



**Prabhakar Patil Education Society's
Arts, Commerce and Science College,
Veshvi, Alibag.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2017-18

The first meeting of the IQAC for academic year 2017-18 was held on 23rd June 2017 at 10:30 am in Principal's office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1.	Hon. Mrs. Chitralkha Patil	Secretary	
2.	Prof. Sanjivani Naik	Chairperson	
3.	Prof. Nitish Agarwal	Co-ordinator	
4.	Mr. Amit Deshpande	Member, Management Representative	
5.	Mr. Hemant Warde	Industrialist	
6.	Prof. Namrata Patil	Arts Faculty Head	
7.	Prof. Rasika Mhatre	Commerce Faculty Head	
8.	Prof. Ravindra Patil	Science Faculty Head	
9.	Prof. Pooja Bhagat	Secretary (IQAC)	
10.	Mr. Prathamesh Patil	Member, Administrative Office	
11.	Mrs. Kanchan Mhatre	Member, Library Head	
12.	Dr. Omkar Pote	Member, Teaching Staff	
13.	Prof. Supriya Patil	Member, Teaching Staff	
14.	Prof. Namrata Chogale	Member, Teaching Staff	
15.	Prof. Dinesh Patil	Member, Teaching Staff	
16.	Prof. Vikrant Warde	Member, Teaching Staff	
17.	Mr. Akshay Thale	Alumni	

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the first meeting of the



IQAC for academic year 2017-18. The minutes of the earlier meeting and Action Taken Report were approved by the IQAC members without any modification.

Agenda of the first meeting for year 2017-18 was as follows:

1. Plan of Action of IQAC for academic year 2017-18.
2. Submission of annual report for the academic year 2016-17.
3. Documentation of all the activities of 2016-17.
4. Review of admission process for academic year 2017-18.
5. Review of academic results of UG classes.
6. Drafting and finalization of academic calendar.
7. Organization of induction programs for freshers.
8. Planning of mentor mentee system (dattak palak yojana) for first year students.
9. Planning a visit to RDCC Bank.
10. Preparation and participation of students in Youth Festival.
11. Planning to develop college website.
12. Preparation and participation of students in sports.
13. Organization of parents teachers meeting.
14. Planning for internal and external exams as per University guidelines.
15. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC drafted and provided Plan of Action to academic departments for the year 2017-18.
2. Annual Report for the academic year 2016-17 to be submitted to Central Office in August 2017.
3. Criteria head should preserve soft copies of the documents as per the SOP's given by NAAC.
4. Admissions of B.Sc. C.S. should be increased.
5. All academic departments should maintain record of results during the year 2017-18.
6. College office shall create draft of academic calendar.
7. Faculty wise induction programme should be arranged in the month of August 2017.
8. Faculty heads should address the teachers to compile the information needed for mentoring purpose.



9. Commerce department shall make arrangements for visiting RDCC Bank.
10. Department of Student Welfare (DSD) should motivate students to participate in Youth festival.
11. College website regularly updated by Akshay Thale.
12. Sports committee shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions.
13. Arrangements should be made to inform the parents of students about the date and time of parents teachers meeting.
14. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(With regard to the meeting of IQAC held on 5th July, 2017)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2017-18.	IQAC Formulated perspective plan for academic year 2017-18 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2017-18.	Annual report was submitted to central office.
3	Documentation of all the activities of 2017-18 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of admission process for academic year 2017-18.	Review of the admission process for the academic year was taken and it was decided to increase admissions of B.Sc. C.S. and Microbiology
5	Review of academic results of UG classes.	Cognizance of the academic results of previous examination was taken. Concerned Department Heads were given suggestions to look after qualitative results during the current academic year.
6	Drafting and finalization of academic calendar.	College academic calendar was drafted and approved.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in month of August 2017.
8	Planning of mentor mentee system (dattak palak yojana) for first year students.	15 to 20 students were allotted to each mentor.
9	Planning a visit to RDCC Bank.	45 students from commerce department visited RDCC Bank on 28 th Sept. 2017.
10	Preparation and participation of students in Youth Festival.	The cultural committee of college made plan for the participation of students in Youth Festival as per the guidelines by University of Mumbai. 53 Students participated in different cultural activities held under Youth Festival in 2017-18.



11	Updating college website.	College website regularly updated by Akshay Thale.
12	Preparation and participation of students in sports	The sports committee of the college made plan for the participation of students in sports events as per the guidelines by University of Mumbai. 69 no. of students participated in various sports events held in 2017-18.
13	Organization of parents teachers meeting.	The parents of students were informed about the meeting. The Parents of 39 students of FYBcom and 47 students of SYBcom attended the meeting on 1 st September 2017 and 22 nd September 2017 respectively.
14	Planning for internal and external Examination.	Examination committee conducted 2 unit tests in the last week of July and August as part of internal evaluation. Also, university level semester exams of Second Half 2018 for FY/SY/TY students were conducted as per University guidelines.


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HOD PRINCIPAL
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