



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 2021-22

The first meeting of the IQAC for academic year 2021-22 was held on **July 09, 2021** at 12:00 p.m. in Principal Office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Namrata Patil	Chairperson	
2	Prof. Nitish Agarwal	Co-ordinator	 9/7/21
3	Dr. Omkar Pote	Head of Exam Department	
4	Dr. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Dinesh Patil	Management Appointed Office Supervisor	
7	Mr. Prathamesh Patil	Office Superitendant	
8	Miss. Pooja Bhagat	IQAC Secretary	

Prof. 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 2021-22. The minutes of the earlier meeting were approved by the IQAC members without any modification.



Agenda of the first meeting for year 2021-22 was as follows:

- A. Welcome the members
- B. Reading minutes of the previous meeting
- C. **Matters for discussion -**
 - 1) Discuss academic calendar for 2021-22
 - 2) Review proposals of certificate courses
 - 3) Accepting the workload pro forma A & B after review
 - 4) To take stock of admissions
 - 5) To make decisions about Anti-ragging, WDC and other committees.

Proceedings of the meeting:

Recording Secretary: Miss. Bhagat Pooja Sanjay

1. The IQAC Committee members' list was revised and re-structured.
2. The academic calendar for the new year 2021-22 was discussed and the faculty heads were asked to plan their internal examinations to be displayed in the calendar.
3. Workload pro forma A and B were discussed.
4. Planning of semester exams, Regular and A.T.K.T. as per university guidelines was discussed with exam department.
5. Anti-ragging, ICC, WDC and other committee members were revised and the office was asked to display the detailed list on notice board and college website.
6. New format of daily teaching log was finalised.
7. I/C Principal Mrs. Namrata Patil proposed a new **Academic Monitoring Committee** to ensure smooth running of teaching and learning process.
8. The following certificate courses proposals were reviewed
 - a) Travel and Tourism
 - b) Introduction to Mobile Banking
 - c) Introduction to Agari Dialect
 - d) Standard Operating Procedures in Chemical Laboratories

Co-ordinator, IQAC
Prabhakar Patil Education Society's
Arts, Commerce and Science College,
Veshvi, Alibag 402 209.

VC PRINCIPAL
Prabhakar Patil Education Society's
Arts, Commerce & Science College
Veshvi - Alibag