



**Prabhakar Patil Education society's arts, Commerce and Science
College,
Veshvi - Alibag**

Internal Quality Assurance Cell

Respected Madam/Sir,

We from Internal quality assurance cell hereby informing you that the IQAC's third meeting is scheduled on 30 th April. 2024 at Director/ Principal /IQAC cabin by 11.00 am.

You are hereby requested to be present for the same.

Following will be the key points for the discussion.

1. Plan of action of IQAC of the academic year 2024-25
2. Declaration of even semester internal results
3. Finalization of admission committee for the academic year 2024-25
4. Provision for recommendation to be received from NAAC after submission of AQAR
5. Collection of online and offline feedback from stakeholders
6. Submission of academic and administrative audit
7. Other relevant issues

CC to:

1. Director
2. Principal
3. Faculty Head Arts
4. Faculty Head Commerce
5. Faculty Head Science
6. Exam Chairperson
7. Office Superintendent
8. Accountant
9. OSM Cap Coordinator

Katir

IQAC Coordinator

Co-ordinator, IQAC

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

[Signature]
In. Principal
H/O PRINCIPAL

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2023-24

The third meeting of the IQAC for academic year 2023-24 was held on 30th April at 11:00 a.m. in Principal Office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
01	Dr. Omkar Pote	Chairperson	
02	Mr. Vikrant Warde	Director	
03	Prof. Namrata Patil	Faculty Head Marathi	
04	Dr. Rasika Mhatre	Faculty Head Commerce	
05	Prof. Sujit Patil	Faculty Head Chemistry	
06	Prof. Priti Patil	Exam Incharge	
07	Prof. Dinesh Patil	Faculty Member	
08	Mr. Prathamesh Patil	Administrative Staff	
09	Mr. Sagar Palkar	Sr. Clerk (Accountant)	
10	Mr. Milind Ghadge	DSD Incharge & Research Advisor	
11	Mr. Tejesh Mhatre	Sports Incharge	
12	Mrs. Ketaki Patil	Coordinator	
13	Dr. Pranali Patil	Social Service	
14	Ku. Vedant Kantak	Student Council	
15	Mr. Suyog Angre	Alumni Member	

Mrs. Ketaki Patil, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the previous meeting. The minutes of the earlier meeting were approved by the IQAC members without any modification.



Agenda :

1. Plan of action of IQAC of the academic year 2024-25
2. Declaration of even semester internal results
3. Finalization of admission committee for the academic year 2024-25
4. Provision for recommendation to be received from NAAC after submission of AQAR
5. Collection of online and offline feedback from stakeholders
6. Submission of academic and administrative audit
7. Evaluation of University Exam question papers
8. Any other relevant issues

Proceedings of the meeting:

1. IQAC should chalk out plan of action for the academic year 2024-25.
2. Exam section should look for declaration of second half internal examination for a week of Mar 2024.
3. Admission committee members are finalized constituting members from the faculty under the charge-ship of Office Superintendent.
4. In case of if recommendations received from NAAC portal IQAC Co-ordinator should take care of it and Criteria Leads will be called as per the requirement.
5. Criteria Heads for Criteria I is advised for collecting online and offline feedback.
6. IQAC should address Faculty Heads about submission of Academic Audit to Office Superintendent for submission of Administrative Audit.

IQAC Coordinator

Co-ordinator, IQAC

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U/C Principal

U/C PRINCIPAL
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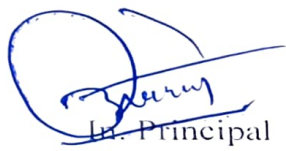
Internal Quality Assurance Cell



Action Taken Report (With regard to the meeting of IQAC held on 30 th April , 2024)

Particulars	Action Taken
IQAC Action Plan	Action Plan for the academic year 2024-25 is as follows 1. Conduction of IQAC meetings regularly 2. Data collection for submission of yearly AQAR 3. Monitor teaching-learning process 4. Focus on continuous evaluation process 5. To organize faculty development and Professional Development Program 6. Conduction of activities under MOU 7. Conduction of Academic and Administrative Audit 8. Conduction of Energy, Green and Environmental Activities 9. Conduction of Student Satisfaction Survey for the academic year 2023-24
Declaration of even semester internal results	Results for Semester IV were declared on 8 th May and Semester II were declared on 10 th May by Exam Section
Finalization of admission committee	Admission process started from 3 rd June 2024 and admission committee members have been called for the same
Recommendation to be received from NAAC	Recommendation received from NAAC on 12 th May and have been resolved by Coordinator and Criteria heads during the time period of 15 days given for editing
Collection of online and offline feedback for the academic year 2023-24	Online and offline feedback collected and submitted by Criteria head
Academic and Administrative Audit	Intimation letter was sent to Faculty heads and Office superintendent for submission of Audit reports


IQAC Coordinator
Co-ordinator, IQAC
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