

2016-17

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



Meeting No. 1

Date: 3rd September 2016

Notice of IQAC Meeting

This is to inform that the IQAC meeting has been scheduled on Wednesday 8th September 2016 at 2.30pm in Commerce Staff Room. All the IQAC members are expected to present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. Deepak Shah	Secretary
2	Mr. Omprakash Pethe	Industrialist
3	Mr. Dilip Parekh	Industrialist
4	Dr. Rajendra Kankariya	Principal
6	Mrs. Kshitija Gandhi	Coordinator
7	Mrs. Jayashree Muley	Teacher
8	Mrs. Rajeshree Nanaware	Teacher
9	Dr. Roopa Shah	Teacher
10	Mrs. Anamika Ghosh	Teacher
11	Mrs. Hemalata Chavan	Teacher
12	Mrs. Ashwini Chaudhari	Teacher
13	Mrs. Suvarna Gogate	Teacher
14	Dr. Anand Lunkad	Teacher
15	Mr. Yogesh Pagare	Administrative Staff
16	Mr. Shivaji Chavan	Administrative Staff
17.	Mr. Bharat MALviya	Alumni Representative



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Agenda

1. Confirmation on previous meeting minutes.
2. To prepare Short term, Mid Term and Long Term plans.
3. To issue appreciation letters to all the subject teachers having results above 60%.
4. To make Industry Collaboration.
5. To organize the lecture for Students regarding Patents and Copyrights
6. Formation of different Clubs and various activities.
7. Best practices to be finalized for the Academic year 2016-17
8. On spot issues like Parents Meet, Remuneration for remedial lectures


Dr. Rajendra Kankariya
Principal

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




Dr. Kshitija Gandhi
IQAC Coordinator

**Kamala Education Society's
Pratibha College of Commerce and Computer studies, Chinchwad
Internal Quality Assurance Cell**

Minutes of Meeting

Sr. No.	Agenda	Resolution/ Decision	Action taken
1	The minutes of the previous meeting	The coordinator has extended warm welcome to all the members and Industry representatives. The Coordinator read the minutes of the previous meeting	Confirmed
2	To prepare Short term, Mid Term and Long Term plans.	It is decided that the Short term, Mid Term and Long Term plans to be prepared and submitted to the Management	Proposal submitted
3	To issue appreciation letters to all the subject teachers having results above 60%.	It was decided that Appreciation letters to be issued to all the subject teachers having above 60% result	Letters were Issued
4	To make Industry Collaboration	The efforts to be taken in coordination with the Placement department for the Industry Collaboration For Industry – Academia Interface it is decided to organize Industrial Representative MEET. The responsibilities were delegated to Prof. Harshita Vachhani, Convener of Placement committee. It was decide to conduct the meeting in the 2 nd Week of October	It was organized on 4 th March 2017 at KEY Hotel with 62 industrialists
5	To organize the lecture for Students regarding Patents and Copyrights	It was decided to organize the lecture for Students regarding Patents and Copyrights	Lecture of Dr. Nagarkar Sir for faculties and talented students was organized
6	Formation of different Clubs and various activities	There should be formation of different Clubs and various activities need to be planned for the betterment of the students	Different committees were formed




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7	Best practices were finalized for the Academic year 2016-17	The following best practices were finalized for the Academic year 2016-17 a) The system to be developed for the Plastic Collection from the Students. b) Job Fair Resolved that along with Job Fair college should try to organize Entrepreneurs or Start Ups Mela as to promote entrepreneurial interest among the students. c) Crackers Free Diwali	a) Plastic bottles were collected and big square dustbin was made. b) Job Fair was organised in February month c) Pamphlets regarding Crackers Free Diwali were distributed
8	On spot issues	i. Parents Meet Resolved that the Parents Meet will be organized in the First week of October to appoint Parents' Representative. The planning will be made by Prof. Rutuja Chavan ii. Remuneration for remedial lecture It is resolved that Rs. 200 will be paid as remuneration to the faculties for the remedial classes	Two Parents representatives from First year classes were selected from each program on 8 December 2016 and 22 December 2016 Rs 200 were paid to concerned faculties for remedial lectures


Dr. Rajendra Kankariya
Principal

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Dr. Kshitija Gandhi
Coordinator IQAC

**Kamala Education Society's
Pratibha College of Commerce and Computer studies, Chinchwad
Internal Quality Assurance Cell**

Meeting No. 2

Date: 3rd May 2017

Notice of IQAC Meeting

This is to inform that the IQAC meeting has been scheduled on Wednesday 6th May 2016 at 4pm in Commerce Staff Room. All the IQAC members are expected to present for the meeting.

Sr. No.	Name of the Member	Designation
1	Dr. Deepak Shah	Secretary
2	Mr. Omprakash Pethe	Industrialist
3	Mr. Dilip Parekh	Industrialist
4	Dr. Rajendra Kankariya	Principal
6	Mrs. Kshitija Gandhi	Coordinator
7	Mrs. Jayashree Muley	Teacher
8	Mrs. Rajeshree Nanaware	Teacher
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17.	Mr. Bharat MAIviya	Alumni Representative

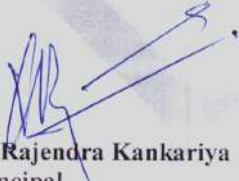


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Internal Quality Assurance Cell**

Agenda


Date: 6th May, 2017

1. To confirm the minutes of previous meeting.
2. To aware students about environment.
3. To prepare schedule of the classes for F.Y.B.Com. & F.Y.B.C.A.
4. To set the criteria for divisions of second year and third year classes.
5. To plan activities at department level and implementation of it.
6. To prepare syllabus for add on courses by faculty members at college level.
7. To allocate students to Mentor.
8. On the spot subjects.
9. Vote of Thanks.


Dr. Rajendra Kankariya
Principal

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Dr. Kshitija Gandhi
Coordinator IQAC

**Kamala Education Society's
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Internal Quality Assurance Cell**

Minutes of the Meeting


Dated: 06-05-2017

Sr. No.	Agenda	Resolution/ Decision taken	Action taken
1	To confirm the minutes of previous meeting.	The Coordinator read the minutes of the previous meeting.	Confirmed
2	To aware students about environment.	It is decided that the Dustbin will be made by the SYB.SC students and the activity of collecting plastic waste will be implemented in the second semester of this academic year.	Big Square Dustbin was made with plastic bottles
3	To prepare schedule of the classes for F.Y.B.Com. & F.Y.B.C.A.	The morning division of FYB.Com & FYBCA shall be based on merit of admitted students. Remaining will be in afternoon division.	List was prepared by the admin staff and accordingly students were allotted the divisions
4	To set the criteria for divisions of second year and third year classes.	Resolved that the division of SY & TY of all classes shall be based on merit of students' 12 th class & FY taken together.	merit was considered while creating the division
5	To plan activities at department level and implementation of it.	It is decided that every subject teacher should plan one activity of her or his subjects for the classes in which he or she is teaching. It will fulfill the need of Departmental Activity. The tentative dates must be provided to the course coordinator as to prepare Departmental planning.	Different activities were executed in different Program
6	To prepare syllabus for add on courses by faculty members at college level.	The faculty should try to design & develop the syllabus which will support the main course of University or which will provide	Some faculties have designed the addon syllabus




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		the practical approach to the students. The duration of the course can be 1 day to 1 year.	
7	To allocate students to Mentor	Mentorship Activity should be carried out from the day one of the college. Standard forms should be provided by the concerned committee.	Faculty members are assigned students for three years


Dr. Rajendra Kankariya
Principal

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Dr. Kshitija Gandhi
Coordinator IQAC



Meeting No. 3

Date: 28th August 2017

Notice of IQAC Meeting

This is to inform that the IQAC meeting has been scheduled on 1st Sept 2017 at 3.30 pm at G16 Staff Room. All the IQAC members are expected to present for the meeting.

AGENDA

1. Review of meeting held.
2. Discussion on the allotment of Classes on shift basis
3. Decision regarding division of classes
4. Feedback from the students
5. Designing of New Syllabus
6. Mentoring Activity
7. Theme based Activity
8. Entrepreneurial Activity
9. Vote of thanks

