

## Meeting Minutes – [JUN-AUG 2014]

Meeting Information			
<b>Objective:</b>	To plan Career Guidance Lectures		
<b>Date:</b>	25/6/2014	<b>Location:</b>	Principal's Cabin
<b>Time:</b>	10.30 am	<b>Meeting Type:</b>	First Term Meeting
<b>Called By:</b>	Principal Dr. Pole	<b>Facilitator:</b>	Dr. N. G. Jagtap
<b>Timekeeper:</b>	Mr. R. M. Shelke	<b>Note Taker:</b>	Ms. Secma Dhame
<b>Submitted by:</b>	Mr. A. U. Mojad	<b>Approved by:</b>	Dr. Y. R. Retwade
<b>Attendees:</b>	Dr.S.K.Pole <i>Polc</i> Dr. Y.R.Thorat <i>Y.R.Thorat</i> Dr.D.R.Patil <i>D.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>Jagtap</i> Ms. Seema Dhame <i>Seema Dhame</i>		

Agenda Items		Presenter	Time Allotted
1	General Review	Dr. D. R. Patil	5 minutes
2	To plan Academic and Extra-curricular Activities	Dr. Y. R. Thorat	5 minutes
3	Plan for Career Guidance Lectures	Dr. S. R. Pacharane	10 minutes
4	Preparation of Cultural Committee for Purshottam	Mrs. C. V. Deokar	10 minutes
5	Plan Soft Skills Development Programme	Dr L.G. Retwade	10minutes

### Discussion:

- Review of the Previous Meeting- the IQAC Coordinator narrated the minutes of the previous meeting. All the members approved and gave consent to the minutes.

- Planning of Academic and Extra Curricular Activities- the IQAC Coordinator discussed with all the Head of the Departments and Committee Heads regarding the plans for activities during this academic year.  
N.S. S Programme Officer, Mr.R.D. Arekar reported that they would organize Voters Awareness programme and also have a street play for the same.  
Dr. Y.R. Thorat suggested that Departments should send Proposals for conducting Seminars to BCUD.
- Preparation of the Cultural Committee for various events- Mr. D.Y. Ingle reported to the IQAC that students are preparing for the Intercollegiate Drama Competition, 'Purshottam' to be held in August 2014. Students would be allowed to participate in Days to be organized in the second term.
- Planning for Soft Skills Development Programme- Dr. S. R. Pacharane reported that the committee of three members, Dr. L.G. Retwade, Mr. S.P.Gaikwad would conduct certificate courses of Soft Skills for different batches of students during the year.
- Plan for Career Guidance Lectures- Ms. Sunita Sakure, Head, Microbiology Department reported that their department would organize Career Guidance lectures for their students to promote employability of the students.

New Action Items		Responsible	Due Date
1	Career Guidance Lectures for Microbiology	Ms. Sunita Sakure	6/1/2015
2	Soft Skills Programme	Dr. L. G. Retwade	8/10/2014



PRINCIPAL

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