

Agenda Items		Presenter	Time Allotted
1	General Review	Mr. A.U. Mojad	5 minutes
2.	To take a review of the infrastructure facilities	Principal Dr. S.R.Pole	15 minutes
3.	To form committees for NAAC Visit	Mr. A.U. Mojad	20 minutes
4.	Any other matters for discussion	Dr. .L.G.Retwade & Mr. A.E.Kadam	10 minutes

### Discussion

- General Review**  
 IQAC Coordinator narrated the minutes of the previous meeting in which a review of the preparation by seven criterion heads, department and committee head was conducted and the narration was approved by all the committee members present.  
 Recommended by : Mr. A.U. Mojad  
 Approved by : All members present
- To take a review of the infrastructure facilities**  
 It was discussed that all the facilities and amenities required in the laboratories, departments and classrooms have been provided and the necessary changes made as required.  
 Recommended by : Principal Dr. S.R.Pole  
 Resolved by: Vice- Principal Dr. Y.R. Thorat
- To form committees for NAAC Visit**  
 Various committees such as hospitality and escort, meeting arrangements, correspondence, video recording and photography were made and it was decided that nature and scope of work would be assigned in separate meetings.  
 Recommended by: Mr. A.U. Mojad  
 Resolved by: Dr. L.G.Retwade
- Any other matter for discussion**  
 Meeting with parents, Alumni and current students should be conducted by mentors, department heads and subject teachers and information about NAAC visit should be provided.  
 Recommended by: Dr. .L.G.Retwade  
 Resolved by: Mr. A.E.Kadam

New Action Items		Responsible	Due Date
1	NAAC visit preparation	Mr. A.U. Mojad	25/8/2018
2	Meetings with Meeting with parents, Alumni and current students	Dr. S.R. Pacharane	30/8/2018

### Other Notes & Information

Instructions for NAAC Peer Team visit to be given and schedule to be displayed



Dr. J. S. Kulkarni  
Principal  
Jyoti Arts, Commerce & Science College  
Pune - 411 002

Agenda Items		Presenter	Time Allotted
1	General Review	Mr. A.U. Mojad	5 minutes
2.	To prepare files of Departments and Criteria for NAAC preparation	Prin. Pole S.R.	15 minutes
3.	To check information of DVV and provide compliances urgently.	Dr. Deepali Patil	10 minutes
4.	Take a review of the work done in each Criteria, Department and Committee.	Dr.Y.R. Thorat	10 minutes
5.	Any other matters for discussion	Dr. L.G. Retwade	10 minutes
<b>Discussion</b>			

- **General Review**  
IQAC Coordinator narrated the minutes of the previous meeting which were approved by the committee members present.  
Recommended by : Mr. A.U. Mojad  
Approved by : All members present
- **To prepare files of Departments and Criteria for NAAC preparation**  
Principal Pole S.R. provided guidance for file preparation as per new guidelines .  
Recommended by : Mr. Sudam Kamble  
Resolved by: Mr. Suresh V. Khaire
- **To check information of DVV**  
Discussion about Queries and provide clarification and compliances as required by DVV  
All the criterion heads were asked to complete the information required and provide the changed and rectified data to DVV within a week.  
Recommended by: Dr. Deepali Patil  
Resolved by: Dr. N.G. Jagtap
- **Take a review of the work done in each Criteria, Department and Committee**  
Heads of all the Criteria, Departments and Committees should complete all the documentation required for NAAC along with photographs, attendance records and evidences as required.  
Recommended by: Dr. Y.R. Thorat  
Resolved by: Mr.A.U.Mojad
- **Any other matter for discussion**  
IQAC decided to well prepare for visit of NAAC Peer Team .  
IQAC discussed about infrastructure ,Separate Department and its availability and development.  
Recommended by: Dr. N.G. Jagtap  
Resolved by: Ms. Seema Dhame

New Action Items		Responsible	Due Date
1	Preparation for NAAC peer team visit	Mr.A.U.Mojad	30/6/2018
2	To prepare teaching, non-teaching staff and students to face NAAC peer team	Dr. Deepali Patil	30/7/2018

### Other Notes & Information

Active participation of Teachers in various Department Activities to be promoted.

  
PRINCIPAL

Samaj Bhushan Baburao alias Appasaheb  
Jedhe Aris, Commerce & Science College,  
Pune-411 002.