



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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of 1<sup>st</sup> meeting of the IQAC for year 2019-20**

The first meeting of the IQAC for academic year 2019-20 was held on **20<sup>th</sup> June 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	Prof. Dinesh Patil	Member, Management Representative	
4	Prof. Namrata Patil	Arts Faculty Head	
5	Prof. Rasika Mhatre	Commerce Faculty Head	
6	Prof. Ravindra Patil	Science Faculty Head	
7	Prof. Pooja Bhagat	Secretary (IQAC)	
8	Mr. Prathamesh Patil	Member, Office	
9	Mrs. Kanchan Mhatre	Member, Library In-charge	
10	Dr. Omkar Patil	Member, Teaching Staff	
11	Prof. Namrata Chogale	Member, Teaching Staff	
13	Prof. Vikrant Warde	Member, Teaching Staff	

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



**Agenda of the first meeting for year 2019-20 was as follows:**

1. Plan of Action of IQAC for academic year 2019-20.
2. Review of annual report for the academic year 2018-19.
3. Documentation of all the activities of 2018-19 in form of soft copy.
4. Review of admission process for academic year 2019-20.
5. Drafting and finalization of academic calendar 2019-2020.
6. Review of academic results of UG classes.
7. Organization of induction programs for freshers.
8. Organization of Alumni meets.
9. Preparation and participation of students in Youth Festival.
10. Promoting the use of Google classroom.
11. Updation of college website.
12. Submission of mentor mentee (Dattak Palak) report for academic year 2018-19
13. Planning of mentor mentee system (dattak palak yojana) for first year students.
14. Preparation and participation of students in sports.
15. Organization of parents teachers meeting for third year students.
16. Planning for internal and external exams as per University guidelines.
17. Any other relevant issue(s) with permission of the Chairman.

**Proceedings of the meeting:**

1. IQAC drafted and provided Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2019-20.
2. Annual Report for the academic year 2018-19 to be submitted to Central Office in July 2019.
3. Criteria head should preserve soft copies of the documents as per the SOP's given by NAAC.
4. Admissions of B.Sc. C.S. and B.Sc. Microbiology should be increased.
5. College office shall create draft of academic calendar.
6. All academic departments should maintain record of results during the year 2019-20.
7. Faculty wise induction programme should be arranged in the month of July 2019.
8. Faculty may take initiative to inform their respective alumni about the alumni meet.
9. Department of Student Welfare (DSD) should motivate students to participate in Youth festival.



- study material for uploading on Google Classroom.
11. College website regularly updated by Akshay Thale.
  12. Mentor mentee report for the academic year 2018-19 should be submitted till 7th July 2019.
  13. Faculty heads should address the teachers to compile the information needed for mentoring purpose.
  14. Sports committee Shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions
  15. Arrangements should be made to inform the parents of third year students about the date and time of parents teachers meeting.
  16. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report

(With regard to the meeting of IQAC held on 5<sup>th</sup> July, 2019)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2019-20.	IQAC Formulated perspective plan for academic year 2019-20 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2018-19.	Annual report was submitted to central office .
3	Documentation of all the activities of 2018-19 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of admission process for academic year 2019-20.	Review of the admission process for the academic year was taken.
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and approved.
6	Review of academic results of UG classes.	Review of results of previous examination was taken. Concerned Department Heads were given suggestions to map the learning outcomes.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in month of July 2019.
8	Preparation and participation of students in Youth Festival.	The cultural committee of college made plan for the participation of students in Youth Festival as per the guidelines by University of Mumbai.
9	Promoting the use of Google classroom.	Arts faculty developed study material and uploaded it on Google Classroom.
10	Updating college website.	College website regularly updated by Akshay Thale.
11	Submission of mentor mentee (Dattak palak) report for academic year 2018-19	Mentor mentee report submitted on 9 <sup>th</sup> July 2019
12	Planning of mentor mentee system	Teachers compiled the information



	(dattak palak yojana) for first year students.	about their respective mentees.
13	Preparation and participation of students in sports	The sports committee of the college made plan for the participation of students in sports events as per the guidelines by University of Mumbai.
14	Planning for internal and external Examination.	Examination committee conducted unit test in the last week of July as part of internal evaluation. Also, university level semester exams of Second Half 2020 for FY/SY/TY students were conducted as per University guidelines.

**Co-ordinator, IQAC**  
Prabhakar Patil Education Society's  
Arts Commerce and Science College,  
Veshvi, Alibag 402 209

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