



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES

(Affiliated to Savitribai Phule Pune University)

5th Meeting on 1st Sept 2017

Dear Sir,

Sub: Internal Quality assurance Cell (IQAC) – 5th Meeting on 1st Sept 2017

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 **6th May 2017**
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)

Mobile: 8149487265

iquac.pccs@pratibhagroup.org.in



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To,
The Members of IQAC

Dear Sir,

Sub: International Quality assurance Cell (IQAC) -1st Sept 2017

Forwarding of Minute-Reg.

Minutes of 2nd Internal quality assurance Cell meeting held on **18th 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 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	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 5th Meeting

Date: 1st Sept 2017

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. 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 stakeholder 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.



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8. 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	(5) 18/09/2017	<p>Confirmation of Minutes of the last meeting</p> <p>The minutes of the previous meetings are read & Confirmed by all the members present.</p>	Confirmed
2	(5) 18/09/2017	<p>Evaluation of Faculty Member</p> <p>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.</p>	Executed
3	(5) 18/09/2017	<p>Schedule of the Meeting</p> <p>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.</p>	Tried for some months
4	(5) 18/09/2017	<p>Feedback from the students</p> <p>It is recommended that the Feedback Committee should take feedback of all</p>	Collected feedback from the students. Online feedback system is in process.



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		stakeholder in online manner and necessary system should be developed with concern person of MISPACK	
5	(5) 18/09/2017	<p>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.</p>	Organised a session for Designing of Course
6	(5) 18/09/2017	<p>Collaboration & Linkages with Colleges It is decided that Dr Roopa Shah will take care about Industry Collaboration with the support of Placement Committee.</p>	In Process
7	(5) 18/09/2017	<p>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.</p>	Implemented
8	(5) 18/09/2017	<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>	Extended.