

## Meeting Minutes – [SEPT-NOV 2015]

### Meeting Information

|                      |  |                      |                          |
|----------------------|--|----------------------|--------------------------|
| <b>Objective:</b>    | To plan organization of Seminars   |                      |                          |
| <b>Date:</b>         | 17/12/2015   | <b>Location:</b>     | Principal's Cabin        |
| <b>Time:</b>         | 11.00 am   | <b>Meeting Type:</b> | Formal Quarterly meeting |
| <b>Called By:</b>    | Dr Deepali R.Patil   | <b>Facilitator:</b>  | Ms. C.V. Deokar          |
| <b>Timekeeper:</b>   | Mr. Ajay .Dhamale  | <b>Note Taker:</b>   | Ms. Seema Dhame          |
| <b>Submitted by:</b> | Dr Necta Jagtap  | <b>Approved by:</b>  | Dr L.G. Retwade          |
| <b>Attendees:</b>    | Principal Dr.S.K.Pole<br>Dr.Y.R.Thorat<br>Dr.D.R.Patil<br>Dr.L.G.Retwade<br>Dr.S.R.Pacharne<br>Ms. C.V. Deokar<br>Mr.A.U.Mojad<br>Dr.N.G.Jagtap<br>Ms. Seema Dhame |                      |                          |

| Agenda  | Presenter        | Time Allotted |
|---|------------------|---------------|
| 1. General Review                             | Dr. D. R. Patil  | 8 minutes     |
| 2. Preparation of AQAR                        | Dr. Y. R. Thorat | 10 minutes    |
| 3. Organization of Seminars                   | Mrs. C.V. Deokar | 10 minutes    |
| 4. To collect the information from the Office | Mr. A.U. Mojad   | 12 minutes    |

### Discussion:

❖ General Review:

General Review of the Minutes and Action taken of the previous meeting was conducted by the IQAC Coordinator. All the members gave their consent to the minutes.

❖ Preparation of AQAR:

IQAC Committee discussed about the significance to prepare the IQAR so as to document all the activities and collect the relevant information from all the departments and committee heads. It was suggested to all the members present to provide details of all the activities conducted so as to facilitate the preparation of AQAR within the stipulated time.

❖ Organization of Seminars:

To promote the research activities, IQAC had informed all the Departments to plan academic activities including Seminars and Guest lectures. It was decided that the college would organize Seminars in English and Economics Department. IQAC suggested that both these Departments should notify their themes to the participants well in advance to ensure maximum number of papers in the Seminars. It was further decided that the papers received in the Seminars should be published to encourage research activities.

❖ To collect the information from the Office: IQAC recognizes the contribution of the administrative staff through the information required for IQAR. Mr. A. U. Mojad was assigned the responsibility to collect the relevant information from the office to expedite the process of preparation of AQAR.

| New Action Items |                         | Responsible      | Due Date  |
|------------------|-------------------------|------------------|-----------|
| 1                | Preparation of AQAR     | Dr. D.R. Patil   | 12/2/2016 |
| 2                | Departmental Activities | Dr. L.G. Retwade | 5/10/2015 |

**Other Notes & Information**

The IQAC encourages faculties to participate in Seminars and Conferences

  
PRINCIPAL

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