



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



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of 2<sup>nd</sup> meeting of the IQAC for year 2022-23**

The second meeting of the IQAC for academic year 2022-23 was held on **28<sup>th</sup> November** at 11:30 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1.	Dr. Omkar Pote	I/C Principal	
2.	Mr. Vikrant Warde	Director	
3.	Mrs. Namrata Patil	Faculty Head Arts	
4.	Dr. Rasika Mhatre	Faculty Head Commerce	
5.	Mr. Ravindra Patil	Faculty Head Science	
6.	Mr. Nitish Agarwal	IQAC Coordinator	
7.	Mr. Dinesh Patil	Management appointed Office Superintendent	
8.	Mrs. Ravindra Patil	NSS Program Officer	
9.	Mr. Milind Ghadge	Cultural and DSD Head	
10.	Mr. Sujit Patil	Head of Examination Dept.	
11.	Mr. Tejesh Mhatre	Sports Head	
12.	Mr. Prathamesh Patil	Administrative Staff	

Mr. Nitish Agarwal, IQAC Coordinator initiated the meeting by welcoming all the members of IQAC and read the minutes previous meeting. The minutes of the earlier meeting and Action Taken Report were approved by the IQAC members without any modification.



**Agenda of the second meeting for year 2022-23 was as follows:**

1. Faculty Development program FDP
2. Organization of NSS Camp and Extension Activities.
3. Planning of Prabhavishkar – Sports and Cultural Fest.
4. Organization of prize distribution ceremony.
5. Discussion regarding result of Sem I, III and A.T.K.T. results
6. Conducting faculty development programme for faculty members.
7. Organizing field visits and Industrial visits for students , Science Day celebration.
8. Planning for submission of IIQA (Institutional Information for Quality Assessment) in the last week of March 2023
9. 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 2022.
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. IQAC in association with Dept. of Chemistry should arrange FDP
7. Organizing Science Day Celebration programme
8. For submission of IIQA all faculty heads should submit data regarding their departmentwide enrollment and Office should submit information regarding AISHE portal.

Co-ordinator, IQAC  
Prabhakar Patil Education Society's  
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I/C PRINCIPAL  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report

(With regard to the meeting of IQAC held on 28<sup>th</sup> November, 2022)

Sr. No.	Particulars	Action Taken
1	Organization of NSS Camp and Extension Activities.	NSS Department conducted programs for students like Plantation Drive, Cleanliness Drive, Yoga Day, Organ Donation Awareness, National Unity Day, Blood Donation Camp etc. Also planned for seven day residential camp between 2 <sup>nd</sup> Dec. – 8 <sup>th</sup> Dec. 2022
2	Planning of Prabhavishkar – Sports and Cultural Fest.	Prabhavishkar was organized on 23 <sup>rd</sup> Dec 2022.
3	Faculty Development Programme	FDP on "Intellectual Property Rights Awareness" was conducted by IQAC in association with Dept. of Chemistry.
3	Industrial visit planning	Botany and Microbiology department organized visit on 10 <sup>th</sup> Feb. 2023 to Vasantdada Institute, Pune
4	Science Day Celebration	Science Exhibition organized on 4 <sup>th</sup> March 2023 by faculty of Science.
4	Women development cell program	WDC organized Women's Day celebration program on 08 <sup>th</sup> March 2023
5	Organization of prize distribution ceremony -convocation	Convocation ceremony was organized on 21 <sup>st</sup> March 2023
6	Submission of IIQA	IIQA was submitted on 28 <sup>th</sup> March 2023.

  
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