

17-18

Kamala Education Society's
PRATIBHA COLLEGE OF COMMERCE AND COMPUTER STUDIES
(Affiliated to Savitribai Phule Pune University)



Members for the meeting

Sr.No.	Name of the Member	Designation
1	Dr. Deepak Shah	Management Representatives
2	Dr. R.D. Kankariya	Principal
3	Dr. Kshitija Gandhi	IQAC Coordinator
4	Dr. Jayashree Muley	Teacher
5	Mrs. Neeta Gatkal	Teacher
6	Dr. Roopa Shah	Teacher
7	Mrs. Anamika Ghosh	Teacher
8	Mrs. Hemalata Chavan	Teacher
9	Mrs. Ashwini Chaudhari	Teacher
10	Mrs. Suvarna Gogate	Teacher
11	Dr. Anand Lunkad	Teacher
12	Mr. Yogesh Pagare	Administrative Staff
13	Mr. Shivaji Chavan	Administrative Staff
14	Mr. Babasaheb	Technical Staff
15	Mr. Sushil Muthiyan	Employer
16	Miss Shradha Patil	Students Representative
17	Mr. Rajesh Mhaske	Industry representatives
18	Mr. Bharat Malviya	Alumni
19	Dr. Dilip Parekh	Community Representatives



Dr. Rajendra Kankariya

Principal

PRINCIPAL

PRATIBHA COLLEGE OF
COMMERCE & COMPUTER STUDIES
CHINCHWAD, PUNE - 411 019




Dr. Kshitija Gandhi

Coordinator IQAC



1. Confirmation of Minutes of the last meeting

The minutes of the previous meetings are read & Confirmed by all the members present.

2. Evaluation of Faculty Member

It is recommended that the evaluation of Faculty members will be carried out in the last week of January or in the first week of February.

3. Schedule of the Meeting

It is recommended that the faculty meeting should be conducted on every second Thursday of the month & IQAC meeting should be held on fourth Thursday of the month. It will be conducted in the next day if there is any holiday irrespective of presence of Principal.

4. Feedback from the students

It is recommended that the Feedback Committee should take feedback of all stakeholders in online manner and necessary system should be developed with concern person of MISPACK

5. Designing of a Course

It is recommended that in Faculty meeting Dr. Rajendra Kankariya will guide the faculties about How to design a short term course for the betterment of the students.

6. Collaboration & Linkages with Colleges

It is decided that Dr Roopa Shah will take care about Industry Collaboration with the support of Placement Committee.

7. Infrastructure Management

It is informed to all faculties that any issue regarding infrastructure electricity, LCD, & other facilities should be given to Prof. Anamika Ghosh in writing for taking further necessary steps.

8. Vote of Thanks

The meeting was concluded by extending Vote of Thanks by the IQAC Coordinator to the members present for the meeting.





Minutes of the meeting


Sr. No	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
1	Confirmation of Minutes of the last meeting The minutes of the previous meetings are read & Confirmed by all the members present.	Dr. Kshitija Gandhi welcome Dr. Deepak Shah, Dr. Rajendra Kankariya and other members of IQAC. Dr. Kshitija Gandhi reviewed minutes of previous meeting
2	Evaluation of Faculty Member It is recommended that the evaluation of Faculty members will be carried out in the last week of January or in the first week of February.	Evaluation of Faculty members carried out in the first week of February.
3	Schedule of the Meeting It is recommended that the faculty meeting should be conducted on every second Thursday of the month & IQAC meeting should be held on fourth Thursday of the quarter of the year. It will be conducted in the next day if there is any holiday irrespective of presence of Principal.	Faculty meeting conducted once in a month & IQAC meeting held as per schedule.
4	Feedback from the students It is recommended that the Feedback Committee should take feedback of all stakeholder in online manner and necessary system should be developed with concern person of MISPACK	Collected feedback from the students. Online feedback system is in process.
5	Designing of a Course It is recommended that in Faculty meeting Dr. Rajendra Kankariya will guide the faculties about How to design a short term course for the betterment of the students.	Organized a session for Designing of Course by Dr. Rajendra Kankariya.



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6	Collaboration & Linkages with Colleges It is decided that Dr Roopa Shah will take care about Industry Collaboration with the support of Placement Committee.	Collaboration & Linkages process is in process, follow up is taken by Dr Roopa Shah.
7	Infrastructure Management It is informed to all faculties that any issue regarding infrastructure electricity, LCD, & other facilities should be given to Prof. Anamika Ghosh in writing for taking further necessary steps.	Issues regarding infrastructure electricity, LCD, & other facilities were solved.
8	Vote of Thanks The meeting was concluded by extending Vote of Thanks by the IQAC Coordinator to the members present for the meeting	Vote of Thanks Extended by the IQAC Coordinator Dr.Kshitija Gandhi.


Dr. Rajendra Kankariya

Principal
PRINCIPAL
PRATIBHA COLLEGE OF
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CHINCHWAD, PUNE - 411 019.




Dr. Kshitija Gandhi
Coordinator IQAC

Meeting No. 4

Date: 27th November 2017



Notice of IQAC Meeting

Meeting of IQAC members is arranged on Friday 1st December 2017 at 12.00noon in B6 hall under the leadership of coordinator, IQAC cell and Principal Dr.Rajendra Kankariya at the Commerce Staff Room.

Agenda:

1. Confirmation on previous meeting minutes.
2. Discussion regarding the NAAC Criteria points.
3. Brainstorming session on the weak areas of NAAC Criteria points to be conducted.
4. Actions to be taken with different criteria's, if any.
5. Planning and execution of the Academic Calendar 2017-18.
6. Discussion and Preparation of AQAR 2017-18.
7. Vote of Thanks.




Members for the meeting

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Dr. Rajendra Kankariya

Principal
PRINCIPAL

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Dr. Kshitija Gandhi

Coordinator IQAC

MINUTES OF THE 4th IQAC MEETING

**Kamala Education Society's
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The minutes of the previous meetings are read & Confirmed by all the members present.

2. Discussion regarding the NAAC Criteria points

It is recommended that the Discussion regarding the NAAC Criteria points will be done by all criteria heads.

3. Brainstorming session on the weak areas of NAAC Criteria points to be conducted

It is recommended that the Daily meetings were conducted for the discussion on weak points, also the brainstorming sessions will be organized for the same.

4. Actions to be taken with different criteria's, if any

It is recommended that the corrective actions will be taken by the faculty members during the presentation in front of the other seven criteria members.

5. Planning and execution of the Academic Calendar 2017-18

It is recommended that in finalization of the Academic Calendar will be done.

6. Discussion and Preparation of AQR 2017-18

It is recommended that finalization of AQR will be done.

7. Vote of Thanks

The meeting was concluded by extending Vote of Thanks by the IQAC Coordinator to the members present for the meeting.



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Action Take Report Based On Minutes Of IQAC Meetings

Sr. No.	Points	Action Taken	Remark
1.	The minutes of the previous meeting	Dr. Kshitija Gandhi welcomes Dr. Deepak Shah, Dr. Rajendra Kankariya and other members of IQAC. Dr. Kshitija Gandhi reviewed minutes of previous meeting	Confirmed
2.	Discussion should be done regarding the NAAC Criteria points.	Discussion regarding the NAAC Criteria points done by all criteria heads.	Executed
3.	Brainstorming session on the weak areas of NAAC Criteria points to be conducted.	Daily meetings were conducted for the discussion on weak points, also the brainstorming sessions were organized for the same.	Necessary meetings were conducted on the daily basis so as to overcome weak points.
4.	Actions to be taken with different criteria's, if any.	Asst. Prof. Anamika Ghosh proposed that all criterion should take proper documentation and action related to that criterion should be taken	Executed
5.	Planning and execution of the Academic Calendar 2017-18.	Finalization of the Academic Calendar was done.	Confirmed
6.	Discussion and Preparation of AQR 2017-18.	Dr. Kshitija Gandhi read the AQAR for the year 2017-18	Necessary documents were collected from the administrative department and from different criteria's and AQAR was submitted.


Dr. Rajendra Kankariya

Principal
PRINCIPAL
PRATIBHA COLLEGE OF
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Dr. Kshitija Gandhi
Coordinator IQAC