

Meeting Minutes – [SEPT-NOV 2015]

Meeting Information			
Objective:	To plan organization of Seminars		
Date:	17/12/2015	Location:	Principal's Cabin
Time:	11.00 am	Meeting Type:	Formal Quarterly meeting
Called By:	Dr Deepali R.Patil	Facilitator:	Ms. C.V. Deokar
Timekeeper:	Mr. Ajay .Dhamale	Note Taker:	Ms. Seema Dhame
Submitted by:	Dr Neeta Jagtap	Approved by:	Dr L.G. Retwade
Attendees:	Principal Dr.S.K.Pole <i>Dr S.K. Pole</i> Dr. Y.R.Thorat <i>Y.R. Thorat</i> Dr.D.R.Patil <i>D.R. Patil</i> Dr.L.G.Retwade <i>L.G. Retwade</i> Dr.S.R.Pacharne <i>S.R. Pacharne</i> Ms. C.V. Deokar <i>C.V. Deokar</i> Mr.A.U.Mojad <i>A.U. Mojad</i> Dr.N.G.Jagtap <i>N.G. Jagtap</i> Ms. Seema Dhame <i>Seema Dhame</i>		
Agenda	Presenter	Time Allotted	
1. General Review	Dr. D. R. Patil	8 minutes	
2. Preparation of AQAR	Dr. Y. R. Thorat	10 minutes	
3. Organization of Seminars	Mrs. C.V. Deokar	10 minutes	
4. To collect the information from the Office	Mr. A.U. Mojad	12 minutes	
Discussion: <ul style="list-style-type: none"> ❖ General Review: <p style="margin-left: 20px;">General Review of the Minutes and Action taken of the previous meeting was conducted by the IQAC Coordinator. All the members gave their consent to the minutes.</p> 			

❖ Preparation of AQAR:

IQAC Committee discussed about the significance to prepare the IQAR so as to document all the activities and collect the relevant information from all the departments and committee heads. It was suggested to all the members present to provide details of all the activities conducted so as to facilitate the preparation of AQAR within the stipulated time.

❖ Organization of Seminars:

To promote the research activities, IQAC had informed all the Departments to plan academic activities including Seminars and Guest lectures. It was decided that the college would organize Seminars in English and Economics Department. IQAC suggested that both these Departments should notify their themes to the participants well in advance to ensure maximum number of papers in the Seminars. It was further decided that the papers received in the Seminars should be published to encourage research activities.

❖ To collect the information from the Office: IQAC recognizes the contribution of the administrative staff through the information required for IQAR. Mr. A. U. Mojad was assigned the responsibility to collect the relevant information from the office to expedite the process of preparation of AQAR.

New Action Items		Responsible	Due Date
1	Preparation of AQAR	Dr. D.R. Patil	12/2/2016
2	Departmental Activities	Dr. L.G. Retwade	5/10/2015

Other Notes & Information

The IQAC encourages faculties to participate in Seminars and Conferences


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