



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

2nd meeting on 16th July 2016

Dear Sir,

Sub: Internal Quality assurance Cell (IQAC) - 2nd Meeting on 14th May 2016 Intimated- Reg.

I wish to inform you that 2nd Meeting of the Internal Quality Assurance Cell of Pratibha College of Commerce and Computer Studies was held as per the details indicated below.

Agenda:

1. Review of meeting held on 14th May,2016
2. Support for Research Work by College
3. Submission of AQAR
4. Decision about the best Practices
5. Decision About Industry Academia Interface
6. Remuneration for remedial Teaching
7. Any Other topics
8. Vote of thanks

Dr. Kshitija Gandhi

Principal Coordinator (IQAC)

Mobile: 8149487265

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To,

The Members of IQAC

Dear Sir,

Sub: International Quality assurance Cell (IQAC) -16th July 2016

Forwarding of Minute-Reg.

Minutes of 2nd Internal quality assurance Cell meeting held on **16th July 2016** are forwarded herewith.

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. Rajeshree Nanaware	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	Babasaheb	Technical Staff



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Sr.No.	Name of the Member	Designation
15	Mr. Sushil Muthiyan	Employer
16	Miss Shradha Patil	Students Representative
17	Rajesh Mhaske	Industry representatives
18	Bharat Malviya	Alumni
19	Deelip Parekh	Community Representatives

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Minutes of 2nd Meeting

Date: 16th July 2016

Time:3.30pm

Venue: Staff Room

1. Support for Research Work by College

RESOLVED THAT the remuneration paid for the research work by the college will be as follows. If the faculty is preparing and presenting a paper at the University Level Remuneration will be of Rs.1000 at National Level RS. 2000 and at International Level Rs.3000 irrespective of the fees of the Conference or Seminar

2. Submission of AQAR

It is decided that the last date of submission of AQAR details will be 30th June.

3. Best Practices of the College

The following best practices were finalized for the Academic year 2016-17

- Job Fair
- Crackers Free Diwali
- Shredding Machine for the preparation of Notebooks.

4. Industry – Academia Interface

It is decided to organise Industrial Representative MEET. The responsibilities were delegated to Prof. Harshita Vachhani, Convenor of Placement committee. It was decided to conduct the meeting



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in the 2nd Week of October. The efforts to be taken in coordination with the Placement department for the Industry Collaboration.

5. Remedial Teaching

Resolved that Rs. 200 will be paid as remuneration to the faculties for the remedial classes.

6. Future Plan of the College

It is decided that the Short term, Mid Term and Long-Term plans to be prepared and submitted to the Management.

7. Issue of Appreciation Letters

It was decided that Appreciation letters to be issued to all the subject teachers having above 60% result.

8. Workshop on IPR

It was decided to organize the lecture for students regarding Patents and Copyrights.

9. Formation of Various Clubs

There should be formation of different Clubs and various activities need to be planned for the betterment of the students.

10. Clean Campus

To make Clean Campus, it is decided to place Dustbins at requires places in the campus of Pratibha college of Commerce and Computer Studies and all sister institutes of PCCCS.

11. Appointment of Parent's Representative



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Resolved that the Parents Meet will be organised in the First week of October as to appoint Parents' Representative. The planning will be made by Prof. Rutuja Chavan.

12. Working Hours during Examination Period

Resolved that during the examination duty hours for the faculty will be 6 hours per day.

13.. 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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Internal Quality Assurance Cell

ACTION TAKE REPORT BASED ON MINUTES OF IQAC MEETINGS

(2015 Onwards)

Sr. No	IQAC Meeting No	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
1	(2) 16/07/2016	Support for Research Work by College RESOLVED THAT the remuneration paid for the research work by the college will be as follows. If the faculty is preparing and presenting a paper at the University Level Remuneration will be of Rs.1000, at National Level RS. 2000 and at International Level Rs.3000 irrespective of the fees of the Conference or Seminar	Implemented
2	(2) 16/07/2016	Submission of AQAR It is decided that the last date of submission of AQAR details will be 30 th June	Submitted in time
4	(2) 16/07/2016	Best Practices of the College The following best practices were finalized for the Academic year 2016-17 <ul style="list-style-type: none"> • Job Fair • Crackers Free Diwali • Shredding Machine for the preparation of Notebooks. 	



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5	(2) 16/07/2016	12.Remedial Teaching Resolved that Rs. 200 will be paid as remuneration to the faculties for the remedial classes.	Implemented
6	(2) 16/07/2016	Future Plan of the College It is decided that the Short term, Mid Term and Long-Term plans to be prepared and submitted to the Management.	Prepared and presented to the Management
7	(2) 16/07/2016	Issue of Appreciation Letters It was decided that Appreciation letters to be issued to all the subject teachers having above 60% result.	Issued by the Exam Department in coordination with Administrative Department
8	(2) 16/07/2016	Workshop on IPR It was decided to organize the lecture for students regarding Patents and Copyrights.	Organised Lecture of Dr. Ashok Nagarkar
9	(2) 16/07/2016	Formation of Various Clubs There should be formation of different Clubs and various activities need to be planned for the betterment of the students.	Science Club, Maths Club, Electronics club, Commerce Club were formed in the college
10	(2) 16/07/2016	Clean Campus To make Clean Campus, it is decided to place Dustbins at requires places in the campus of Pratibha college of Commerce and Computer Studies and all sister institutes of PCCCS.	It was immediately implemented in the campus with the support of Sandeep Shah



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11	(2) 16/07/2016	Appointment of Parent's Representative Resolved that the Parents Meet will be organised in the First week of October as to appoint Parents' Representative. The planning will be made by Prof. Rutuja Chavan.	
12	(2) 16/07/2016	11.Working Hours during Examination Period Resolved that during the examination duty hours for the faculty will be 6hours per day.	Implemented