



## **PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES**

*(Affiliated to Savitribai Phule Pune University)*

**4<sup>th</sup> Meeting on 6<sup>th</sup> May 2017**

**Dear Sir,**

**Sub: Internal Quality assurance Cell (IQAC) – 4<sup>th</sup> Meeting on 6<sup>th</sup> May 2017**

**Intimated- Reg.**

I wish to inform you that 3<sup>rd</sup> 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 **18<sup>th</sup> October,2016**
2. Discussion on the allotment of Classes on shift basis
3. Decision regarding division of classes
4. Planning of Departmental Activity
5. Designing of New Syllabus
6. Mentoring Activity
7. Theme based Activity
8. Entrepreneurial Activity
9. Vote of thanks

**Dr. Kshitija Gandhi**

Principal Coordinator (IQAC)

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To,

The Members of IQAC

**Dear Sir,**

**Sub: International Quality assurance Cell (IQAC) -18<sup>th</sup> October 2016**

**Forwarding of Minute-Reg.**

Minutes of 4<sup>th</sup> Internal quality assurance Cell meeting held on **18<sup>th</sup> October 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. Neeta Gatkhal	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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<b>Sr.No.</b>	<b>Name of the Member</b>	<b>Designation</b>
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)

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### **Minutes of 4<sup>th</sup> Meeting**

**Date:** 18<sup>th</sup> 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. Decision regarding shift wise college**

The morning division of FYB.Com & FYBCA shall be based on merit of admitted students. Remaining will be in afternoon division.

#### **3. Division based on Merit**

Resolved that the division of SY & TY of all classes shall be based on merit

#### **4. Planning of Departmental Activity**

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.

#### **5. Designing of syllabus of new course**

The faculty should try to design & develop the syllabus which will support the main course of University or which will provide the practical approach to the students. The duration of the course can be one day to one year.



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### **6. Mentoring Activity**

Mentorship Activity should be carried out from the day one of the college. Standard forms should be provided by the concerned committee. Analysis of the collected data must be carried out by the mentor. Counseling of the students should be carried out by concern faculty after free discussion with the student.

### **7. Theme based activity**

Resolved that one theme will be decided for the college and maximum activities should be planned based on the theme which will necessitate the students to think out of box. It will be considered one of the Best Practice of the College.

### **8. Entrepreneurs Week**

Resolved that along with Job Fair college should try to organize Entrepreneurs or Start Ups Mela as to promote entrepreneurial interest among the students.

### **9. 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	(4) 06/05/2017	<b>Confirmation of Minutes of the last meeting</b> The minutes of the previous meetings are read & Confirmed by all the members present.	Confirmed
2	(4) 06/05/2017	<b>Decision regarding shift wise college</b> The morning division of FYB.Com & FYBCA shall be based on merit of admitted students. Remaining will be in afternoon division.	Tried but as no response from students it is cancelled
3	(4) 06/05/2017	<b>Division based on Merit</b> Resolved that the division of SY & TY of all classes shall be based on merit	Implemented
4	(4) 06/05/2017	<b>Planning of Departmental Activity</b> 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.	Executed



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<b>5</b>	<b>(4)</b> <b>06/05/2017</b>	<p><b>Designing of syllabus of new course</b> The faculty should try to design &amp; develop the syllabus which will support the main course of University or which will provide the practical approach to the students. The duration of the course can be one day to one year.</p>	Informed. Only three faculty members responded positively.
<b>6</b>	<b>(4)</b> <b>06/05/2017</b>	<p><b>Mentoring Activity</b> Mentorship Activity should be carried out from the day one of the college. Standard forms should be provided by the concerned committee. Analysis of the collected data must be carried out by the mentor. Counseling of the students should be carried out by concern faculty after free discussion with the student.</p>	Informed & Executed.
<b>7</b>	<b>(4)</b> <b>06/05/2017</b>	<p><b>Theme based activity</b> Resolved that one theme will be decided for the college and maximum activities should be planned based on the theme which will necessitate the students to think out of box. It will be considered one of the Best Practice of the College.</p>	Go Green Theme was decided for the year and Department wise one activity was implemented based on this theme
<b>8</b>	<b>(4)</b> <b>06/05/2017</b>	<p><b>Entrepreneurs Week</b> Resolved that along with Job Fair college should try to organize Entrepreneurs or Start Ups Mela as to promote entrepreneurial interest among the students.</p>	Executed by Commerce and Management students under the noble guidance of Faculty Members.
<b>9</b>	<b>(4)</b> <b>06/05/2017</b>	<p><b>Vote of Thanks</b> The meeting was concluded by extending Vote of Thanks by the IQAC Coordinator to the members present for the meeting.</p>	Extended