

Soft - Skills Committee
Agenda of the Meeting

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	03 rd Aug. 2018	Time	12:00- 12:30	Meeting No.	
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	1	

1. Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda		Presenter	Time Allotted
S. No.	Topic		
1	Discussion on Activity calender	All Members	
2	Discussion on Budget required	All Members	
3	Allotment of Work	All Members	
4	Any othe topic with the permission of the chair	All Members	

3. Attendees					
S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. Monika Jain	<i>Monika Jain</i>	3	Ms. Maina Aute	<i>Maina Aute</i>
2	Mr. Arvind Kute	<i>Arvind Kute</i>			

Monika Jain
Dr. Monika Jain
Coordinator, Soft-skills

**Soft - Skills Committee
Minutes of the Meeting**

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	03 rd Aug. 2018	Time	12:00- 12:30	Meeting No.	1
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	Minutes Prepared By	Ms. Maina Aute

1.Meeting Objective : Routine Meeting for the Academic Year 2018-19				
2. Meeting Agenda		Decisions	Person Responsible	Duration
S. No.	Topic			
1	Discussion on Activity calender	Activities to be conducted throughout the year were planned and approved by all.	All Members	
2	Discussion on Budget required	Budget required for the activities was discussed and approved	All Members	
3	Allotment of Work	The following responsibilities were allotted: Dr. Monika Jain: All planning and organisation Ms. Maina Aute: Preparing Minutes of Meetings Mr. Arvind Kute: Making activity reports	All Members	
4	Submission of Budget	It was decided that Dr. Monika Jain will prepare and submit the budget as discussed in the meeting	All Members	

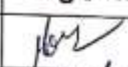
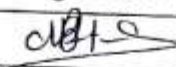
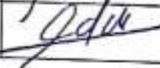
Soft - Skills Committee
Agenda of the Meeting

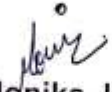
Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	29 th Aug. 2018	Time	10:00-11:00	Meeting No.	
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	2	

1. Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda			
S. No.	Topic	Presenter	Time Allotted
1	Minutes of the last meeting	Ms Maina Aute	
2	Discussion on Dr. M.R. Jayakar Employability skills Program	All Members	
3	Discussion on Timetable	All Members	
4	Any othe topic with the permission of the chair	All Members	

3. Attendees

S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. Monika Jain		3	Ms. Maina Aute	
2	Mr. Arvind Kute				


Dr. Monika Jain
Coordinator, Soft-skills

**Soft - Skills Committee
Minutes of the Meeting**

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	29 th Aug. 2018	Time	10:00- 11:00	Meeting No.	2
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	Minutes Prepared By	Ms. Maina Aute

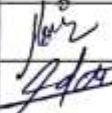
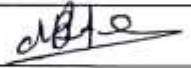
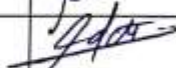
1.Meeting Objective : Routine Meeting for the Academic Year 2018-19


2. Meeting Agenda		Decisions	Person Responsible	Dur atio n
S. No.	Topic			
1	Minutes of the last meeting	Ms Aute read the minutes of last meeting and the members approved the same.	Maina Aute	
2	Discussion on Dr. M.R. Jayakar Employability skills Program	Discussion on the proposal to be sent to SPPU. The program will be conducted under Soft Skills and with QIP and Dr. M.R. Jayakar Employability skills Program coordinator Ms Manisha Bora. Students list was prepared for the Dr. M.R. Jayakar Employability Skills Program.	All Members	
3	Discussion on Timetable	Schedule was prepared for different lectures to be conducted under Dr. M.R. Jayakar Employability skills Program.	All Members	
4	Any othe topic with the permission of the chair	It was decided that Dr. Monika Jain will contact the resource persons for lectures.	Dr. Monika Jain	

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Agenda of the Meeting

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	12 th Sep. 2018	Time	11:00 - 11:30	Meeting No.	
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	3	

1.Meeting Objective : Routine Meeting for the Academic Year 2018-19			
2. Meeting Agenda		Presenter	Time Allotted
S. No.	Topic		
1	Minutes of the last meeting	Ms Maina Aute	
2	Discussion on Dr. M.R. Jayakar Employability Skills Program	All Members	
3	Discussion on Timetable	All Members	
4	Any othe topic with the permission of the chair	All Members	

3. Attendees					
S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. Monika Jain		3	Ms. Maina Aute	
2	Mr. Arvind Kute				


Dr. Monika Jain
Coordinator, Soft-skills

Soft - Skills Committee
Minutes of the Meeting

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	12 th Sep. 2018	Time	11:00- 11:30	Meeting No.	3
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	Minutes Prepared By	Ms. Maina Aute

1. Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda		Decisions	Person Responsible	Duration
S. No.	Topic			
1	Minutes of the last meeting	Ms Aute read the minutes of last meeting and the members approved the same.	Maina Aute	
2	Discussion on Budget required	Budget required for the activities was discussed and approved.	All Members	
3	Allotment of Work	The following responsibilities were allotted: Dr. Monika Jain: All planning and organisation Ms. Maina Aute: Preparing Minutes of Meetings Mr. Arvind Kute: Making activity reports	All Members	
4	Submission of Budget	It was decided that Dr. Monika Jain will prepare and submit the budget as discussed in the meeting	All Members	

Bharatiya Jain Sanghatana's

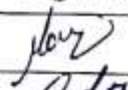


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
Soft - Skills Committee Agenda of the Meeting

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	5 th Dec. 2018	Time	11:30-12:00	Meeting No.	
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	5	

1.Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda			Presenter	Time Allotted
S. No.	Topic			
1	Minutes of the last meeting	Ms Maina Aute		
2	Discussion on planning and certificate distribution of Dr. M.R. Jayakar Employability Skills Program	All Members		
3	Discussion on preparing of regular reports of MRJESP.	Mr. Kute		
4	Any othe topic with the permission of the chair	All Members		

3. Attendees					
S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. Monika Jain		3	Ms. Maina Aute	
2	Mr. Arvind Kute				


Dr. Monika Jain
Coordinator, Soft-skills

Bharatiya Jain Sanghatana's

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Soft - Skills Committee Minutes of the Meeting

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	5 th Dec. 2018	Time	11:30- 12:00	Meeting No.	5
Meeting Coordinator	Dr.Monika Jain	Venue	Room 19	Minutes Prepared By	Ms.Maina Aute

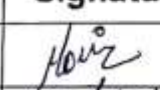
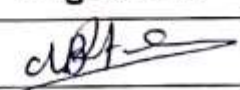
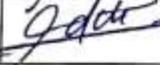
1.Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda		Decisions	Person Responsible	Duration
S. No.	Topic			
1	Minutes of the last meeting	Ms. Aute read the minutes of last meeting and members approved the same.	Maina Aute	
2	Discussion on planning and certificate distribution of Dr. M.R. Jayakar Employability skills Program	The certificates will be designed in collaboration with Ms. Manisha Bora and will be distributed in the ceremony.	All Members	
3	Discussion on preparing of regular reports of MRJESP	Mr. Kute presented the reports made for the lecturews conducted under Dr. MRJESP	Mr. Kute	
4	Discussion on finalising layout of certificates	Certificates design and layout was finalized for Dr. MRJESP in coordination with Ms. Manisha Bora, Program Coordinator.	Dr. Monika Jain	

**Soft - Skills Committee
Agenda of the Meeting**

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	13 th March 2019	Time	12:00- 12:30	Meeting No.	
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	8	

1.Meeting Objective : Routine Meeting for the Academic Year 2018-19			
2. Meeting Agenda		Presenter	Time Allotted
S. No.	Topic		
1	Minutes of the last meeting	Ms Maina Aute	
2	Discussion on uploading of documents	All Members	
3	Allotment of works	All Members	
4	Any othe topic with the permission of the chair	All Members	

3. Attendees					
S.No.	Name	Signature	S.No.	Name	Signature
1	Dr. Monika Jain		3	Ms. Maina Aute	
2	Mr. Arvind Kute				


Dr. Monika Jain
Coordinator, Soft-skills

**Soft - Skills Committee
Minutes of the Meeting**

Meeting Name : Committee meeting for the Academic Year 2018-19					
Date of Meeting	31 st Jan. 2019	Time	12:00- 12:30	Meeting No.	8
Meeting Coordinator	Dr. Monika Jain	Venue	Room 19	Minutes Prepared By	Ms. Maina Aute

1.Meeting Objective : Routine Meeting for the Academic Year 2018-19

2. Meeting Agenda		Decisions	Person Responsible	Duration
S. No.	Topic			
1	Minutes of the last meeting	Ms Aute read the minutes of last meeting and the members approved the same.	Maina Aute	
2	Discussion on uploading of documents	As required by the IQAC, the Minutes and reports of activities undertaken will be uploaded by 19 th March 2019	All Members	
3	Allotment of works	. The following responsibilities were allotted: Dr. Monika Jain: uploading of documents Ms. Maina Aute: Collection of photographs Mr. Arvind Kute: scanning of documents	All Members	
4	Any othe topic with the permission of the chair	The files will be made as per the specification and 2018-19 documents will be properly documented. The previous years' documents will be taken care of by the previous coordinator, Dr. S. D. Gaikwad.	Dr. Monika Jain	