

Meeting Minutes – [Mar- May 2015]

Meeting Information

Objective:	To take review of the syllabus Completion		
Date:	04/03/2015	Location:	College Hall
Time:	11.30 am	Meeting Type:	Regular
Called By:	Principal Dr.Pole	Facilitator:	Dr. Y.R. Thorat
Timekeeper:	Mr.R.M. Shelke	Note Taker:	Ms.Seema Dhame
Submitted by:	Dr. L.G. Retwade	Approved by:	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		

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	General Review	Dr. D. R. Patil	5 minutes
2	IQAC coordinated with the Departments for conducting Theory and Practical Exams	Dr. L. G. Retwade	5 minutes
3	Report of Women Empowerment Activities	Dr. N. G. Jagtap	10 minutes
4	AQAR to be prepared and submitted to the Principal	Dr. D. R. Patil	5 minutes
5	Students' Grievances	Mrs. C. V. Deokar	10 minutes

Discussion:

- Review of the Previous Minutes: IQAC Coordinator, Dr. D. R. Patil read out the

minutes of the previous meeting. All the members approved of and consented to the minutes read.

- Mr. G. M. Sonawane reported to the IQAC about conducting Practical and Theory Exams

IQAC collected the student feedback analysis and prepared a report on it. Exam department was advised to conduct all internal examinations of Arts, Commerce and Science faculty. The time table to conduct Term End and Annual Examinations would be displayed on the notice board well in advance and the students would be informed about the exams through the notices in the classrooms. Mock tests of students for Practical Examinations were conducted before examination. Open Book tests were conducted to motivate the students for close reading of the texts. IQAC suggested for conducting Mock Tests

- Women Empowerment Activities: Ms. Pratima Pardeshi reported about celebrations of Savitribai Phule Jayanti, Jijamata Jayanti and International Women's Day as a part of Women Empowerment. A documentary on *Nirbayaya* was shown to the students by Lokayat Sanstha.
- IQAC coordinated with departments to prepare Academic Calendars for next year- IQAC Coordinator suggested that all the Department Heads should plan and accordingly prepare the academic calendars for the next academic year.
- The IQAC Coordinator suggested that data for AQARs should be collected from various departments and Committees and AQAR be prepared by the IQAC Committee and send to the Principal for approval.
- Students Grievances – BBA(CA) complained about malfunctioning of the projector which was immediately resolved by purchase of a new projector.

New Action Items	Responsible	Due Date
1	Smooth Functioning of Exams	Mr. D. M. Chavan
		20/3/2015

Other Notes & Information

Remedial teaching for weaker students conducted for Maths.



PRINCIPAL

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