



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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of 3<sup>rd</sup> meeting of the IQAC for year 2017-18**

The 3<sup>rd</sup> meeting of the IQAC for academic year 2017-18 was held on **24<sup>th</sup> February 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.	Prof. Sanjivani Naik	Chairperson	<i>SR Naik</i> 24/02/2018
2.	Prof. Nitish Agarwal	Co-ordinator	<i>Nitish</i> 24/2/2018
3.	Mr. Amit Deshpande	Member, Management Representative	<i>Amit Deshpande</i>
4.	Mr. Hemant Warde	Industrialist	<i>H. N. Warde</i>
5.	Prof. Namrata Patil	Arts Faculty Head	<i>Namrata Patil</i>
6.	Prof. Rasika Mhatre	Commerce Faculty Head	<i>Rasika Mhatre</i>
7.	Prof. Ravindra Patil	Science Faculty Head	<i>Ravindra Patil</i>
8.	Prof. Pooja Bhagat	Secretary (IQAC)	<i>Pooja Bhagat</i> 24/02/18
9.	Mr. Prathamesh Patil	Member, Administrative Office	<i>Prathamesh Patil</i> 24/02/2018
10.	Mrs. Kanchan Mhatre	Member, Library Head	<i>Kanchan Mhatre</i>
11.	Dr. Omkar Pote	Member, Teaching Staff	<i>Omkar Pote</i>
12.	Prof. Dinesh Patil	Member, Teaching Staff	<i>Dinesh Patil</i>
13.	Prof. Shreya Patil	Member, Teaching Staff	<i>Shreya Patil</i>
14.	Prof. Avadhut Athavale	Member, Teaching Staff	<i>Avadhut Athavale</i>
15.	Prof. Vikrant Warde	Member, Teaching Staff	<i>Vikrant Warde</i> 24/02/18
16.	Miss. Shalaka Pandit	Accountant	<i>Shalaka Pandit</i>
17.	Mr. Akshay Thale	Member, IQAC	<i>Akshay Thale</i>

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the third 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 third meeting for year 2017-18 was as follows:**

1. Plan of Action of IQAC for academic year 2018-19.
2. Planning of science day.
3. Planning to conduct career guidance seminar for commerce students.
4. Organization of program on occasion of World Women's Day.
5. Finalization of admission committee for next academic year.
6. Admission strategies for next academic year.
7. Organization of Degree Certificate Distribution Ceremony.
8. Designing of next academic year prospectus.
9. Intimation for Academic Audit Report.
10. Intimation for Administrative Audit Report.
11. Any other relevant issue(s) with permission of the Chairman.

**Proceedings of the meeting:**

1. IQAC Should chalk-out plan of action for academic year 2018-19.
2. IQAC Should address head of science department regarding organization of science day.
3. Faculty head of commerce shall find resource person to conduct seminar on career guidance.
4. WDC shall make arrangements for the celebration of World Women's Day.
5. Principal should finalize admission committee members.
6. IQAC should suggest admission strategies to admission committee.
7. The examination committee should plan for organization of Degree Certificate Distribution Ceremony as per the timeline.
8. Admission committee should finalize design and content of prospectus of next academic year.
9. IQAC should address faculty heads about academic audit report.
10. IQAC should address office superintendent about administrative audit report.





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)


### Action Taken Report

(with regard to the meeting of IQAC held on 24<sup>th</sup> February , 2018)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2018-19.	Plan of Action of IQAC for academic year 2018-19 is as follows <ul style="list-style-type: none"><li>To conduct meetings of IQAC periodically.</li><li>To monitor teaching-learning and evaluation process of the college.</li><li>To strengthen earn and learn scheme.</li><li>To organize induction programs for freshers of UG.</li><li>To organize conduct one day workshop administrative staff.</li><li>To organize conduct one day workshop teaching staff.</li><li>To conduct Academic and Administrative Audit (AAA).</li></ul>
2	Planning of science day.	Science day was celebrated by science forum.
3	Planning to conduct career guidance seminar for commerce students.	90 Students attended the career fest organized on 27 <sup>th</sup> March 2018. Resource Person - Mr. Vijaykumar Suryavanshi
4	Organization of program on occasion of World Women's Day.	25 Girls along with the secretary, principal and female staff attended the program arranged by WDC. On this occasion Sanitary Napkin Vending Machine was donated by Dr. Prachi Patil and her team.
5	Finalization of admission committee for next academic year.	The committee members were allotted their respective tasks.
6	Admission strategies for next academic year.	A number of admission strategies were finalized for next year admission procedure.



7	Organization of Degree Certificate Distribution Ceremony.	Degree Certificate Distribution Ceremony was organized on 8 <sup>th</sup> March 2018
8	Designing of next academic year prospectus.	The prospectus was drafted and designed after its approval.
9	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads.
10	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Administrative Audit Report was given to office superintendent.

  
 Co-ordinator, IQAC  
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