**Minutes of Meeting**

| **Meeting Title: - Academic Committee Meeting** |
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| **Meeting date: -** 13/01/2020 | **Meeting Time: -** 10.00 am-11.30 am |

| **Meeting location** | Principal Cabin |
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| **Meeting called by** | Dr. Savita Agarwal |
| **Note Taker** | Er. Bhavesh Pasi |

**Agenda No. 1**

**Discussion on Academic Calendar of SE, TE & BE (Even Semester) of Academic Year: 2018- 19**

The meeting started with reading the minutes of last IQAC meeting and the same were approved. The meeting started with reading the minutes of the last IQAC meeting and the minutes were unanimously approved by all the members. Committee Coordinator gave presentation on Academic Calendar of Academic Year 2019-20. The academic calendars are completely prepared as per the guidelines given in Term Calendar of University of Mumbai.

**Agenda No. 2**

**Preparation of various documents of Academic Monitoring Report**

1. Monthly Attendance Record of Students.

2. Syllabus Completion Report before IAT 1.

3. Internal Assessment Test I and Test II Schedule, Attendance Report and Result analysis.

4. Syllabus Completion Final Report.

5. Final Attendance Record of Students.

6. Oral/Practical Examination Schedule.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the speaker ended the meeting after proposing the vote of thanks.

**The members presents in the meeting**

| **Sr. No.** | **Name of Faculty** | **Designation** | **Position** | **Signature** |
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| **1** | Dr. Dharmendra Dubey | Principal | Chairman |  |
| **2** | Dr. Savita Agarwal | Assistant Professor  | Convener |  |
| **3** | Dr. Shweta Umale | Assistant Professor  | Member |  |
| **4** | Er. Bhavesh Pasi | Assistant Professor  | Member |  |
| **5** | Er. Shreyas Pande | Assistant Professor  | Member |  |
| **6** | Er. Jyoti Baviskar | Assistant Professor  | Member |  |

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