



PDEA's

**Shankarrao Bhelke College, Nasarapur,
Tal-Bhor, Dist-Pune, Pin-412213. (Maharashtra)**



**MINUTES OF MEETING AND
ACTION TAKEN REPORT**

2019-20



Pune District Education Association's
SHANKARRAO BHELKE COLLEGE

ARTS, COMMERCE & SCIENCE

Nasarapur, Tal. Bhor, Dist. Pune - 412 213.

Re-Accredited by NAAC (2014) 'B' Grade

Estd. : June 1990

Tel. : 02113-272213

Fax. : 02113-272213

E-mail : principalsbcnasarapur@gmail.com

Web : www.pdea-sbc.org

Affiliated to Savitribai Phule Pune University ID No. PU/PN/ASC/083/1990

Outward No. : SBC /

Date :

President
Ajit Pawar

Date - 24/07/ 2019

Vice President
Rajendra Ghadge

Minutes of the Meeting

Hon. Secretary
Adv. Sandeep Kadam

- 1) Minutes of the meeting held on 17/01/2019 were read and approved unanimously
- 2) Review and planning of academic activities of the year 2019-2020 were discussed
- 3) Teaching staff were discussed academic calendar of 2019-2020 in the meeting.
- 4) The staffs were presented their requirements
- 5) The head of departments were discussed regarding teaching and classroom
- 6) The meeting was concluded with the permission of Chairman and by the vote of thank

Treasurer
Adv. Mohanrao Deshmukh

Action taken Report

Dy. Secretary
L. M. Pawar

- 1) Cultural activities, academic program and departments' activities has conducted by the departments
- 2) Academic calendar of the Department and college has prepared and submitted to the IQAC department.
3. For effective teaching ICT, LCD projectors and Net facilities were provided by the college to the departments.
- 4) The requirements of the departments has completed as per the discussed in the meeting.

Principal
Dr. N. B. Tak


CO-ORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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NASARAPUR, PUNE.


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Dy. Secretary
L. M. Pawar

Principal
Dr. N. B. Tak

Date - 3-08-2019

Minutes of the Meeting

- 1) Minutes of the meeting held on 24/07/2019 were read and approved unanimously
- 2) Review of ICT use was taken in the meeting
- 3) Exam controller was discussed regarding result of the term end exam and semester.
- 4) It was decided that to conduct special lectures for backlog students.
- 5) IQAC Coordinator was guided regarding workshops, seminar and guest lectures to the teaching staffs of the college. The decision was taken to apply for workshops and seminars to University and different agencies.
- 6) The meeting was concluded with the permission of Chairman and by the vote of thank

Action taken Report

- 1) As per the discussed in the meeting, the teachers have conducted their lectures by using ICT. PPT and video lectures also prepared by the teachers.
- 2) All teachers have conducted special lectures for backlog students.
- 3) Exam controller and all staff have conducted term end and semester exams and their marks have displayed on the notice board. The lectures have conducted for backlog students.
- 4) Applications have submitted to BCUD of Savitribai Phule Pune University by the departments


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Hon. Secretary
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Treasurer
Adv. Mohanrao Deshmukh

Dy. Secretary
L. M. Pawar

Principal
Dr. N. B. Tak

Date - 16/09/2019


Minutes of the Meeting

- 1) Minutes of the meeting held on 03/08/2019 were read and approved unanimously
- 2) Reports of different Committees were discussed in the meeting by the chairmen
- 3) IQAC coordinator was discussed about new guidelines of NAAC in the meeting
- 4) Activities of the departments were discussed in the meeting
- 5) The meeting was concluded with the permission of Chairman and by the vote of thank

Action taken Report

- 1) The chairmen have presented reports of the committees and chairmen submitted supportive documents to IQAC
- 2) IQAC coordinator has collected documents of criteria as per new guidelines of NAAC
- 3) Head of the departments have submitted supportive documents of the activities to IQAC


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Outward No. : SBC /

Date :

President
Ajit Pawar

Date - 07/12/ 2019

Vice President
Rajendra Ghadge

Minutes of the Meeting

- 1) Minutes of the meeting held on 016/09/2019 were read and approved Unanimously
- 2) Study tour planning of the various departments was discussed in the meeting.
- 3) The head of the Commerce was explained planning of Industrial visit of the commerce department's students.
- 4) It was decided to organized commerce week and food festival
- 5) The chairman of the cultural committee was discussed planning of the cultural events and college days in the meeting
- 6) The director physical education was discussed about different sports events in the meeting.
- 5) The meeting was concluded with the permission of Chairman and by the vote of thank

Hon. Secretary
Adv. Sandeep Kadam

Action taken Report

- 1) The department of Marathi has organized study tour to village Bhilar known as "Village of books"
- 2) Industrial visit has organized by the department of the Commerce
- 3) The Commerce department has organized commerce week and food festival
- 4) Cultural Committee has organized different cultural program and college days.
- 5) The Director of physical education and staff- members has organized sports events in the college.

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Adv. Mohanrao Deshmukh

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Dy. Secretary
L. M. Pawar

Principal
Dr. N. B. Tak

Date - 15/02/ 2020

Minutes of the Meeting

- 1) Minutes of the meeting held on 07/12/2019 were read and approved Unanimously
- 2) HOD of the Marathi department was discussed regarding the programs of Marathi Rajbhasha Din.
- 3) Discussion was taken regarding Annual Prize distribution in the meeting.
- 4) The chairman of the Alumni Committee was presented planning regarding alumni meeting in the college
- 5) The meeting was concluded with the permission of Chairman and by the vote of thank

Action taken Report

- 1) Marathi department has organized "Marathi Rajbhasha Din
- 2) Annual Prize distribution programs has well organized by the sport department
- 4) The chairmen Alumni committee has organized Alumni meet in the college


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