



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2022-23

The third meeting of the IQAC for academic year 2022-23 was held on 31st March 2023 at 10:00 a.m. at Principal 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 Marathi	
4.	Dr. Rasika Mhatre	Faculty Head Commerce	
5.	Mr. Ravindra Patil	Faculty Head Chemistry	
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	
13.	Mrs. Ketaki Patil	IQAC Secretary	

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



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

1. Plan of Action of IQAC for academic year 2023-24.
2. Planning of Second half exams result
3. Finalization of admission committee for next academic year.
4. Preparation to submit SSR (Self Study Report) for facing NAAC first cycle.
5. Admission strategies for next academic year.
6. Designing of next academic year prospectus.
7. Intimation for Administrative Audit Report.
8. Collection of online feedback.
9. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC Should chalk-out plan of action for academic year 2022-23.
2. The examination committee should plan for organization of First half exams as per the timeline and university guidelines
3. Exam Committee shall submit second half 2022 exam report.
4. IQAC shall target second half 2023 for submitting SSR.
5. Principal should finalize admission committee members.
6. IQAC should suggest admission strategies to admission committee.
7. Admission committee should finalize design and content of prospectus of next academic year.
8. IQAC should address faculty heads about academic audit report.
9. IQAC should address office superintendent about administrative audit report.

Co-ordinator, IQAC
Prabhakar Patil Education Society's
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I/C PRINCIPAL
Prabhakar Patil Education Society's
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Action Taken Report

(with regard to the meeting of IQAC held on 31st March , 2023)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2023-24	Plan of Action of IQAC for academic year 2023-24 is as follows <ul style="list-style-type: none">To conduct meetings of IQAC periodically.Planning to face NAAC first cycleTo monitor teaching-learning and evaluation process of the college.To organize faculty development workshop for teaching staff and non-teaching staff.To sign MOU with various companies and industries.To conduct Academic and Administrative Audit (AAA).
2	Curriculum related feedback	Feedback on curriculum of students was collected via online mode.
2	Finalization of admission committee for next academic year.	The committee members were allotted their respective tasks.
4	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads.
5	Intimation for Administrative Audit Report.	An intimation letter regarding the date of submission for Administrative Audit Report was given to office superintendent.

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