

Meeting Minutes – [DEC-FEB 2016]

Meeting Information			
Objective:	To review syllabus completion and conduct extra classes for weaker students		
Date:	04/02/2016	Location:	College Hall
Time:	11.00 am	Meeting Type:	Quarterly Meeting
Called By:	Dr. Deepali R. Patil	Facilitator:	Dr. Y.R. Thorat
Timekeeper:	Mr. R.M. Shelke	Note Taker:	Dr. L.G. Retwade
Submitted by:	Dr. N.G Jagtap	Approved by:	Dr S.R. Pacharane

Attendees:	Principal 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	<div style="text-align: center;"> </div>
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	Agenda	Presenter	Time Allotted
1.	General Review	Dr. D.R. Patil	5 minutes
2.	Review of syllabus completion from the Reports of the departments	Dr. N. G. Jagtap	10 minutes
3.	To conduct Career guidance lectures	Dr Y.R. Thorat	10 minutes
4.	Student Feedback Forms	Mrs.C.V. Deokar	10 minutes

Discussion:

➤ **General Review:**
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.

- Review of syllabus completion from the Reports of the Departments:
IQAC reviewed the reports of all the Departments regarding syllabus completion. It was decided that Term End papers should be assessed in time and weaker students should be provided extra guidance so as to enhance the students' understanding and interest in the subject.
- To conduct Career guidance lectures:
In view of enhancing employability skills IQAC suggested that career guidance lectures should be organized for the students. Accordingly it was reported that a lecture on Career opportunities in Software Testing was organized by BBA (CA) Department. Head of the Microbiology P.G. Department added that a lecture for the guidance on preparation for NET SET Exam was arranged in September 2015.
IQAC also suggested that another lecture was organized on Awareness about MCA CET by the BBA(CA) Department in January.
- Student Feedback Forms:
IQAC manages quality control and ensures students' benefits through its feedback mechanism. Students' feedback provides a valuable input for development and improvement in teaching learning and various other Departments such as library and office. It was suggested that the students' feedback forms be collected and scrutinized by the respective Departments.

New Action Items		Responsible	Due Date
1	Organization of Seminars	Dr. Y.R. Thorat	29/1/2016
2	Collection of Student Feedback	Mr. A. E. Kadam	17/3/2016

Other Notes & Information

Report of the Soft Skill development Programme to be taken.


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