



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2022-23

The first meeting of the IQAC for academic year 2022-23 was held on July 23, 2022 at 12:00 p.m. in Principal Office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1.	Dr. Omkar Pote	Chairperson	
2.	Mr. Vikrant Warde	Director	
3.	Dr. Rasika Mhatre	Coordinator	
4.	Prof. Namrata Patil	Faculty Head Arts	
5.	Dr. Rasika Mhatre	Faculty Head Commerce	
6.	Prof. Ravindra Patil	Faculty Head Science	
7.	Prof. Sujit Patil	Head of Exam Department	
8.	Prof. Dinesh Patil	Management Appointed Office Superintendent	
9.	Mr. Prathamesh Patil	Administrative Staff	

Dr, Rasika Mhatre, IQAC Coordinator 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 of the first meeting for year 2022-23 was as follows:

- A. Welcome the members
- B. Reading minutes of the previous meeting
- C. **Matters for discussion** -
 - 1) Discuss academic calendar for 2022-23
 - 2) Review proposals of certificate courses under the title of "PNP Skills"
 - 3) Accepting the workload pro forma A & B after review
 - 4) To take stock of admissions
 - 5) To make decisions about Anti-ragging, WDC and other committees.
 - 6) Discussion regarding data collection for submission of SSR
 - 7) Criteria wise allocation of faculty members for data collection

Proceedings of the meeting:

The IQAC Committee member's list was revised and re-structured.

1. The academic calendar for the new year 2022-23 was discussed and the faculty heads were asked to plan their internal examinations to be displayed in the calendar.
2. Workload proforma A and B were discussed.
3. Planning of semester exams, Regular and A.T.K.T. as per university guidelines was discussed with exam department.
4. Anti-ragging, ICC, WDC and other committee members were revised and the office was asked to display the detailed list on notice board and college website.
5. New format of daily teaching log was finalised.
6. The proposal Certificate course on "Travel and Tourism" from Geography dept. was reviewed
7. Proposal for Certificate course like "Basic Computer Course" and "Graphic designing and Digital Marketing" was taken into consideration.

Co-ordinator, IQAC
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