

Mahatma Education Society's
Pillai HOC College of Education and Research, Rasayani.

2018-19
Meeting No. 1
Notice

All Staff members of Pillai HOC College of Education are hereby informed that a staff meeting will be taken on 11/07/2018 in the Conference room of to discuss on different agenda and activities that have to be conducted. All the staff members should remain present for the meeting .

The agendas for the meeting will be as follow

1. Reading and follow up discussion on minutes meeting held in the academic year 2017-18.
2. Sharing and discussion on Action Taken Report 2018-19 .
3. To discuss on the Performance Appraisal system and Academic performance Indicator for the faculty members.
4. To take decision on website development of the college.
5. To plan about one day educational visit.
6. To discuss about the organizing seminar on higher education.



Principal

Dr. T.A. James

Principal

Pillai HOC College of Education &
Research, HOCL Educational Campus,
Rasayani, Tal. Khalapur, Dist. Raigad.



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2018-19
Meeting No. 1
Minutes of the meeting

A staff meeting was held by on 11/07/2018 at 11.00 in the conference room of PHCER to discuss following agenda:

1. Reading and follow up discussion on minutes of last meeting held in the academic year 2017-18
2. Sharing and discussion on Action Taken Report 2018-19 .
3. To discuss on the Performance Appraisal system and Academic performance Indicator for the faculty members
4. To take decision on website development of the college
5. To plan about one day educational visit
6. To discuss about the organizing international level seminar on higher education

Agenda 1

Reading and follow up discussion on minutes of last IQAC meeting held in the academic year 2017-18.

In the presence of Chairperson , a reading of minutes of last meeting held was done also a small follow up discussion on the decisions taken in the last meeting and their implementation was carried out.

Agenda 2

Sharing and discussion on Action Taken Report 2018-19:

Under the direction of Principal, a discussion on Action Taken Report was done. All committee members put their suggestions on the implementation and also put some recommendations for further implementation. A planning on different strategies for achieving quality requirements under different quality indicators was also done.

Agenda 3

To discuss on the Performance Appraisal system and Academic performance Indicator for the faculty members.

In the present meeting, committee members had discussed about the performance appraisal system with adheres to latest UGC Guideline and faculty members were encouraged for the continuous professional development.

Agenda 4

To take decision on website development of the college.

As per the latest guidelines and updates of stakeholder institutions, it is required to be update our college website. Also, discussion held on security issues of the website and precaution to be taken for the security purpose.

Agenda 5

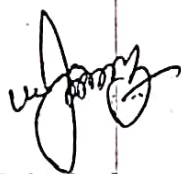
To plan about one day educational visit.

As per the academic planning discussion was carried out on educational visit to be organise to the one of heritage place for the cultural enrichment of the students.

Agenda 6

To discuss about the organizing National Seminar on higher Education.

The committee members also discussed the organization of the International Seminar on Higher Education and to publish international peer review journal on the paper received.



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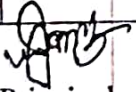
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2018-19
Meeting No. 1

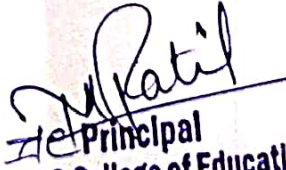
Action taken report of the meeting held on 11/07/2018 at 11.00 am.

R. No.	Agenda	Action taken
1	Reading and follow up discussion on minutes meeting held in the academic year 2017-18	The action taken, the minutes of the last meeting held were discussed among the members and had been shared and discussed among the members.
2	Sharing and discussion on Action Taken Report 2018.	The action taken report of the last year had been shared and discussed among the members.
3	To discuss on the Performance Appraisal system and Academic Performance Indicator for the faculty members	The Principal has been requested to all the faculty members to fill up the Performance Appraisal Report (PAR) for the assessment of Academic and Professional Development of the Faculty Members.
4	To take decision on website development of the college	The all members discussed on website development of the college in details for updating and removing unwanted content form the website. The in-charge faculty and IT Expert has been directed for the doing the same at earliest.
5	To plan about one day educational visit	The in-charge professor was directed to plan and orgnaise the educational visit to the nearby places.
6	To discuss about the organizing national level seminar on higher education	The Coordinator initiated the talk on to organizing international level seminar on higher education in first half of the academic year. The all remaining members are supported to the same and The Higher Education topic was finalized by the committee for Seminar.


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2018-19

Meeting No. 2


Notice

All staff members of Pillai HOC College of Education are hereby informed that a staff meeting of will be taken on 14/01/2019 in the conference room at 3 pm to discuss on different agenda and activities that have to be conducted. All members should remain present for the meeting .

Agenda:

1. Reading and follow up discussion on minutes of last meeting held in the academic year 2017-18
2. To take follow up on quality management system of the college
3. To discuss on the best practices of the college
4. To encourage for the campus sustainable practices
5. To work on the library digitalization and library management information system

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2018-19
Meeting No. 2
Minutes of the meeting

Minutes of the Meeting held in the conference room on 14/01/2019

Agenda 1:

Reading and follow up discussion on minutes of meeting held in the academic year 2017-18

In the presence of Chairperson, a reading of minutes of last meeting held was done also a small follow up discussion on the decisions taken in the last meeting and their implementation was carried out.

Agenda 2 :

To take follow up on quality management system of the college.

The all committee members were recommended to undergone for academic and internal audit for the ensuing the quality parameters in the institution. Also, as per the NCTE requirement the follow-up was taken and suggested for the required maintenance.

Agenda 3:

To discuss on the best practices of the college.

Under the Best Practices the committee members were suggested that the students and teachers must do their SWOT Analysis for overcoming the weaknesses and threats if any. It has been also decided to carry out and an action research should be conducted on problems encountered.

Agenda 4:

To encourage for the campus sustainable practices

Is has been commonly decided to work on Green Campus, Solid waste management, Clean Energy and Tree Plantation under the campus sustainable practices.


Agenda 5:

To work on the library digitalization and library management information system

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Action taken report of the meeting of Internal Quality Assurance Cell held on 14/01/2019 at 3pm.


R. No.	Agenda	Action taken
1	Reading and follow up discussion on minutes of last IQAC meeting held in the academic year 2017-18	The action taken, the minutes of the last meeting held were discussed among the members and had been shared and discussed among the members.
2	To take follow up on quality management system of the college	The Principal has discussed with all member and set the quality parameters for quality management system of the college
3	To discuss on the best practices of the college	The Principal has discussed, what kind of best practices can be practiced in the college to achieve the institutional goals and objectives.
4	To encourage for the campus sustainable practices	The all faculty members were motivated for the campus sustainable practices.
5	To work on the library digitalization and library management information system	The all committee members are discussed and agreed collectively for digitization the library and buying the Library Management Information Software.

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