



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2019-20

The second meeting of the IQAC for academic year 2019-20 was held on **15th November** at 11:30 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

| Sr. No. | Name of Member | Designation | Signature |
|---------|-----------------------|-------------------------------|-----------|
| 1 | Prof. Sanjivani Naik | Chairperson | |
| 2 | Prof. Nitish Agarwal | Co-ordinator | |
| 3 | Prof. Namrata Patil | Arts Faculty Head | |
| 4 | Prof. Pasika Mhatre | Commerce Faculty Head | |
| 5 | Prof. Ravindra Patil | Science Faculty Head | |
| 6 | Prof. Pooja Bhagat | Secretary (IQAC) | |
| 7 | Mr. Prathamesh Patil | Member, Administrative Office | |
| 8 | Mrs. Kanchan Mhatre | Member, Library Head | |
| 9 | Dr. Omkar Pote | Member, Teaching Staff | |
| 10 | Prof. Dinesh Patil | Member, Management | |
| 11 | Prof. Namrata Chogale | Member, Teaching Staff | |
| 12 | Prof. Tejesh Mhatre | Member, Teaching Staff | |
| 13 | Prof. Vikrant Warde | Member, Teaching Staff | |
| 14 | Prof. Milind Ghadge | Member, Teaching Staff | |

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all members of IQAC and read the minutes previous meeting. The minutes of the earlier meeting and Action Taken Report were approved by the IQAC members without any modification.



Agenda of the second meeting for year 2019-20 was as follows

1. Faculty Development program FDP
2. Organization of NSS Camp and Extension Activities.
3. Planning of Prabhavishkar – Sports and Cultural Fest.
4. Organization of prize distribution ceremony.
5. Organizing field visits for students.
6. Conducting short term/value added courses.
7. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. All academic departments should plan and execute faculty exchange program.
2. All academic departments should carry out extension activities and NSS Department should decide date and venue of 7 days NSS Camp.
3. DSD, Sports and Cultural committees should make all arrangements for the successful organization of Prabhavishkar to be held in December 2019.
4. Sports, Cultural and Exam committee should make all arrangements for organization of prize distribution ceremony given by University of Mumbai.
5. Department Heads of respective faculties shall submit their field/on-site visit planning.
6. Organizing Gender equity programs for students.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 15th November, 2019)

| Sr. No. | Particulars | Action Taken |
|---------|--|--|
| 1 | Faculty development program. | Akshay Thale (IT Co-ordinator) conducted FDP workshop on google classroom on 26/11/2019 |
| 2 | Organization of NSS Camp and Extension Activities. | NSS Camp successfully conducted from 29 th Nov 2019 to 5 th Dec 2019 at Cyrus Poonawala school Nagav. Most of academic departments of the college conducted extension activities. |
| 3 | Planning of Prabhavishkar – Sports and Cultural Fest. | Prabhavishkar was organized on 22 nd Dec 2019. |
| 4 | Organization of prize distribution ceremony -convocation | Convocation ceremony was organized on 17 th Feb 2020. |
| 5 | Organizing sports day | -sports day rally and competitions were organized on 19 th Feb 2020 |
| 6 | Women development cell program | WDC organized digital literacy for women program in college at 4 th Jan 2020 |

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