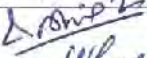


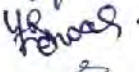

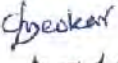
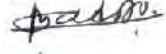




## Meeting Minutes – [JUN-AUG 2015]

### Meeting Information

<b>Objective:</b>	To review the admission profile		
<b>Date:</b>	9/7/2015	<b>Location:</b>	Principal's Cabin
<b>Time:</b>	10.30 am	<b>Meeting Type:</b>	Quarterly Meeting
<b>Called By:</b>	Dr. Deepali R.Patil	<b>Facilitator:</b>	Dr. L.G.Retwade
<b>Timekeeper:</b>	Mr. Ajay .Dhamale	<b>Note Taker:</b>	Ms. Seema Dhame
<b>Submitted by:</b>	Dr. Y.R. Thorat	<b>Approved by:</b>	Dr. S.R. Pacharane

### Attendees:

Dr.S.K.Pole	
Dr. Y.R.Thorat	
Dr.D.R.Patil	
Dr.L.G.Retwade	
Dr.S.R.Pacharane	
Ms. C.V. Deokar	
Mr.A.U.Mojad	
Dr.N.G.Jagtap	
Ms. Seema Dhame	

Agenda Items	Presenter	Time Allotted
1. Review and confirmation of previous minutes	Dr.D.R. Patil	05 minutes
2.. Review Admission Profile	Dr. Y.R. Thorat	10 minutes
3. Review of Academic Calendar	Dr. L.G. Retwade	10 minutes
4. Plan for Soft Skill Development programmes	Dr.S.R.Pacharane	10 minutes

### Discussion:

- Review and confirmation of previous minutes:  
The IQAC Coordinator narrated the minutes of the previous meeting. All the members approved and gave consent to the minutes.

- **Review Admission Profile:**

Admission Committee report to the IQAC that its members guided the students to fill admission forms regarding the fee structure and optional subjects. Special provision to pay the fees in instalment was offered to the students from economically weaker sections and students were given admissions on their arrival irrespective of the marks scored.

- **Review of Academic Calendar:**

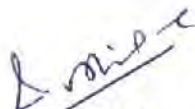
All the Head of the Departments reported to the IQAC that the academic plans for the year were prepared and teaching plans were also prepared by the respective Departments. IQAC instructed the Departments to include professional skill development courses in the planning.

- **Plan for Soft Skill Development programmes:**

IQAC discussed the need of Soft Skill development programme to improve the competency of students in the job market and suggested that a plan to implement the programme should be prepared. Accordingly Dr.S.R.Pacharane was assigned the responsibility of preparing the time table for Soft Skill development programme. It was decided that T.Y.B.A. students should be given the training to facilitate employability.

▪ <b>New Action Items</b>		<b>Responsible</b>	<b>Due Date</b>
1	Soft Skill Development Programmes	Dr. S. R. Pacharane	10/12/2015

**Other Notes & Information:** It was decided that Soft Skill Development programme should be run in batches to benefit maximum number of students.

  
**PRINCIPAL**  
 Samaj Bhushan Daburao alias Appasaheb  
 Jeehe Arts, Commerce & Science College,  
 Pune-411 002.