle the challenges due to Covid-19.	
4	PHIMSR/IQAC/Jun 21/05: To conduct the Green Audit and Energy Audit for the academic year 2021-22	Conduct the Green Audit and Energy Audit for the academic year 2021-22	
Resolutions of IQAC Meeting : 11th September 2021			
1	PHIMSR/IQAC/Sep 21/02: To conduct add on programs/Value Added Courses: 1. Managerial Effectiveness and Business Scenario 2. Microsoft Office Tools for Managers 3. Professional Skills Development	Conducted the add on programs/Value Added Courses in the A.Y. 2021-22: 1 Managerial Effectiveness and Business Scenario 2 Microsoft Office Tools for Managers 3 Professional Skills Development	
2	PHIMSR/IQAC/Sep 21/03: To prepare a detailed study report to apply for National Assessment and Accreditation Council (NAAC) accreditation.	Presented the detailed study report to apply for National Assessment and Accreditation Council (NAAC) accreditation in the Meeting held on 12th March 2022	



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Ref No : PHIMSR/IQAC/ATR/2021-22/003
2022

Date : 12th March

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2021-22

<u>Sr No</u>	<u>Resolutions</u>	<u>Action Taken</u>	<u>Remarks</u>
3	PHIMSR/IQAC/Sep 21/04: To approve the e-governance report for the academic year 2020-21	Approved the e-governance report for the academic year 2020-21	
Resolutions of IQAC Meeting : 11th December 2021			
1	PHIMSR/IQAC/Dec 21/02: To conduct the following student Development programs 1. National Educational Conclave Re-Imagining University Education with a Heart Centered Approach-Heart Full Camp 2. English Communication	Conducted the following student Development programs 1 National Educational Conclave Re-Imagining University Education with a Heart Centered Approach-Heart Full Camp 2 English Communication	
2	PHIMSR/IQAC/Dec 21/03: To start working on accreditation process of National Assessment and Accreditation Council (NAAC).	Started working on accreditation process of National Assessment and Accreditation Council (NAAC).	



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Minutes of Meeting of IQAC held 17th September 2022

Ref No: PHIMSR/IQAC-MOM-16/Sep 2022

Date & Time - 17.09.2022 at 4.00 pm

A meeting of the Internal Quality Assurance Cell (IQAC) of Pillai HOC Institute of Management Studies and Research, Rasayani was held in the IQAC Conference room on 17th September 2022 at 4.00 pm.

Dr. Pradip Chatterjee chaired the meeting and the following agenda points were discussed.

Agenda No.: 1 To read and confirm the minutes of the previous meeting held on 11th June 2022.

Dr. Sheeba Rajan, IQAC coordinator read the minutes of the previous meeting held on 11th June 2022, the members confirmed and the Chairman has signed it.

Resolution:

PHIMSR/IQAC/Sep 22/01: Resolved to approve the minutes of the previous meeting held on 11th June 2022.

Agenda No.: 2 To Analyse the ongoing quality enhancement activities, discuss any improvements and plan for new initiatives.

Discussion

Dr. Pradip Chatterjee informed the members that Dr. Sheeba Rajan has successfully defended her thesis in June this year. All the members congratulated Dr. Sheeba for becoming a Ph.D. holder.

Dr. Sheeba Rajan presented a feedback analysis report. The members discussed the report and approved it.

Dr. Pradip Chatterjee suggested to work on the value added courses and student development programs based on the feedback analysis report.

Prof. Sheeba Rajan presented the e-governance report for the academic year 2021-22. The members discussed and approved the e-governance report.

Mr. Kalpesh Sawant asked the progress of Accreditation work for National Assessment and Accreditation Council (NAAC).

Dr. Sheeba Rajan informed that each criteria is given to each faculty to work on and the work is progressing.



Resolution:

PHIMSR/IQAC/Sep 22/02: Resolved to approve the feedback analysis report for the academic year 2021-22.

PHIMSR/IQAC/Sep 22/03: Resolved to approve the e-governance report for the academic year 2021-22.

Agenda No.: 3 Any other matter with the permission of the Chair.

No other matters were taken up for discussion.

The meeting ended with a thanks to the chair.


Dr. Sheeba Rajan
IQAC Coordinator


Dr. Pradip Chatterjee
Director & IQAC Chairman



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
 RASAYANI

Ref No : PHIMSR/IQAC/ATR/2022-23/004

Date : 11th March 2023

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2022-23

Sr No	Resolutions	Action Taken	Remarks
3	lesson plan with pedagogy and books and reading materials to make students more involved.		
4	PHIMSR/IQAC/Jun 22/05: The Evaluation should be more in terms of increasing reading and writing habits/skills of students and to be focussed on Book review.	Evaluation done more in terms of increasing reading and writing habits/skills of students and focussed on Book review.	
Resolutions of IQAC Meeting : 17th September 2022			
1	PHIMSR/IQAC/Sep 22/02: To approve the feedback analysis report for the academic year 2021-22.	Approved the feedback analysis report for the academic year 2021-22.	
2	PHIMSR/IQAC/Sep 22/03: To approve the e-governance report for the academic year 2021-22.	Approved the e-governance report for the academic year 2021-22.	
Resolutions of IQAC Meeting : 10th December 2022			
1	PHIMSR/IQAC/Dec 22/02: To conduct the following value added courses as per the AICTE suggested duration of 30 hours.: 1. Application of Excel for Decision Makers 30 Hours 2. Effective Managerial Skills 30 Hours 3. Personality Development 30 Hours 4. Leap Certificate 35 Hours 5. Excel as Decision Making Tool 30 Hours 6. Mindfulness 30 Hours 7. Banking Operations and Services 30 Hours 8. Leadership and Team Management 30 Hours	Conducted the following value added courses as per the AICTE suggested duration of 30 hours. 1.Application of Excel for Decision Makers 30 Hours 2.Effective Managerial Skills 30 Hours 3.Personality Development 30 Hours 4.Leap Certificate 35 Hours 5.Excel as Decision Making Tool 30 Hours 6.Mindfulness 30 Hours 7.Banking Operations and Services 30 Hours 8.Leadership and Team Management 30 Hours	
2	PHIMSR/IQAC/Dec 22/03: To conduct the following student development programs 1. Advanced Excel 7 days 2. Heart fullness 2 days 3. Personality Development 2 days 4. Yoga for unity and well-being 4 days	Conducted the following student development programs 1 Advanced Excel 7 days 2 Heart fullness 2 days 3 Personality Development 2 days 4 Yoga for unity and well-being 4 days	
	PHIMSR/IQAC/Dec 22/04: To apply for National Assessment and Accreditation	Reached the final stage of documentation for National Assessment and	



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Ref No : PHIMSR/IQAC/ATR/2022-23/004

Date : 11th March 2023

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2022-23

<u>Sr No</u>	<u>Resolutions</u>	<u>Action Taken</u>	<u>Remarks</u>
3	Council (NAAC) accreditation in the academic year 2022-23	Accreditation Council (NAAC) accreditation	
4	PHIMSR/IQAC/Dec 22/05: To conduct the Green Audit and Energy Audit for the academic year 2022-23.	Conducted the Green Audit and Energy Audit for the academic year 2022-23.	
5	PHIMSR/IQAC/Dec 22/06: To conduct the Gender audit for the academic year 2022-23.	Conducted the Gender audit for the academic year 2022-23.	



Mahatma Education Society's
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Rasayani

Minutes of Meeting of IQAC held 10th March 2024

Ref No: PHIMSR/IQAC-MOM-22/Mar 2024

Date & Time - 10.03.2024 at 3.00 pm

A meeting of the Internal Quality Assurance Cell (IQAC) of Pillai HOC Institute of Management Studies and Research, Rasayani was held in the IQAC Conference room on 10th March 2024 at 3.00 pm.

Dr. Ketan Vira chaired the meeting and the following agenda points were discussed.

Dr. Ketan Vira thanked the members for being present for the meeting on Sunday, which is arranged on Sunday considering the convenience of the industry representative.

Agenda No.: 1 To read and confirm the minutes of the previous meeting held on 4th December 2023

Dr. Govind Shinde, IQAC coordinator read the minutes of the previous meeting held 4th December 2023, the members confirmed and the Chairman has signed it.

Resolution:

PHIMSR/IQAC/Mar 24/01: Resolved to approve the minutes of the previous meeting held on 4th December 2023.

Agenda No.: 2 To read and approve the IQAC Action Taken Report of the academic year 2023-24.

Dr. Govind Shinde presented the IQAC Action Taken Report of the academic year 2023-24. The members discussed and approved it.

Resolution:

PHIMSR/IQAC/Mar 24/02: Resolved to approve the IQAC Action Taken Report of the academic year 2023-24.

Agenda No.: 3 To Analyse the ongoing quality enhancement activities, discuss any improvements and plan for new initiatives.

Discussion:

Dr. Govind Shinde informed the members that all the value added courses were conducted successfully as planned.

Prof. Deepa Manoj Nair suggested to collect feedback from all the stakeholders at the end of the academic year.

The members approved this suggestion.



Dr. Ketan Vira suggested to prepare a perspective plan of the institute from 2024-25 to 2028-29. The discussed and suggested to present a detailed perspective plan in the next meeting. The members discussed and approved this suggestion

Ms. Deepa Manoj Nair has suggested to continue with the nucleus mentoring, mentoring by TPO, matrix based (Specialization) and buddy mentoring which we have implemented in the academic year 2023-24.. The members discussed the suggestion and approved it.

Dr. Sheeba Rajan suggested to modify Lesson Plans as per NBA requirements. The members discussed and approved this suggestion.

Ms. Deepa Manoj Nair informed that our students and faculty has given a very positive feedback for their trip to Kanha Shanti Vanam, Hyderabad for Heartfulness retreats. She suggested to continue with the retreats for faculty and students. The members discussed and approved the suggestions.

Dr. Ketan Vira suggested to conduct the Academic and Administrative Audit. The discussed and agreed to this suggestion.

Dr. Govind Shinde informed the members that the preparation for applying to NAAC accreditation is almost over. The members reviewed the preparation and approved to apply for NAAC accreditation.

Resolution

PHIMSR/IQAC/Mar 24/03: Resolved to collect feedback from all the stakeholders at the end of the academic year.

PHIMSR/IQAC/Mar 24/04: Resolved to prepare a perspective plan of the institute from 2024-25 to 2028-29.

PHIMSR/IQAC/Mar 24/05: Resolved to to continue with the nucleus mentoring, mentoring by TPO, matrix based (Specialization) and buddy mentoring in the academic year 2024-25.

PHIMSR/IQAC/Mar 24/06: Resolved to modify Lesson Plans as per NBA requirements.

PHIMSR/IQAC/Mar 24/07: Resolved to continue with the Heartfulness retreats at Kanha Shanti Vanam, Hyderabad for faculty and students.

PHIMSR/IQAC/Mar 24/08: Resolved to conduct the Academic and Administrative Audit.


PHIMSR/IQAC/Mar 24/09: Resolved to apply for NAAC accreditation.

Agenda No.: 4 Any other matter with the permission of the Chair.

No other matters were taken up for discussion.

The meeting ended with a thanks to the chair.

Dr. Govind Shinde
IQAC Coordinator


Dr. Ketan Vira
Director & IQAC Chairman



MAHATMA EDUCATION SOCIETY'S
PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
 RASAYANI

Ref No : PHIMSR/IQAC/ATR/2023-24/005

Date : 9th March 2024

ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2023-24

Sr No	<u>Resolutions</u>	<u>Action Taken</u>	<u>Remarks</u>
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Resolutions of IQAC Meeting : 11th March 2023

1	PHIMSR/IQAC/Mar 23/03: To collect feedback from all the stakeholders at the end of the academic year	Collected feedback from all the stakeholders at the end of the academic year 2022-23.	
2	PHIMSR/IQAC/Mar 23/04: To send faculty also to Kanha Shanti Vanam, Hyderabad for Heartfulness retreats and formalise Heartfulness meditation as a full fledged practice as part of sessions.	Faculty has attended Heartfulness retreats at Kanha Shanti Vanam, Hyderabad and formalised Heartfulness meditation as a full fledged practice as part of sessions.	

Resolutions of IQAC Meeting : 10th June 2023

1	PHIMSR/IQAC/Jun 23/02: To present a detailed feedback analysis report	Presented and approved detailed feedback analysis report	
2	PHIMSR/IQAC/Jun 23/03: To propose Board of Studies of University of Mumbai to incorporate Case Studies, Experiential Learning and Industry-Oriented Modules in the syllabus	Letter sent to Board of Studies of University of Mumbai proposing to incorporate Case Studies, Experiential Learning and Industry-Oriented Modules in the syllabus	
3	PHIMSR/IQAC/Jun 23/04: To conduct the following value added courses 30 hour duration in the first half of the academic year 2023-24. 1. Basics of Excel 2. Managerial Acumen & Situation Analysis 3. Personal Grooming and Self Development	Conducted the following value added courses 30 hour duration in the first half of the academic year 2023-24. 1. Basics of Excel 2. Managerial Acumen & Situation Analysis 3. Personal Grooming and Self Development	
4	PHIMSR/IQAC/Jun 23/05: To continue with the nucleus mentoring, mentoring by TPO and matrix based mentoring and add buddy mentoring from the academic year 2023-24.	Added buddy mentoring from the academic year 2023-24 along with the nucleus mentoring, mentoring by TPO and matrix based mentoring.	
5	PHIMSR/IQAC/Jun 23/06: Resolved to revise Lesson plan with Cos and POs and proper mapping at assessment level to measure students' performance.	Revised Lesson plan with Cos and POs and proper mapping at assessment level to measure students' performance.	
6	PHIMSR/IQAC/Jun 23/07: Resolved to make Evaluation more transparent by sharing mid-term answer books with students and addressing students grievances/issues and to prepare Question papers more application based and problem solving oriented from the academic year 2023-24.	Made Evaluation more transparent by sharing mid-term answer books with students and addressing students grievances/issues and to prepared Question papers more application based and problem solving oriented.	



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ACTION TAKEN REPORT ON THE IQAC RESOLUTIONS FOR THE A.Y. 2023-24

Sr No	Resolutions	Action Taken	Remarks
7	PHIMSR/IQAC/Jun 23/08: Resolved to apply for National Assessment and Accreditation Council (NAAC) Accreditation.	Documents are ready for applying to National Assessment and Accreditation Council (NAAC) Accreditation.	
8	PHIMSR/IQAC/Jun 23/09: Resolved to establish an Institutional Innovation Council (IIC) to promote entrepreneurship and innovation amongst students.	Established an Institutional Innovation Council (IIC) to promote entrepreneurship and innovation amongst students.	
Resolutions of IQAC Meeting : 9th October 2023			
1	PHIMSR/IQAC/Oct 23/02: To approve the feedback analysis report for the academic year 2022-23.	Approved the feedback analysis report for the academic year 2022-23.	
2	PHIMSR/IQAC/Oct 23/03: To approve to conduct the following value added courses of 30 hour duration: 1. Rise Certificate 2. Heartfulness rising with kindness 3. Design Thinking for Creative Managers 4. Ethics in Corporate World 5. Research and Analysis for Leaders	Conducted the following value added courses of 30 hour duration: 1. Rise Certificate 2. Heartfulness rising with kindness 3. Design Thinking for Creative Managers 4. Ethics in Corporate World 5. Research and Analysis for Leaders	
3	PHIMSR/IQAC/Oct 23/04: To conduct the following student development programs of 1 and 5 days respectively. 1. Heart fullness Orientation 2. Artificial Intelligence and Machine Learning	Conducted the following student development programs of 1 and 5 days respectively. 1. Heart fullness Orientation 2. Artificial Intelligence and Machine Learning	
4	PHIMSR/IQAC/Oct 23/05: To approve the e-governance report for the academic year 2022-23.	Approved the e-governance report for the academic year 2022-23.	
Resolutions of IQAC Meeting : 4th December 2023			
1	PHIMSR/IQAC/Dec 23/02: To apply for Green Audit and Energy Audit of the institute for the academic year 2023-24.	Green Audit and Energy Audit done for the academic year 2023-24.	
2	PHIMSR/IQAC/Dec 23/03: To apply for Gender Audit for the academic year 2023-24.	Gender Audit done for the academic year 2023-24.	



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