



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

3rd Meeting on 18th October 2016

Dear Sir,

Sub: Internal Quality assurance Cell (IQAC) – 3rd Meeting on 18th October 2016 Intimated- Reg.

I wish to inform you that 3rd 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 16th July 2016
2. Implementation of Best Practice
3. Follow up for shredding Machine
4. Results of Examination & Reopening of College
5. Analysis of Information based on the Criterion
6. Vote of thanks

Dr. Kshitija Gandhi

Principal Coordinator (IQAC)

Mobile: 8149487265

iquac.pccs@pratibhagroup.org.in



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

To,

The Members of IQAC

Dear Sir,

Sub: International Quality assurance Cell (IQAC) -18th October 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



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

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

Dr. Kshitija Gandhi

Principal Coordinator (IQAC)

Mobile: 8149487265

iquac.pccs@pratibhagroup.org.in



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

Minutes of 3rd Meeting

Date: 18th October 2016

Time:3.30pm

Venue: Staff Room

1. Confirmation of Minutes of the last meeting

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

2. Implementation of Best Practice

As decided in the meeting Cracker Free Diwali is one of the Best Practices of the College. It is planned to distribute 10000 handbills of Cracker free Diwali to the students of Schools, Management College, and senior college and also to the staff as to create awareness in and around the residential areas where they stay.

3. Follow up for the Shredding Machine

This is informed to Dr. Roopa Shah to collect the information of shredding machine and share it in the next IQAC meeting

4. Results of Examination & Reopening of College

The last date for the for submission of Internal Exam results of all the streams will be 15th November,2016. The college of B.Com and B.Sc students will reopen from 15th Nov, 2016 and for BBA and BCA students it will be on 22nd Nov, 2016

5. Identity Card Management



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

The list of pending I card will be prepared by Sarswati. The necessary data should be given to her by Babasaheb and Yogesh sir

6. Redesigning of Mentoring Form

It is decided that new Mentorship Form will be redesigned and Course wise Mentorship responsibilities will be handed over to the faculty members.

7. Analysis of Information based on the Criterion

It is decided that the criterion holder should come with the data that need to be implemented in the coming academic year

8. Vote of Thanks

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



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

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	(3) 18/10/2016	Confirmation of Minutes of the last meeting The minutes of the previous meetings are read & Confirmed by all the members present.	Confirmed
2	(3) 18/10/2016	Implementation of Best Practice As decided in the meeting Cracker Free Diwali is one of the Best Practices of the College. It is planned to distribute 10000 handbills of Cracker free Diwali to the students of Schools, Management College, and senior college and also to the staff as to create awareness in and around the residential areas where they stay.	Implemented
3	(3) 18/10/2016	Follow up for the Shredding Machine This is informed to Dr. Roopa Shah to collect the information of shredding machine and share it in the next IQAC meeting	Still not in Action
4	(3) 18/10/2016	Results of Examination & Reopening of College The last date for the for submission of Internal Exam results of all the streams will be 15 th November,2016. The college of B.Com and B.Sc students will reopen	Implemented



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

		from 15th Nov, 2016 and for BBA and BCA students it will be on 22nd Nov, 2016	
5	(3) 18/10/2016	<p>Identity Card Management The list of pending I card will be prepared by Sarswati. The necessary data should be given to her by Babasaheb and Yogesh sir</p>	Informed & Implemented
6	(3) 18/10/2016	<p>Redesigning of Mentoring Form It is decided that new Mentorship Form will be redesigned, and Course wise Mentorship responsibilities will be handed over to the faculty members.</p>	Redesigned & Applied
7	(3) 18/10/2016	<p>Analysis of Information based on the Criterion It is decided that the criterion holder should come with the data that need to be implemented in the coming academic year</p>	In Process
8	(3) 18/10/2016	<p>Vote of Thanks The meeting was concluded by extending Vote of Thanks by the IQAC Coordinator to the members present for the meeting.</p>	It was immediately implemented in the campus with the support of Sandeep Shah