



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2018-19

The 2nd meeting of the IQAC for academic year 2018-19 was held on **17th November 2018** at 11:30 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sl. No.	Name of Member	Designation	Signature
1.	Prof. Sanjivani Naik	Chairperson	
2.	Prof. Nitish Agarwal	Co-ordinator	
3.	Mr. Amit Deshpande	Member, Management Representative	
4.	Mr. Hemant Warde	Industrialist	
5.	Prof. Namrata Patil	Arts Faculty Head	
6.	Prof. Rasika Mhatre	Commerce Faculty Head	
7.	Prof. Ravindra Patil	Science Faculty Head	
8.	Prof. Pooja Bhagat	Secretary (IQAC)	
9.	Mr. Prathamesh Patil	Member, Administrative Office	
10.	Mrs. Kanchan Mhatre	Member, Library Head	
11.	Dr. Omkar Pote	Member, Teaching Staff	
12.	Prof. Dinesh Patil	Member, Teaching Staff	
13.	Prof. Namrata Chogale	Member, Teaching Staff	
14.	Prof. Tejesh Mhatre	Member, Teaching Staff	
15.	Prof. Vikrant Warde	Member, Teaching Staff	
16.	Prof. Milind Ghadge	Member, Teaching Staff	
17.	Prof. Shreya Patil	Member, Teaching Staff	
18.	Mr. Vinayak Nichore	Alumni	

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the second meeting of the IQAC for academic year 2018-19. 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 2018-19 was as follows:

1. Faculty exchange program.
2. Organization of NSS Camp and Extension Activities.
3. Planning of Prabhavishkar - Sports and Cultural Fest.
4. Organization of prize distribution ceremony.
5. Organizing field visits for students.
6. Conducting short term/value added courses.
7. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. All academic departments should plan and execute faculty exchange program.
2. All academic departments should carry out extension activities and NSS Department should decide date and venue of 7 days NSS Camp.
3. DSD, Sports and Cultural committees should make all arrangements for the successful organization of Prabhavishkar to be held in December 2018.
4. Sports, Cultural and Exam committee should make all arrangements for organization of prize distribution ceremony given by University of Mumbai.
5. Department Heads of respective faculties shall submit their field/on-site visit planning.
6. The department head of respective faculties shall submit list of short term courses including tentative dates and syllabus planning.





INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 17th November, 2018)

Sr. No.	Particulars	Action Taken
1	Faculty exchange program.	Commerce Department guest lecture by Dr. Yogesh Patil on 2 nd Feb 2019 and by Dr. Kamthekar on 11 th Feb .
2	Organization of NSS Camp and Extension Activities.	NSS Camp successfully conducted from 29 th Nov 2018 to 5 th Dec 2018 at Gondhalpada. Most of academic departments of the college conducted extension activities.
3	Planning of Prabhavishkar – Sports and Cultural Fest.	Prabhavishkar was organized on 21 st Dec 2018.
4	Organization of prize distribution ceremony.	Prize distribution ceremony was organized on 19 th Feb 2019.
5	Organizing field visits for students.	-13 students from Microbiology department visited Sula Vine Yards, Niphad Vinsura Plant, Nashik on 21 st Feb 2019. -11 students from Computer Science department went for on-site field visit at Initialize Web Services on 16 th February 2018.
6	Conducting short term/value added courses.	15 students completed short term course on "Standard Operating Procedures" (SOPs) in chemical laboratory, conducted by department of Chemistry.


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I/C PRINCIPAL
Prabhakar Patil Education Society's
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