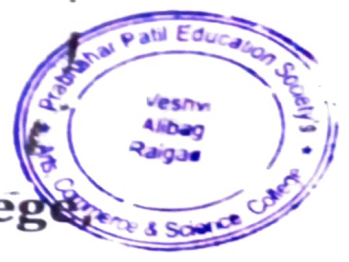


**Prabhakar Patil Education Society's  
Arts, Commerce and Science College**  
Veshvi, Alibag



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of 1<sup>st</sup> meeting of the IQAC for year 2023-24**

The first meeting of the IQAC for academic year 2023-24 was held on 05 th June at 12:00 p.m. in Principal Office. Following members of the IQAC were present for the meeting:

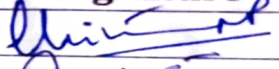


Sr. No.	Name of Member	Designation	Signature
01	Dr. Omkar Pote	Chairperson	
02	Mr. Vikrant Warde	Director	
03	Prof. Namrata Patil	Faculty Head Marathi	
04	Dr. Rasika Mhatre	Faculty Head Commerce	
05	Prof. Sujit Patil	Faculty Head Chemistry	
06	Prof. Priti Patil	Exam In charge	
07	Mr. Prathamesh Patil	Administrative Staff	
08	Prof. Dinesh Patil	Management Appointed Office Superintendent	
09	Mr. Sagar Palkar	Sr. Clerk (Accountant)	
10	Mr. Milind Ghadge	DSD Incharge & Research Advisor	
11	Mr. Tejesh Mhatre	Sports In charge	
12	Mrs. Ketaki Patil	IQAC Secretary	
13	Dr. Pranali Patil	Social Service	
14	Mr. Yateen Gharat	Industry Advisor	

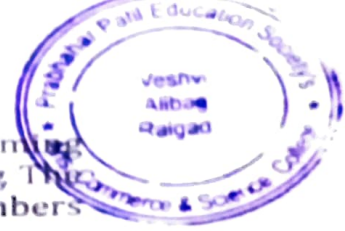
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<b>Sr. No.</b>	<b>Name of Member</b>	<b>Designation</b>	<b>Signature</b>
01	Hon. Chitralekha N.Patil	Secretary	
02	Mr. Vedant Katak	Student Council	
03	Mr. Suyog Angre	Alumni	



Mrs. Ketaki Patil, IQAC Secretary 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 2023-24 was as follows:**

- A. Welcome the members
- B. Reading minutes of the previous meeting
- C. **Matters for discussion** –
  - 1) Discuss academic calendar for 2023-24
  - 2) Review proposals of certificate courses like "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) Discussion regarding commencement of academics for Sem III and Sem V
  - 8) Discussion regarding Inauguration of departmental forums

### **Proceedings of the meeting:**

1. The IQAC Committee members list was revised and re-structured.
2. The academic calendar for the new year 2023-24 was discussed and the faculty heads were asked to plan their internal examinations and other activity schedule to be displayed in the calendar.
3. Workload pro forma A and B were discussed.
4. Planning of semester exams, Regular and A.T.K.T. as per university guidelines was discussed with exam department.
5. 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.
6. New format of daily teaching log was finalised.
7. The following certificate courses proposals were reviewed
  - a) Basic Computer Skills under the scheme of "PNP Skills"
  - b) Standard Operating Procedures in Chemical Laboratories by Chemistry Dept.
  - c) Course related to Fishery techniques by Geography Dept.
8. Academics for Sem III and Sem V will be commenced in month of June and July.

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

I/QC PRINCIPAL  
Prabhakar Patil Education Society's  
Arts, Commerce & Science College  
Veshvi - Alibag