



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2018-19

The 3rd meeting of the IQAC for academic year 2018-19 was held on 25th February 2019 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 | |
| 2. | Prof. Nitish Agarwal | Co-ordinator | |
| 3. | Mr. Amit Deshpande | Member, Management Representative | |
| 4. | Mr. Hemant Warde | Industrialist | |
| 5. | Prof. Namrata Patil | Arts Faculty Head | |
| 6. | Prof. Rasika Mhatre | Commerce Faculty Head | |
| 7. | Prof. Ravindra Patil | Science Faculty Head | |
| 8. | Prof. Pooja Bhagat | Secretary (IQAC) | |
| 9. | Mr. Prathamesh Patil | Member, Administrative Office | |
| 10. | Mrs. Kanchan Mhatre | Member, Library Head | |
| 11. | Dr. Omkar Pote | Member, Teaching Staff | |
| 12. | Prof. Dinesh Patil | Member, Teaching Staff | |
| 13. | Prof. Shreya Patil | Member, Teaching Staff | |
| 14. | Prof. Avadhut Athavale | Member, Teaching Staff | |
| 15. | Prof. Vikrant Warde | Member, Teaching Staff | |
| 16. | Miss. Shalaka Pandit | Accountant | |
| 17. | Mr. Akshay Thale | Member, IQAC | |

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 2018-19. 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 2018-19 was as follows:

1. Plan of Action of IQAC for academic year 2019-20.
2. Planning of science day.
3. Finalization of admission committee for next academic year.
4. Admission strategies for next academic year.
5. Organization of Degree Certificate Distribution Ceremony.
6. Designing of next academic year prospectus.
7. Intimation for Academic Audit Report.
8. Intimation for Administrative Audit Report.
9. 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 2019-20.
2. The department of science shall submit planning for celebration of science day.
3. The examination committee should plan for organization of Degree Certificate Distribution Ceremony as per the timeline.
4. Principal should finalize admission committee members.
5. IQAC should suggest admission strategies to admission committee.
6. Admission committee should finalize design and content of prospectus of next academic year.
7. IQAC should address faculty heads about academic audit report.
8. IQAC should address office superintendent about administrative audit report.





INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

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

| Sr. No. | Particulars | Action Taken |
|---------|---|---|
| 1 | Plan of Action of IQAC for academic year 2019-20. | Plan of Action of IQAC for academic year 2019-20 is as follows <ul style="list-style-type: none">To conduct meetings of IQAC periodically.To monitor teaching-learning and evaluation process of the college.To strengthen earn and learn scheme.To organize induction programs for freshers of UG.To organize faculty development workshop for teaching staff and non-teaching staff.To sign MOU with various companies and industries.To conduct Academic and Administrative Audit (AAA). |
| 2 | Planning of science day. | Science day was organized by science forum and on the occasion of science day (28 th Feb 2019) the students were taken for a visit to the Geo-Magnetic Observatory, Alibag. |
| 3 | Organization of Degree Certificate Distribution Ceremony. | Degree Certificate Distribution Ceremony was organized on 8 th March 2019 |
| 4 | Finalization of admission committee for next academic year. | The committee members were allotted their respective tasks. |
| 5 | Admission strategies for next academic year. | A number of admission strategies were finalized for next year admission procedure. |
| 6 | Designing of next academic year prospectus. | The design and draft was approved on 30 th April 2019 |
| 7 | Intimation for Academic Audit Report. | An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads. |
| 8 | Intimation for Administrative 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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I/C PRINCIPAL
Prabhakar Patil Education Society's
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