



**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 2020-21**

The first meeting of the IQAC for academic year 2020-21 was held on **20<sup>th</sup> July 2020** at 02:00 p.m. via online mode on google meet. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation
1	Prof. Sanjivani Naik	Chairperson
2	Prof. Nitish Agarwal	Co-ordinator
3	Mrs. Nikita Patil	CS faculty Head
4	Prof. Namrata Patil	Arts Faculty Head
5	Prof. Rasika Mhatre	Commerce Faculty Head
6	Prof. Ravindra Patil	Science Faculty Head
7	Prof. Pooja Bhagat	Secretary (IQAC)
8	Mr. Prathamesh Patil	Member, Office
9	Mrs. Kanchan Mhatre	Member, Library In-charge
10	Dr. Omkar Pote	Member, Teaching Staff
11	Prof. Namrata Chogale	Member, Teaching Staff
12	Prof. Dinesh Patil	Member, Management Representative
13	Prof. Vikrant Warde	Member, Teaching Staff

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of Previous meeting. 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 2020-21 was as follows:**

1. Plan of Action of IQAC for academic year 2020-21.
2. Review of annual report for the academic year 2019-20.
3. Documentation of all the activities of 2019-20 in form of soft copy.
4. Implementation of CMS software for online admissions.
5. Review of online admission process .
6. Drafting and finalization of academic calendar 2020-2021.
7. Review of academic result.
8. Conducting online lectures as per university guidelines.
9. Promoting the use of Google classroom.
10. Planning for internal and external exams as per University guidelines.
11. Any other relevant issue(s) with permission of the Chairman.

**Proceedings of the meeting:**

1. IQAC discussed Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2020-21.
2. Annual Report for the academic year 2019-20 to be submitted to Central Office after lockdown is over.
3. Criteria head should preserve soft copies of the documents regarding academic records
4. College office shall create draft of academic calendar.
5. All academic departments should maintain record of results of the year 2019-20.
6. All department heads shall inform the teaching faculty to conduct lectures via online mode as per Online Time table.
7. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai via online mode.




## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report

(With regard to the meeting of IQAC held on 20<sup>th</sup> July, 2020)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2020-21.	IQAC Formulated perspective plan for academic year 2020-21 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2019-20.	Annual report was submitted to central office after lockdown.
3	Documentation of all the activities of 2019-20 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 online admission process for academic year 2020-21.	Review of the online admission process for the academic year was taken and CMS Software use was finalized
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and approved.
6	Review of academic results.	Review of results of previous examination was taken. Concerned Department Heads were given suggestions to map the learning outcomes.
7	Promoting the use of Google meet & classroom.	All faculties developed study material and uploaded it on Google Classroom and conducted lectures via online mode.
8	Planning for internal and external Examination.	Examination committee conducted online exams of students as per Guidelines provided by university and UGC via Online MCQ mode. Practicals were also conducted online.

  
**Co-ordinator, IQAC**  
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**VC PRINCIPAL**  
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