



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 2019-20

The third meeting of the IQAC for academic year 2019-20 was held on **05th March 2020** at 1:00 p.m. at society office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Nitish Agarwal	Co-ordinator	
2	Prof. Dinesh Patil	Member, Management Representative	
3	Prof. Namrata Patil	Arts Faculty Head	
4	Prof. Rasika 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. Vikrant Warde	Member, Teaching Staff	
11	Miss Shobika Pandit	Accountant	
12	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 previous meeting of the IQAC. 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 2019-20 was as follows:

1. Plan of Action of IQAC for academic year 2020-21.
2. Finalization of admission committee for next academic year.
3. Planning to face NAAC first cycle.
4. Admission strategies for next academic year.
5. Designing of next academic year prospectus.
6. Intimation for Academic Audit Report.
7. Intimation for Administrative Audit Report.
8. Collection of online feedback.
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 2020-21.
2. Principal should finalize admission committee members.
3. IQAC should suggest admission strategies to admission committee.
4. Admission committee should finalize design and content of prospectus of next academic year.
5. IQAC should address faculty heads about academic audit report.
6. IQAC should address office superintendent about administrative audit report.



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Action Taken Report

(with regard to the meeting of IQAC held on 05th March, 2020)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2020-21.	Plan of Action of IQAC for academic year 2020-21 is as follows <ul style="list-style-type: none">To conduct meetings of IQAC periodically.Planning to face NAAC first cycleTo monitor teaching-learning and evaluation process of the college.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	Curriculum related feedback	Feedback on curriculum of students was collected via online mode.
2	Finalization of admission committee for next academic year.	The committee members were allotted their respective tasks.
2	Admission strategies for next	A number of admission strategies were finalized for next year admission procedure.
4	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads.
5	Intimation for Administrative Audit Report.	An intimation letter regarding the date of submission for Administrative Audit Report was given to office superintendent.

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