



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 2017-18

The first meeting of the IQAC for academic year 2017-18 was held on 23rd June 2017 at 10:30 am in Principal's office. Following members of the IQAC were present for the meeting:

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

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the first meeting of the



IQAC for academic year 2017-18. 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 2017-18 was as follows:

1. Plan of Action of IQAC for academic year 2017-18.
2. Submission of annual report for the academic year 2016-17.
3. Documentation of all the activities of 2016-17.
4. Review of admission process for academic year 2017-18.
5. Review of academic results of UG classes.
6. Drafting and finalization of academic calendar.
7. Organization of induction programs for freshers.
8. Planning of mentor mentee system (dattak palak yojana) for first year students.
9. Planning a visit to RDCC Bank.
10. Preparation and participation of students in Youth Festival.
11. Planning to develop college website.
12. Preparation and participation of students in sports.
13. Organization of parents teachers meeting.
14. Planning for internal and external exams as per University guidelines.
15. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC drafted and provided Plan of Action to academic departments for the year 2017-18.
2. Annual Report for the academic year 2016-17 to be submitted to Central Office in August 2017.
3. Criteria head should preserve soft copies of the documents as per the SOP's given by NAAC.
4. Admissions of B.Sc. C.S. should be increased.
5. All academic departments should maintain record of results during the year 2017-18.
6. College office shall create draft of academic calendar.
7. Faculty wise induction programme should be arranged in the month of August 2017.
8. Faculty heads should address the teachers to compile the information needed for mentoring purpose.



9. Commerce department shall make arrangements for visiting RDCC Bank.
10. Department of Student Welfare (DSD) should motivate students to participate in Youth festival.
11. College website regularly updated by Akshay Thale.
12. Sports committee shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions.
13. Arrangements should be made to inform the parents of students about the date and time of parents teachers meeting.
14. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai.

INTERNAL QUALITY ASSURANCE CELL (IQAC)




Action Taken Report

(With regard to the meeting of IQAC held on 5th July, 2017)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2017-18.	IQAC Formulated perspective plan for academic year 2017-18 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2017-18.	Annual report was submitted to central office.
3	Documentation of all the activities of 2017-18 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of admission process for academic year 2017-18.	Review of the admission process for the academic year was taken and it was decided to increase admissions of B.Sc. C.S. and Microbiology
5	Review of academic results of UG classes.	Cognizance of the academic results of previous examination was taken. Concerned Department Heads were given suggestions to look after qualitative results during the current academic year.
6	Drafting and finalization of academic calendar.	College academic calendar was drafted and approved.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in month of August 2017.
8	Planning of mentor mentee system (dattak palak yojana) for first year students.	15 to 20 students were allotted to each mentor.
9	Planning a visit to RDCC Bank.	45 students from commerce department visited RDCC Bank on 28 th Sept. 2017.
10	Preparation and participation of students in Youth Festival.	The cultural committee of college made plan for the participation of students in Youth Festival as per the guidelines by University of Mumbai. 53 Students participated in different cultural activities held under Youth Festival in 2017-18.



11	Updating college website.	College website regularly updated by Akshay Thale.
12	Preparation and participation of students in sports	The sports committee of the college made plan for the participation of students in sports events as per the guidelines by University of Mumbai. 69 no. of students participated in various sports events held in 2017-18.
13	Organization of parents teachers meeting.	The parents of students were informed about the meeting. The Parents of 39 students of FYBcom and 47 students of SYBcom attended the meeting on 1 st September 2017 and 22 nd September 2017 respectively.
14	Planning for internal and external Examination.	Examination committee conducted 2 unit tests in the last week of July and August as part of internal evaluation. Also, university level semester exams of Second Half 2018 for FY/SY/TY students were conducted as per University guidelines.


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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2017-18

The 2nd meeting of the IQAC for academic year 2017-18 was held on **28th September 2017** 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.	Prof. Sanjivani Naik	Chairperson	<i>[Signature]</i> 28/09/2017
2.	Prof. Nitish Agarwal	Co-ordinator	<i>[Signature]</i> 28/09/17
3.	Mr. Amit Deshpande	Member, Management Representative	<i>[Signature]</i>
4.	Mr. Hemant Warde	Industrialist	H. N. Warde
5.	Prof. Namrata Patil	Arts Faculty Head	<i>[Signature]</i>
6.	Prof. Rasika Mhatre	Commerce Faculty Head	<i>[Signature]</i>
7.	Prof. Ravindra Patil	Science Faculty Head	<i>[Signature]</i>
8.	Prof. Pooja Bhagat	Secretary (IQAC)	<i>[Signature]</i> 28/09/17
9.	Mr. Prathamesh Patil	Member, Administrative Office	<i>[Signature]</i> 28/09/2017
10.	Mrs. Kanchan Mhatre	Member, Library Head	<i>[Signature]</i>
11.	Dr. Omkar Pote	Member, Teaching Staff	<i>[Signature]</i>
12.	Prof. Dinesh Patil	Member, Teaching Staff	<i>[Signature]</i>
13.	Prof. Namrata Chogale	Member, Teaching Staff	<i>[Signature]</i>
14.	Prof. Tejesh Mhatre	Member, Teaching Staff	<i>[Signature]</i>
15.	Prof. Vikrant Warde	Member, Teaching Staff	<i>[Signature]</i>
16.	Prof. Milind Ghadge	Member, Teaching Staff	<i>[Signature]</i>
17.	Prof. Shreya Patil	Member, Teaching Staff	<i>[Signature]</i>
18.	Mr. Akshay Thale	Alumni	<i>[Signature]</i>

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 2017-18. 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 2017-18 was as follows:

1. Organization of guest lecture for students.
2. Planning to participate in UDAAN Festival.
3. Planning to participate in Avishkar Research Convention.
4. Finalization of launching date of college website.
5. Organization of NSS Camp and Extension Activities.
6. Planning of Prabhavishkar - Indradhanu - Sports and Cultural Fest.
7. Organizing field visits for students.
8. Conducting short term/value added courses.
9. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. Faculty head shall arrange a common guest lecture for students and staff members.
2. DLLE should inform and encourage students to participate in UDAAN festival.
3. All faculty heads shall inform students and encourage them to participate in Avishkar Research Convention.
4. College office shall enquire about website development status and tentative date of completion from developer.
5. All academic departments should carry out extension activities and NSS Department should decide date and venue of 7 days NSS Camp.
6. Sports and Cultural committee should make all arrangements for the successful organization of Prabhavishkar to be held in December 2017.
7. Department Heads of respective faculties shall submit their field/on-site visit planning.
8. The department head of respective faculties shall submit their list of 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, 2017)

Sr. No.	Particulars	Action Taken
1	Organization of guest lecture for students and all staff members.	Commerce Department organized guest lecture on "Mutual Fund Awareness Program" on 9 th Feb 2018.
2	Planning to participate in UDAAN Festival.	Two students participated and won consolidated prize in UDAAN festival 2018 organized by J.N. Paliwala College, Pali on 10 th Jan 2018
3	Planning to participate in Avishkar Research Convention.	5 Participated 1 entry
4	Finalization of launching date of college website.	College new website was launched on 23 rd Jan 2018 on occasion of Bhau Prabhakar Patil Jayanti. "www.pnpcollege.edu.in"
5	Organization of NSS Camp and Extension Activities.	NSS Camp successfully conducted from 26 th Nov 2017 to 2 nd Dec 2017 at Sahan.
6	Planning of Prabhavishkar - Indradhanu - Sports and Cultural Fest.	Prabhavishkar was organized on 21 st Dec 2017 at PNP-Natyagraha. Chief guest - Mr. Priyadarshan Jadhav was present.
7	Organizing field visits for students.	Phy Science Park Pune 20 Jan 2018 Bot
8	Conducting short term/value added courses.	60 students participated in value added course - 'Soft Skill in Communication' organized by Department of English from 29 th Jan to 3 rd Feb 2018 Lecturer - Shruti Desai-Raje


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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 2017-18

The 3rd meeting of the IQAC for academic year 2017-18 was held on **24th February 2018** at 11:00 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. 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. Shreya Patil	Member, Teaching Staff	
14.	Prof. Avadhut Athavale	Member, Teaching Staff	
15.	Prof. Vikrant Warde	Member, Teaching Staff	
16.	Miss. Shalaka Pandit	Accountant	
17.	Mr. Akshay Thale	Member, IQAC	

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the third meeting of the IQAC for academic year 2017-18. 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 2017-18 was as follows:

1. Plan of Action of IQAC for academic year 2018-19.
2. Planning of science day.
3. Planning to conduct career guidance seminar for commerce students.
4. Organization of program on occasion of World Women's Day.
5. Finalization of admission committee for next academic year.
6. Admission strategies for next academic year.
7. Organization of Degree Certificate Distribution Ceremony.
8. Designing of next academic year prospectus.
9. Intimation for Academic Audit Report.
10. Intimation for Administrative Audit Report.
11. 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 2018-19.
2. IQAC Should address head of science department regarding organization of science day.
3. Faculty head of commerce shall find resource person to conduct seminar on career guidance.
4. WDC shall make arrangements for the celebration of World Women's Day.
5. Principal should finalize admission committee members.
6. IQAC should suggest admission strategies to admission committee.
7. The examination committee should plan for organization of Degree Certificate Distribution Ceremony as per the timeline.
8. Admission committee should finalize design and content of prospectus of next academic year.
9. IQAC should address faculty heads about academic audit report.
10. IQAC should address office superintendent about administrative audit report.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

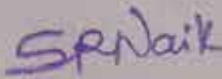
(with regard to the meeting of IQAC held on 24th February , 2018)

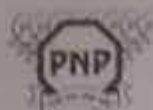
Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2018-19.	Plan of Action of IQAC for academic year 2018-19 is as follows <ul style="list-style-type: none">To conduct meetings of IQAC periodically.To monitor teaching-learning and evaluation process of the college.To strengthen earn and learn scheme.To organize induction programs for freshers of UG.To organize conduct one day workshop administrative staff.To organize conduct one day workshop teaching staff.To conduct Academic and Administrative Audit (AAA).
2	Planning of science day.	Science day was celebrated by science forum.
3	Planning to conduct career guidance seminar for commerce students.	90 Students attended the career fest organized on 27 th March 2018. Resource Person - Mr. Vijaykumar Suryavanshi
4	Organization of program on occasion of World Women's Day.	25 Girls along with the secretary, principal and female staff attended the program arranged by WDC. On this occasion Sanitary Napkin Vending Machine was donated by Dr. Prachi Patil and her team.
5	Finalization of admission committee for next academic year.	The committee members were allotted their respective tasks.
6	Admission strategies for next academic year.	A number of admission strategies were finalized for next year admission procedure.



7	Organization of Degree Certificate Distribution Ceremony.	Degree Certificate Distribution Ceremony was organized on 8 th March 2018
8	Designing of next academic year prospectus.	The prospectus was drafted and designed after its approval.
9	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads.
10	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Administrative Audit Report was given to office superintendent.


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Prabhakar Patil Education Society's
Arts, Commerce and Science College,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2018-19

The first meeting of the IQAC for academic year 2018-19 was held on **5th July 2018** at 11:00 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1.	Hon. Mrs. Chitrlekha Patil	Secretary	
2.	Prof. Sanjivani Naik	Chairperson	
3.	Prof. Nitish Agarwal	Co-ordinator	
4.	Mr. Amit Deshpande	Member, Management Representative	
5.	Mr. Hemant Warde	Industrialist	
6.	Prof. Namrata Patil	Arts Faculty Head	
7.	Prof. Rasika Mhatre	Commerce Faculty Head	
8.	Prof. Ravindra Patil	Science Faculty Head	
9.	Prof. Pooja Bhagat	Secretary (IQAC)	
10.	Mr. Prathamesh Patil	Member, Office	
11.	Mrs. Kanchan Mhatre	Member, Library In-charge	
12.	Dr. Omkar Pote	Member, Teaching Staff	
13.	Prof. Supriya Patil	Member, Teaching Staff	
14.	Prof. Namrata Chogale	Member, Teaching Staff	
15.	Prof. Dinesh Patil	Member, Teaching Staff	
16.	Prof. Vikrant Warde	Member, Teaching Staff	
17.	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 first 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. Plan of Action of IQAC for academic year 2018-19.
2. Submission of annual report for the academic year 2017-18.
3. Documentation of all the activities of 2017-18 in form of soft copy.
4. Review of admission process for academic year 2018-19.
5. Drafting and finalization of academic calendar.
6. Review of academic results of UG classes.
7. Organization of induction programs for freshers.
8. Organization of Alumni meets.
9. Preparation and participation of students in Youth Festival.
10. Promoting the use of Google classroom.
11. Updation of college website.
12. Submission of mentor mentee (Dattak Palak) report for academic year 2017-18
13. Planning of mentor mentee system (Dattak Palak Yojana) for first year students.
14. Preparation and participation of students in sports.
15. Organization of parents' teachers meeting for third year students.
16. Planning for internal and external exams as per University guidelines.
17. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC drafted and provided Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2018-19.
2. Annual Report for the academic year 2017-18 to be submitted to Central Office in August 2018.
3. Criteria head should preserve soft copies of the documents as per the SOP's given by NAAC.
4. Admissions of B.Sc. C.S. and B.Sc. Microbiology should be increased.
5. Academic calendar shall be uploaded on college website after necessary changes discussed in meeting.
6. All academic departments should maintain record of results during the year 2018-19.
7. Faculty wise induction programme should be arranged in Second week of July 2018.



8. Faculty may take initiative to inform their respective alumni about the alumni meet.
9. Department of Student Welfare (DSD) submit action plan and tentative calendar of events, & motivate students participate in Youth festival.
10. All department heads shall provoke the teaching faculty to develop study material for uploading on Google Classroom.
11. College website regularly updated by Akshay Thale.
12. Mentor mentee report for the academic year 2017-18 should be submitted till 7th July 2018.
13. Faculty heads should address the teachers to compile the information needed for mentoring purpose.
14. Sports committee Shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions
15. Arrangements should be made to inform the parents of third year students about the date and time of parents teachers meeting.
16. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

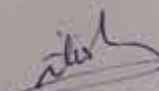
Action Taken Report

(With regard to the meeting of IQAC held on 5th July, 2018)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2018-19.	IQAC Formulated perspective plan for academic year 2018-19 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2017-18.	Annual report was submitted to central office .
3	Documentation of all the activities of 2017-18 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of admission process for academic year 2018-19.	Review of the admission process for the academic year was taken and it was decided that effective measures should be taken so as to increase admissions of B.Sc. C.S. and Microbiology
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and uploaded on college website.
6	Review of academic results of UG classes.	Cognizance of the academic results of previous examination was taken. Concerned Department Heads were given suggestions to look after qualitative results during the current academic year.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in 2 nd week of July.
8	Preparation and participation of	The cultural committee of college made plan for the participation of students in



	students in Youth Festival.	Youth Festival as per the guidelines by University of Mumbai. 53 Students participated in different cultural activities held under Youth Festival in 2018-19
9	Organization of Alumni meet.	Alumni meet was successfully organized and held on 13 th July 2018.
10	Promoting the use of Google classroom.	Arts faculty developed study material and uploaded it on Google Classroom.
10	Updating college website.	College website regularly updated by Akshay Thale.
11	Submission of mentor mentee (Dattak palak) report for academic year 2017-18	Mentor mentee report submitted on 9 th July 2018
12	Planning of mentor mentee system (dattak palak yojana) for first year students.	Teachers compiled the information about their respective mentees.
13	Preparation and participation of students in sports	The sports committee of the college made plan for the participation of students in sports events as per the guidelines by University of Mumbai. 69 no. of students participated in various sports events held in 2018-19.
14	Organization of parents teachers meeting for third year students.	The parents of T.Y.B.Sc. were informed about the meeting. Parents of 40 students attended the meeting on 18 th Aug 2018.
15	Planning for internal and external Examination.	Examination committee conducted 2 unit tests in the last week of July and August as part of internal evaluation. Also, university level semester exams of Second Half 2019 for FY/SY/TY students were conducted as per University guidelines.


Co-ordinator, IQAC
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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:

Sr. 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.

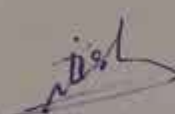


INTERNAL QUALITY ASSURANCE CELL (IQAC)

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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Vashvi, Ambeg



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2018-19

The 3rd meeting of the IQAC for academic year 2018-19 was held on 25th February 2019 at 11:00 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. 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. Shreya Patil	Member, Teaching Staff	
14.	Prof. Avadhut Athavale	Member, Teaching Staff	
15.	Prof. Vikrant Warde	Member, Teaching Staff	
16.	Miss. Shalaka Pandit	Accountant	
17.	Mr. Akshay Thale	Member, IQAC	

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

1. Plan of Action of IQAC for academic year 2019-20.
2. Planning of science day.
3. Finalization of admission committee for next academic year.
4. Admission strategies for next academic year.
5. Organization of Degree Certificate Distribution Ceremony.
6. Designing of next academic year prospectus.
7. Intimation for Academic Audit Report.
8. Intimation for Administrative Audit Report.
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 2019-20.
2. The department of science shall submit planning for celebration of science day.
3. The examination committee should plan for organization of Degree Certificate Distribution Ceremony as per the timeline.
4. Principal should finalize admission committee members.
5. IQAC should suggest admission strategies to admission committee.
6. Admission committee should finalize design and content of prospectus of next academic year.
7. IQAC should address faculty heads about academic audit report.
8. IQAC should address office superintendent about administrative audit report.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 15th February, 2019)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2019-20.	Plan of Action of IQAC for academic year 2019-20 is as follows <ul style="list-style-type: none">To conduct meetings of IQAC periodically.To monitor teaching-learning and evaluation process of the college.To strengthen earn and learn scheme.To organize induction programs for freshers of UG.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	Planning of science day.	Science day was organized by science forum and on the occasion of science day (28 th Feb 2019) the students were taken for a visit to the Geo-Magnetic Observatory, Alibag.
3	Organization of Degree Certificate Distribution Ceremony.	Degree Certificate Distribution Ceremony was organized on 8 th March 2019
4	Finalization of admission committee for next academic year.	The committee members were allotted their respective tasks.
5	Admission strategies for next academic year.	A number of admission strategies were finalized for next year admission procedure.
6	Designing of next academic year prospectus.	The design and draft was approved on 30 th April 2019
7	Intimation for Academic Audit Report.	An intimation letter regarding the date of submission for Academic Audit Report was given to respective faculty heads.
8	Intimation for Administrative Audit Report.	An intimation letter regarding the date of submission for Administrative Audit Report was given to office superintendent.

Co-ordinator, IQAC
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Veshvi, Alibag.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2019-20

The first meeting of the IQAC for academic year 2019-20 was held on **20th June 2019** at 11:00 a.m. in Principal's office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Sanjivani Naik	Chairperson	
2	Prof. Nitish Agarwal	Co-ordinator	
3	Prof. Dinesh Patil	Member, Management Representative	
4	Prof. Namrata Patil	Arts Faculty Head	
5	Prof. Rasika Mhatre	Commerce Faculty Head	
6	Prof. Ravindra Patil	Science Faculty Head	
7	Prof. Pooja Bhagat	Secretary (IQAC)	
8	Mr. Prathamesh Patil	Member, Office	
9	Mrs. Kanchan Mhatre	Member, Library In-charge	
10	Dr. Omkar Patil	Member, Teaching Staff	
11	Prof. Namrata Chogale	Member, Teaching Staff	
13	Prof. Vikrant Warde	Member, Teaching Staff	

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of Previous meeting. 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 2019-20 was as follows:

1. Plan of Action of IQAC for academic year 2019-20.
2. Review of annual report for the academic year 2018-19.
3. Documentation of all the activities of 2018-19 in form of soft copy.
4. Review of admission process for academic year 2019-20.
5. Drafting and finalization of academic calendar 2019-2020.
6. Review of academic results of UG classes.
7. Organization of induction programs for freshers.
8. Organization of Alumni meets.
9. Preparation and participation of students in Youth Festival.
10. Promoting the use of Google classroom.
11. Updation of college website.
12. Submission of mentor mentee (Dattak Palak) report for academic year 2018-19
13. Planning of mentor mentee system (dattak palak yojana) for first year students.
14. Preparation and participation of students in sports.
15. Organization of parents teachers meeting for third year students.
16. Planning for internal and external exams as per University guidelines.
17. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC drafted and provided Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2019-20.
2. Annual Report for the academic year 2018-19 to be submitted to Central Office in July 2019.
3. Criteria head should preserve soft copies of the documents as per the SOP's given by NAAC.
4. Admissions of B.Sc. C.S. and B.Sc. Microbiology should be increased.
5. College office shall create draft of academic calendar.
6. All academic departments should maintain record of results during the year 2019-20.
7. Faculty wise induction programme should be arranged in the month of July 2019.
8. Faculty may take initiative to inform their respective alumni about the alumni meet.
9. Department of Student Welfare (DSD) should motivate students to participate in Youth festival.



study material for uploading on Google Classroom.

11. College website regularly updated by Akshay Thale.
12. Mentor mentee report for the academic year 2018-19 should be submitted till 7th July 2019.
13. Faculty heads should address the teachers to compile the information needed for mentoring purpose.
14. Sports committee Shall submit action plan and tentative calendar of events, & motivate students to participate in various College/ University / State & other level Competitions
15. Arrangements should be made to inform the parents of third year students about the date and time of parents teachers meeting.
16. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(With regard to the meeting of IQAC held on 5th July, 2019)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2019-20.	IQAC Formulated perspective plan for academic year 2019-20 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2018-19.	Annual report was submitted to central office.
3	Documentation of all the activities of 2018-19 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of admission process for academic year 2019-20.	Review of the admission process for the academic year was taken.
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and approved.
6	Review of academic results of UG classes.	Review of results of previous examination was taken. Concerned Department Heads were given suggestions to map the learning outcomes.
7	Organization of induction programmes for freshers.	Induction programs for freshers of UG programs were arranged in month of July 2019.
8	Preparation and participation of students in Youth Festival.	The cultural committee of college made plan for the participation of students in Youth Festival as per the guidelines by University of Mumbai.
9	Promoting the use of Google classroom.	Arts faculty developed study material and uploaded it on Google Classroom.
10	Updating college website.	College website regularly updated by Akshay Thale.
11	Submission of mentor mentee (Dattak palak) report for academic year 2018-19	Mentor mentee report submitted on 9 th July 2019
12	Planning of mentor mentee system	Teachers compiled the information



	(dattak palak yojana) for first year students.	about their respective mentees.
13	Preparation and participation of students in sports	The sports committee of the college made plan for the participation of students in sports events as per the guidelines by University of Mumbai.
14	Planning for internal and external Examination.	Examination committee conducted unit test in the last week of July as part of internal evaluation. Also, university level semester exams of Second Half 2020 for FY/SY/TY students were conducted as per University guidelines.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2019-20

The second meeting of the IQAC for academic year 2019-20 was held on **15th 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	Prof. Sanjivani Naik	Chairperson	
2	Prof. Nitish Agarwal	Co-ordinator	
3	Prof. Namrata Patil	Arts Faculty Head	
4	Prof. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Pooja Bhagat	Secretary (IQAC)	
7	Mr. Prathamesh Patil	Member, Administrative Office	
8	Mrs. Kanchan Mhatre	Member, Library Head	
9	Dr. Omkar Pote	Member, Teaching Staff	
10	Prof. Dinesh Patil	Member, Management	
11	Prof. Namrata Chogale	Member, Teaching Staff	
12	Prof. Tejesh Mhatre	Member, Teaching Staff	
13	Prof. Vikrant Warde	Member, Teaching Staff	
14	Prof. Milind Ghadge	Member, Teaching Staff	

Mr. Nitish S. Agarwal, IQAC Co-ordinator 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 2019-20 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. 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 2019.
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. Organizing Gender equity programs for students.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

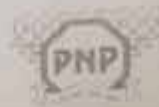
Action Taken Report

(with regard to the meeting of IQAC held on 15th November, 2019)

Sr. No.	Particulars	Action Taken
1	Faculty development program.	Akshay Thale (IT Co-ordinator) conducted FDP workshop on google classroom on 26/11/2019
2	Organization of NSS Camp and Extension Activities.	<ul style="list-style-type: none">NSS Camp successfully conducted from 29th Nov 2019 to 5th Dec 2019 at Cyrus Poonawala school Nagav.Most of academic departments of the college conducted extension activities.
3	Planning of Prabhavishkar - Sports and Cultural Fest.	Prabhavishkar was organized on 22 nd Dec 2019.
4	Organization of prize distribution ceremony -convocation	Convocation ceremony was organized on 17 th Feb 2020.
5	Organizing sports day	- Sports day rally and competitions were organized on 19 th Feb 2020
6	Women development cell program	WDC organized digital literacy for women program in college at 4 th Jan 2020


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2019-20

The third meeting of the IQAC for academic year 2019-20 was held on **05th March 2020** at 1:00 p.m. at society office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Nitish Agarwal	Co-ordinator	
2	Prof. Dinesh Patil	Member, Management Representative	
3	Prof. Namrata Patil	Arts Faculty Head	
4	Prof. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Pooja Bhagat	Secretary (IQAC)	
7	Mr. Prathamesh Patil	Member, Administrative Office	
8	Mrs. Kanchan Mhatre	Member, Library Head	
9	Dr. Omkar Pote	Member, Teaching Staff	
10	Prof. Vikrant Warde	Member, Teaching Staff	
11	Miss. Shalaka Pandit	Accountant	
12	Mr. Akshay Thale	Member, IQAC	

Mr. Nitish S. Agarwal, IQAC Co-ordinator 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 2019-20 was as follows:

1. Plan of Action of IQAC for academic year 2020-21.
2. Finalization of admission committee for next academic year.
3. Planning to face NAAC first cycle.
4. Admission strategies for next academic year.
5. Designing of next academic year prospectus.
6. Intimation for Academic Audit Report.
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 2020-21.
2. Principal should finalize admission committee members.
3. IQAC should suggest admission strategies to admission committee.
4. Admission committee should finalize design and content of prospectus of next academic year.
5. IQAC should address faculty heads about academic audit report.
6. IQAC should address office superintendent about administrative audit report.



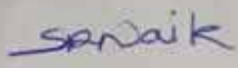
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 05th March, 2020)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2020-21.	Plan of Action of IQAC for academic year 2020-21 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 induction programs for freshers of UG.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.
3	Admission strategies for next	A number of admission strategies were finalized for next year admission procedure.
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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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2020-21

The first meeting of the IQAC for academic year 2020-21 was held on **20th July 2020** at 02:00 p.m. via online mode on google meet. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation
1	Prof. Sanjivani Naik	Chairperson
2	Prof. Nitish Agarwal	Co-ordinator
3	Mrs. Nikita Patil	CS faculty Head
4	Prof. Namrata Patil	Arts Faculty Head
5	Prof. Rasika Mhatre	Commerce Faculty Head
6	Prof. Ravindra Patil	Science Faculty Head
7	Prof. Pooja Bhagat	Secretary (IQAC)
8	Mr. Prathamesh Patil	Member, Office
9	Mrs. Kanchan Mhatre	Member, Library In-charge
10	Dr. Omkar Pote	Member, Teaching Staff
11	Prof. Namrata Chogale	Member, Teaching Staff
12	Prof. Dinesh Patil	Member, Management Representative
13	Prof. Vikrant Warde	Member, Teaching Staff

Mr. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of Previous meeting. The minutes of the earlier meeting and Action Taken Report were approved by the IQAC members without any modification.

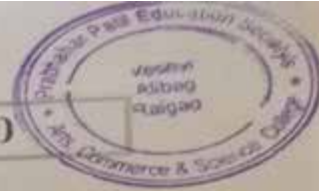


Agenda of the first meeting for year 2020-21 was as follows:

1. Plan of Action of IQAC for academic year 2020-21.
2. Review of annual report for the academic year 2019-20.
3. Documentation of all the activities of 2019-20 in form of soft copy.
4. Implementation of CMS software for online admissions.
5. Review of online admission process.
6. Drafting and finalization of academic calendar 2020-2021.
7. Review of academic result.
8. Conducting online lectures as per university guidelines.
9. Promoting the use of Google classroom.
10. Planning for internal and external exams as per University guidelines.
11. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. IQAC discussed Plan of Action as per the Revised Accreditation Framework of NAAC to academic departments for the year 2020-21.
2. Annual Report for the academic year 2019-20 to be submitted to Central Office after lockdown is over.
3. Criteria head should preserve soft copies of the documents regarding academic records
4. College office shall create draft of academic calendar.
5. All academic departments should maintain record of results of the year 2019-20.
6. All department heads shall inform the teaching faculty to conduct lectures via online mode as per Online Time table.
7. Examination committee should plan and execute all internal and external examinations as per the schedule given by University of Mumbai via online mode.




INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(With regard to the meeting of IQAC held on 20th July, 2020)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2020-21.	IQAC Formulated perspective plan for academic year 2020-21 and shared with all academic departments for effective implementation.
2	Submission of annual report for the academic year 2019-20.	Annual report was submitted to central office after lockdown.
3	Documentation of all the activities of 2019-20 in form of soft copy.	All NAAC Criteria heads were given suggestions to maintain record of all activities in the form of soft copy.
4	Review of online admission process for academic year 2020-21.	Review of the online admission process for the academic year was taken and CMS Software use was finalized
5	Drafting and finalization of academic calendar.	Academic calendar was drafted and approved.
6	Review of academic results.	Review of results of previous examination was taken. Concerned Department Heads were given suggestions to map the learning outcomes.
7	Promoting the use of Google meet & classroom.	All faculties developed study material and uploaded it on Google Classroom and conducted lectures via online mode.
8	Planning for internal and external Examination.	Examination committee conducted online exams of students as per Guidelines provided by university and UGC via Online MCQ mode. Practicals were also conducted online.


Co-ordinator, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2020-21

The second meeting of the IQAC for academic year 2020-21 was held on **21st 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	Prof. Sanjivani Naik	Chairperson	
2	Prof. Nitish Agarwal	Co-ordinator	
3	Prof. Namrata Patil	Arts Faculty Head	
4	Prof. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Pooja Bhagat	Secretary (IQAC)	
7	Mr. Prathamesh Patil	Member, Administrative Office	
8	Mrs. Kanchan Mhatre	Member, Library Head	
9	Dr. Omkar Pote	Member, Teaching Staff	
10	Prof. Tejesh Mhatre	Member, Teaching Staff	
11	Prof. Vikrant Warde	Member, Teaching Staff	
12	Prof. Milind Ghadge	Member, Teaching Staff	

Mr. Nitish S. Agarwal, IQAC Co-ordinator 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 2020-21 was as follows

1. Organization of NSS Camp and Extension Activities via virtual mode.
2. Organization of prize distribution ceremony.
3. Organizing Webinars for students.
4. Conducting short term/value added courses.
5. Any other relevant issue(s) with permission of the Chairman.

Proceedings of the meeting:

1. All academic departments should carry out extension activities and NSS Department should decide date and venue of 7 days NSS Camp.
2. It was decided that Gathering shall not be conducted due to lockdown curbs.
3. Sports, Cultural and Exam committee should make all arrangements for organization of prize distribution ceremony given by University of Mumbai.
4. Department Heads of respective faculties shall submit their Webinars planning.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 21st November, 2020)

Sr. No.	Particulars	Action Taken
2	Organization of NSS Camp and Extension Activities.	NSS programmes such as Cancer awareness, Constitution Day, Voter Awareness drive, Covid 19 Pandemic discussion, Health awareness were organized via virtual mode and viewers attended on facebook live, G meet etc.
3	Planning of Prabhavishkar - Sports and Cultural Fest.	Prabhavishkar was cancelled.
4	Organization of prize distribution ceremony - convocation	Convocation ceremony was cancelled due to lockdown curbs

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2020-21

The third meeting of the IQAC for academic year 2020-21 was held on **01st March 2021** at 1:00 p.m. at society office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Nitish Agarwal	Co-ordinator	
2	Prof. Dinesh Patil	Member, Management Representative	
3	Prof. Namrata Patil	Arts Faculty Head	
4	Prof. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Pooja Bhagat	Secretary (IQAC)	
7	Mr. Prathamesh Patil	Member, Administrative Office	
8	Mrs. Kanchan Mhatre	Member, Library Head	
9	Dr. Omkar Pote	Member, Teaching Staff	
10	Prof. Vikrant Warde	Member, Teaching Staff	
11	Miss. Shalaka Pandit	Accountant	
12	Mr. Akshay Thale	Member, IQAC	

Mr. Nitish S. Agarwal, IQAC Co-ordinator 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 2020-21 was as follows:

1. Plan of Action of IQAC for academic year 2021-22.
2. Finalization of admission committee for next academic year.
3. Planning to face NAAC first cycle.
4. Admission strategies for next academic year.
5. Designing of next academic year prospectus.
6. Intimation for Academic Audit Report.
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 2021-22.
2. The examination committee should plan for organization of First half exams as per the timeline and university guidelines via online mode.
3. IQAC shall target second half 2021 for facing NAAC.
4. Principal should finalize admission committee members.
5. IQAC should suggest admission strategies to admission committee.
6. Admission committee should finalize design and content of prospectus of next academic year.
7. IQAC should address faculty heads about academic audit report.
8. IQAC should address office superintendent about administrative audit report.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 01st March, 2021)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2021-22.	Plan of Action of IQAC for academic year 2021-22 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 induction programs for freshers of UG.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.
3	Admission strategies for next academic year.	A number of admission strategies were finalized for next year admission procedure.
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.

Co-ordinator, IQAC
Prabhakar Patil Education Society's
Arts, Commerce and Science College,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 1st meeting of the IQAC for year 2021-22

The first meeting of the IQAC for academic year 2021-22 was held on **July 09, 2021** 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	Prof. Namrata Patil	Chairperson	
2	Prof. Nitish Agarwal	Co-ordinator	
3	Dr. Omkar Pote	Head of Exam Department	
4	Dr. Rasika Mhatre	Commerce Faculty Head	
5	Prof. Ravindra Patil	Science Faculty Head	
6	Prof. Dinesh Patil	Management Appointed Office Supervisor	
7	Mr. Prathamesh Patil	Office Superitendant	
8	Miss. Pooja Bhagat	IQAC Secretary	

Prof. Nitish S. Agarwal, IQAC Co-ordinator initiated the meeting by welcoming all the members of IQAC and read the minutes of the first meeting of the IQAC for academic year 2021-22. The minutes of the earlier meeting were approved by the IQAC members without any modification.



Agenda of the first meeting for year 2021-22 was as follows:

- A. Welcome the members
- B. Reading minutes of the previous meeting
- C. **Matters for discussion** -
 - 1) Discuss academic calendar for 2021-22
 - 2) Review proposals of certificate courses
 - 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.

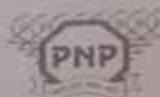
Proceedings of the meeting:

Recording Secretary: Miss. Bhagat Pooja Sanjay

1. The IQAC Committee members' list was revised and re-structured.
2. The academic calendar for the new year 2021-22 was discussed and the faculty heads were asked to plan their internal examinations 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. I/C Principal Mrs. Namrata Patil proposed a new **Academic Monitoring Committee** to ensure smooth running of teaching and learning process.
8. The following certificate courses proposals were reviewed
 - a) Travel and Tourism
 - b) Introduction to Mobile Banking
 - c) Introduction to Agari Dialect
 - d) Standard Operating Procedures in Chemical Laboratories

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 2nd meeting of the IQAC for year 2021-22

The second meeting of the IQAC for academic year 2021-22 was held on **17th 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	Prof. Namrata Patil	I/C Principal	
2	Prof. Rasika Mhatre	IQAC Co-ordinator	
3	Prof. Ravindra Patil	Science Faculty Head	
4	Prof. Pooja Bhagat	Secretary (IQAC)	
5	Mr. Prathamesh Patil	Member, Administrative Office	
6	Mrs. Kanchan Mhatre	Member, Library Head	
7	Dr. Omkar Pote	Member, Teaching Staff	
8	Prof. Dinesh Patil	Member, Management	
9	Prof. Namrata Chogale	Member, Teaching Staff	
10	Prof. Tejesh Mhatre	Member, Teaching Staff	
11	Prof. Vikrant Warde	Member, Teaching Staff	
12	Prof. Milind Ghadge	Member, Teaching Staff	

Prof. Rasika Mhatre, IQAC Co-ordinator 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 2021-22 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. 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 2021.
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. Organizing Gender equity programs for students.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

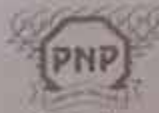
Action Taken Report

(with regard to the meeting of IQAC held on 17th November, 2021)

Sr. No.	Particulars	Action Taken
2	Organization of NSS Camp and Extension Activities.	NSS Department conducted virtual programs for students like Covid awareness, HIV awareness, Youth day celebration etc. Also arranged Covisheild Vaccination Camp In adopted Village Sahan Bamangav in collaboration with Civil hospital, Raigad
3	Planning of Prabhavishkar - Sports and Cultural Fest.	Prabhavishkar was organized on 22 nd Dec 2021.
4	Organization of prize distribution ceremony -convocation	Convocation ceremony was organized on 21 st March 2022.
6	Women development cell program	WDC organized womens day celebration program on 08 th March 2022

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 3rd meeting of the IQAC for year 2021-22

The third meeting of the IQAC for academic year 2021-22 was held on **10th March 2022** at 10:00 a.m. at society office. Following members of the IQAC were present for the meeting:

Sr. No.	Name of Member	Designation	Signature
1	Prof. Namrata Patil	I/C Principal	
2	Prof. Rasika Mhatre	IQAC Co-ordinator	
3	Prof. Ravindra Patil	Science Faculty Head	
4	Prof. Pooja Bhagat	Secretary (IQAC)	
5	Mr. Prathamesh Patil	Member, Administrative Office	
6	Mrs. Kanchan Mhatre	Member, Library Head	
7	Dr. Omkar Pote	Member, Teaching Staff	
8	Prof. Dinesh Patil	Member, Management	
9	Prof. Vikrant Warde	Member, Teaching Staff	

Mrs. Rasika Mhatre, IQAC Co-ordinator 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 2021-22 was as follows

1. Plan of Action of IQAC for academic year 2022-23.
2. Review of Second half Online exams result.
3. Finalization of admission committee for next academic year.
4. Planning to face NAAC first cycle.
5. Admission strategies for next academic year.
6. Designing of next academic year prospectus.
7. Intimation for Academic Audit Report.
8. Intimation for Administrative Audit Report.
9. Collection of online feedback.
10. 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 2021-22.
2. The examination committee should plan for organization of First half exams as per the timeline and university guidelines via online mode.
3. Exam Committee shall submit second half 2021 exam report.
4. IQAC shall target second half 2021 for facing NAAC.
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.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report

(with regard to the meeting of IQAC held on 10th March, 2022)

Sr. No.	Particulars	Action Taken
1	Plan of Action of IQAC for academic year 2022-23.	Plan of Action of IQAC for academic year 2022-23 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.
3	Admission strategies for next academic year.	A number of admission strategies were finalized for next year admission procedure.
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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