

## Minutes of Meeting

Date : 12<sup>th</sup> July 2017

Time : 04.00 pm

### AGENDA OF THE MEETING :

- Planning of Academic Year 2017-18.
- Taking inputs from Students for the academic and administrative improvement.

The Following points were discussed in the meeting:

### 1. Induction Programme :

To organize 3 days induction programme be recommended as follows:

On first Day only introduction by students, faculties can ask questions to them in lighter manner to enquire about their verbal communication levels, aspiration, general attitude and knowledge.

On the last day, Aptitude test will be held. The details of the aptitude test are as follows:

Sr. No.	Section	Marks	Time	In-charge of Section	Evaluation	Objective
1	English Comprehension	20 Marks, Multiple choice.	30 Minutes	Dr. Abhay Kinikar	Evaluation on the same day, faculties & library, lab staff.	To test the students at the entry level for aptitude, the same score can be used for delivering inputs.
2	Quantitative Aptitude	20 Marks, Multiple choice	30 Minutes	J. Darasha		
3	General Knowledge	20 Marks	30 Minutes	Vikas Dole		
-	-	60 Marks	120 Minutes	-		

After Test a round of Group Discussion be held for group of 10 students.

### 2. Extension Activities :

Following activities for the semester be recommended:

- Tree Plantation Activity: On Campus, 15<sup>th</sup> July 2017, Saturday.
- Blood Donation Camp- Sassoon Hospital to be preferred as it is a government Hospital.
- Donations to Maria Assuntha Nursery, Pune be recommended. Institute will donate amount by cheque and Staff, students will donate objects, things and monetary donations as well.

### 3. Corporate Exposure

a. Tentatively following guest sessions be organised:

- IPR---Dr. Anuradha D.
- Banking & Finance, NBFC----Dr. Abhay Kinikar
- CMR , Digital Marketing---Mr. Vikas Dole
- HR Practices ---Mrs. Karuna Jadhav
- Innovation & Technology – Mr. Vinod Lalbeg
- Career Counseling by Corporates – Mrs. Radha J.L.

b. At least two Industrial Visits per semester. One visit can be local and other visit can be outstation be planned for experiential learning for the students.

c. Academia-Industry Meet (AIM) be planned for incorporating professional values among students and learn corporate practices.

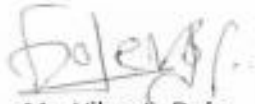
### 4. Students Development

- Application for Special Guidance Scheme, Woman Personality Development Scheme, Nirbhay Kanya Abhiyan be forwarded to University Student Development Department.
- Under Girls Personality Development Scheme (Student Development Board of Institute) following activities be organized:
  - Fitness Session
  - Zumba Fitness
  - Yoga Practice
  - Martial Arts
- Girls Students were suggesting to purchase Sanitary napkin Incineration Machine for the health and cleanliness. Purchase of the machine be recommended.
- To organize State, National and International Conference and look for suitable partners.
- For skill development workshop on Advanced MS- Excel be conducted.
- Library Day be celebrated to inculcate reading habits in students.

Following members were present for the IQAC meeting:

Sr. No.	Name of the member	Designation
1	Dr. A.B. Dadas	Director and Chairman, IQAC
2	Dr. Girija Shankar	Representative of Management (Member)
3	Mr. Yogesh Kumar Upadhyay	Expert from Industry (Member)
4	Dr. Arun M. Ingle	Expert from Academics (Member)
5	Mr. Bharat Sharma	Alumni (Member)

6	Ms. Khushie Contractor	Student Member
7	Mr. Dhiraj Patil	Student Member
8	Mr. Jamshed Darasha	Faculty (Member)
9	Mrs. Karuna Jadhav	Faculty (Member)
10	Mrs. Indumati Sahadevan	Administrative Staff (Member)
11	Mr. Vikas S. Dole	IQAC, Coordinator

  
Mr. Vikas S. Dole  
Coordinator



  
Dr. A.B. Dadas  
Chairman & Director