

STES's
Sinhgad College of Commerce, Kondhwa (Bk), Pune - 411048

Minutes of Meeting

Subject: College Development Committee

Topic: Planning for Academic Term I

Date: 4th Aug 2021 Time: 02.00 Pm to 03.30pm

Location: Online meeting (Google Meet)

Attendees: College Development Committee Members

AGENDA OF THE MEETING

- Planning Curricular, Co-curricular and Extra-curricular activities for the academic term
- Planning for Implementation of CBCS Pattern as per University Norms.
- Faculty empowerment
- To discuss the planning to be done for the physical, intellectual and overall development of the students

During the meeting above mentioned agenda was discussed and all the present attendees agreed to go ahead with the same.

Following points we discussed and Minutes of Meeting (MOM) is as follows -

| Sr.No | Activities | Responsibility |
|----------|---|---------------------|
| 1 | Curricular | |
| 1.1 | Procedure to be finalized for conducting online lecture for students due to Pandemic situation. | HOD's |
| 1.2 | All the Heads of the departments should complete the subject allocation in consultation with faculty members. | Principal and HOD's |
| 1.3 | All the faculties should communicate Program outcomes, Program Specific outcomes to students to improve their attendance and must prepare necessary course of action for implementing the same. | Principal and HOD's |
| 1.4 | Analysis of the semester end results and to take corrective measures accordingly. | Principal and HOD's |

| | | |
|--------------|--|-----------------------|
| 1.5 | To finalize the agenda for conducting Induction Program for First Year Students. | Principal |
| 1.6 | Enhancing use of ICT enabled teaching. | HOD's |
| 1.7 | To decide the Add on courses to be included under CBCS Pattern Course-Wise. | Principal and HOD's |
| Sr.No | Activities | Responsibility |
| 2 | Student Development Co-curricular & Extra-curricular | |
| 2.1 | To instruct Subject teachers of BBA, BBA (CA) and B.Com to prepare and conduct all activities as per Choice based Credit system. | Principal and HOD's |
| 2.2 | To decide tentative topics for Guest lectures and to finalize speaker's for that accordingly. | Principal and HOD's |
| 2.3 | Registration of Alumni Association to provide interactive platform to current students. | IQAC |
| 2.4 | To allocate mentors for newly admitted students. | HOD's |
| 3 | Faculty Development | |
| 3.1 | To ensure maximum representation of faculty members on various SPPU committees like BOS, Paper Setter etc. | Principal |
| 3.2 | To motivate faculty members to do more research/enrollment/complete PhD/participate in FDP, Orientation and refresher courses | IQAC |

List of Attendees:

| Sr. No | Name Of The Member | Designation | Signature |
|--------|-----------------------------------|------------------------------|-----------|
| 1 | Prof. M.N.Navale | Chairperson Of Management | |
| 2 | Dr. Mrs. Sunanda Navale | Secretary of the Management | |
| 3 | Mr. Rohit M. Navale | Local member | |
| 4 | Mrs. Rachana Navale - Ashtekar | Local Member | |
| 5 | Mrs. Shruti R. Navale | Local Member | |
| 6 | Dr. Arvind V. Deshpande | Local Member | |
| 7 | Dr. Makarand Wazal | Principal | |
| 8 | Mrs. Mamata Hatkar | Head Of Department | |
| 9 | Mrs. Kavita Rangari | Teacher | |
| 10 | Mr. Pramod Bora | Teacher . | |
| 11 | Mr. Avinash Patil | Co- Coordinator IQAC | |
| 12 | Mr. Pankaj Navale | Non-Teaching | |
| 13 | Tisekar Saifwan Shakil | Student Representative | |
| 14 | Mr. Kaustubh Pawar | Secretary Of Student Council | |

STES's
Sinhgad College of Commerce,
Kondhwa (Bk), Pune - 411048

Minutes of Meeting

Subject: College Development Committee Meeting

Topic: Planning for the Academic Term-II

Date: 4th Jan 2022 **Time:** 11.30 am to 01.00

pm Location: Online meeting (Google Meet)

Attendees: College Development Committee Members

AGENDA OF THE MEETING




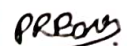

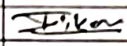
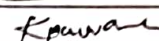
- Taking review of last meeting
- Planning Curricular, Co-curricular and Extra-curricular activities for the academic term
- Discussion on Student Holistic Development after Pandemic Period

During the meeting above mentioned agenda was discussed and all the present attendees agreed to go ahead with the same.

Following points we discussed and agreed Minutes of Meeting (MOM) is as follows

| Sr. No | Activities | Responsibility |
|----------|---|---------------------------|
| 1 | Curricular | |
| 1.1 | It was decided to complete the semester-end result analysis, immediately after the announcement of the results. | Controller of Examination |
| 1.2 | To decide the Add on courses to be included under CBCS Pattern Course-wise. | Principal and HOD's |
| 1.3 | Student Development [Co-curricular & Extra-curricular] | |
| 2 | To instruct Subject teachers of BBA, BBA(CA) and B.Com to prepare and conduct all activities as per Choice based Credit system. | Principal |
| 2.1 | To decide tentative topics for Guest lectures and seminars and to finalize speakers accordingly. | Principal and HOD's |

List of Attendees:

| Sr. No | Name Of The Member | Designation | Signature |
|--------|-----------------------------------|------------------------------|---|
| 1 | Prof. M.N.Navale | | |
| 2 | Dr. Mrs. Sunanda Navale | Chairperson Of Management | |
| 3 | Mr. Rohit M. Navale | Secretary of the Management | |
| 4 | Mrs. Rachana Navale - Ashtekar | Local member Local Member | |
| 5 | Mrs. Shruti R. Navale | Local Member | |
| 6 | Dr. Arvind V. Deshpande | Local Member | |
| 7 | Dr. Makarand Wazal | Principal | |
| 8 | Mrs. Mamata Hatkar | Head Of Department |  |
| 9 | Mrs. Kavita Rangari | Teacher |  |
| 10 | Mr. Pramod Bora | Teacher |  |
| 11 | Mr. Avinash Patil | Co- Coordinator IQAC |  |
| 12 | Mr. Pankaj Navale | Non-Teaching |  |
| 13 | Tisekar Saifwan Shakil | Student Representative |  |
| 14 | Mr. Kaustubh Pawar | Secretary Of Student Council |  |