



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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of 1<sup>st</sup> meeting of the IQAC for year 2018-19**

The first meeting of the IQAC for academic year 2018-19 was held on **5<sup>th</sup> July 2018** at 11:00 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1.	Hon. Mrs. Chitralekha 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	H. N. Warde
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)	 Bhagat Pooja 07/18
10.	Mr. Prathamesh Patil	Member, Office	 Prathamesh Patil 07/2018
11.	Mrs. Kanchan Mhatre	Member, Library In-charge	
12.	Dr. Omkar Pote	Member, Teaching Staff	
13.	Prof. Supriya Patil	Member, Teaching Staff	
14.	Prof. Namrata Chogale	Member, Teaching Staff	 Namrata Chogale 5/7/18
15.	Prof. Dinesh Patil	Member, Teaching Staff	
16.	Prof. Vikrant Warde	Member, Teaching Staff	 Vikrant Warde 5/7/18
17.	Mr. Vinayak Nichore	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 2018-19. 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 2018-19 was as follows:**

1. Plan of Action of IQAC for academic year 2018-19. — 19-20
2. Submission of annual report for the academic year 2017-18. 18-19
3. Documentation of all the activities of 2017-18 in form of soft copy.
4. Review of admission process for academic year 2018-19. — 19-20 18-19
5. Drafting and finalization of academic calendar. 19-20
6. Review of academic results of UG classes.
7. Organization of induction programs for freshers.
8. Organization of Alumni meets.
9. Preparation and participation of students in Youth Festival.
10. Promoting the use of Google classroom.
11. Updation of college website.
12. Submission of mentor mentee (Dattak Palak) report for academic year 2017-18 — 18-19
13. Planning of mentor mentee system (Dattak Palak Yojana) for first year students.
14. Preparation and participation of students in sports.
15. Organization of parents' teachers meeting for third year students.
16. Planning for internal and external exams as per University guidelines.
17. Any other relevant issue(s) with permission of the Chairman.

**Proceedings of the meeting:**

1. IQAC drafted and provided Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2018-19.
2. Annual Report for the academic year 2017-18 to be submitted to Central Office in August 2018.
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. and B.Sc. Microbiology should be increased.
5. Academic calendar shall be uploaded on college website after necessary changes discussed in meeting.
6. All academic departments should maintain record of results during the year 2018-19.
7. Faculty wise induction programme should be arranged in Second week of July 2018.



8. Faculty may take initiative to inform their respective alumni about the alumni meet.
9. Department of Student Welfare (DSD) submit action plan and tentative calendar of events, & motivate students participate in Youth festival.
10. All department heads shall provoke the teaching faculty to develop study material for uploading on Google Classroom.
11. College website regularly updated by Akshay Thale.
12. Mentor mentee report for the academic year 2017-18 should be submitted till 7th July 2018.
13. Faculty heads should address the teachers to compile the information needed for mentoring purpose.
14. Sports committee Shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions
15. Arrangements should be made to inform the parents of third year students about the date and time of parents teachers meeting.
16. 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)

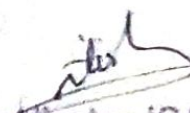
### Action Taken Report


(With regard to the meeting of IQAC held on 5<sup>th</sup> July, 2018)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2018-19.	IQAC Formulated perspective plan for academic year 2018-19 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 2018-19.	Review of the admission process for the academic year was taken and it was decided that effective measures should be taken so as to increase admissions of B.Sc. C.S. and Microbiology
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and uploaded on college website.
6	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.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in 2 <sup>nd</sup> week of July.
8	Preparation and participation of	The cultural committee of college made plan for the participation of students in



	students in Youth Festival.	Youth Festival as per the guidelines by University of Mumbai. 53 Students participated in different cultural activities held under Youth Festival in 2018-19
9	Organization of Alumni meet.	Alumni meet was successfully organized and held on 13 <sup>th</sup> July 2018.
10	Promoting the use of Google classroom.	Arts faculty developed study material and uploaded it on Google Classroom.
10	Updating college website.	College website regularly updated by Akshay Thale.
11	Submission of mentor mentee (Dattak palak) report for academic year 2017-18	Mentor mentee report submitted on 9 <sup>th</sup> July 2018
12	Planning of mentor mentee system (dattak palak yojana) for first year students.	Teachers compiled the information about their respective mentees.
13	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 2018-19.
14	Organization of parents teachers meeting for third year students.	The parents of T.Y.B.Sc. were informed about the meeting. Parents of 40 students attended the meeting on 18 <sup>th</sup> Aug 2018.
15	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 2019 for FY/SY/TY students were conducted as per University guidelines.

  
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