



Meeting Attendance Sheet

Day & Date: - Tuesday, 25th September 2018

Time: - 4.00 p.m. @ 5th Floor Classroom, Jnana Prabodhini

No.	Name of the Member	Designation	Signature
1	Dr. Anagha Lavalekar	Head of the Institution- Chairperson-Director	
2	Dr. Sujala Watve	Members from Management	
3	Dr. Ajit Kanitkar	Members from Management	
4.	Prof. Dhanashree Sowani	Coordinator	
5	Mr. Shirish Joshi	Nominees from local society	
6	Dr. Suchrita Gadre	Full-time Teacher in the college	
7.	Smt. Manjiri Mhaskar	Senior admin Officer	



Jnana Prabodhini's Institute of Psychology

Internal Quality Assurance Committee

Minutes of the Meeting

Day-Tuesday Date- 25th September 2018

Time – 4.00 p.m.

Place- PGDSP classroom, 5th floor, Jnana Prabodhini, Pune

The meeting started with greetings. Director of Jnana Prabodhini's Institute of Psychology, Dr. Anagha Lavalekar briefly reviewed the previous meeting. We are organizing various programs for the students with the view of creating a conducive environment for the maturity of the students. As a part of the same, Mrs. Dhanashree Sowani gave the information about the Varsharambha Upasana program held on September 10, 2018 for the beginning of the academic year, and students' felicitation ceremony. Vice-Chancellor of Savitribai Phule Pune University Hon. Dr. N. S. Umrani was present as the chief guest. The students were felicitated by giving a certificate and a book related to the subject. Dr. Umrani appreciated the method of beginning the academic year with Upasana. Similarly, he mentioned that there are many opportunities to work in the field of psychology in the future. Senior member of Jnana Prabodhini Mr. Yashwantrao Lele was also present for the program.

After this, Mr. Shirish Joshi suggested that the work will be easier if new technology is used for the records of leave and working hours of the members of the department, work reports. Also, if everyone is given a Job Profile according to the changing nature of work, then the salary can be revised accordingly. After a detailed discussion on this, it was decided to start the Biometric System and buy the related software. It was also decided that two persons should be appointed to implement the decisions.

Dr. Anagha Lavalekar said that the method of providing updated job profile will be discussed in the meeting of Deputy Heads of departments.

Dr. Ajit Kanitkar asked about the stage at which the work regarding the recognition of the posts of Director and Assistant Professor from Savitribai Phule University reached. Answering it, Dr. Anagha Lavalekar said that the follow-up is on. One person is given responsibility for it. And the letter is expected to arrive this month.

Director Dr. Anagha Lavalekar informed that the institute is starting to give research scholarship from this year. This decision was appreciated by all. She added that for this year

Ms. Samhita Karmalkar has been selected for this. She informed about her topic of 'Effects of Classical Yoga Intervention on Resilience among Rural to Urban Migrant Adolescents'.

Dr. Anagha Lavalekar also informed that Dr. Sujala Watve has received the Certificate of Outstanding Teacher (Urban) under the title 'Journey of Shaping Young Mind' by the Rotary Club. On this all the members congratulated her and concluded the meeting with greetings.



Jnana Prabodhini's Institute of Psychology (JPIP)

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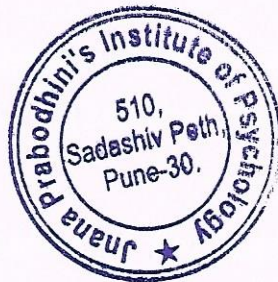
Internal Quality Assurance Committee

Meeting Attendance Sheet

Day & Date: - Tuesday, 25 March 2019

Time: - 11.00 a.m. @ 5th Floor Classroom, Jnana Prabodhini

No.	Name of the Member	Designation	Signature
1	Dr. Anagha Lavalekar	Head of the Institution- Chairperson-Director	
2	Dr. Sujala Watve	Members from Management	
3	Dr. Ajit Kanitkar	Members from Management	
3.	Prof. Dhanashree Sowani	Coordinator	
4.	Dr. Suchrita Gadre	Full-time Teacher in the college	
5.	Smt. Manjiri Mhaskar	Senior admin Officer	
6	Deepak Kale	Senior admin Officer	
Invitee			
1	Ashwini Aursang	Admin Section	



Jnana Prabodhini's Institute of Psychology

Internal Quality Assurance Committee

Minutes of the Meeting

Day-Tuesday Date- 25th March 2019

Time –11.00 a.m.

Place- PGDSP classroom, 5th floor, Jnana Prabodhini, Pune

The meeting started with greetings.

While reviewing the previous meeting, it was informed by Dr. Anagha Lavalekar that the letter of approval for the posts of two Assistant Professors was received from Savitribai Phule University. Everyone expressed satisfaction about this.

Director of Jnana Prabodhini's Institute of Psychology Dr. Anagha Lavalekar gave information about the proposal for the Pani Foundation to assess the psychosocial impact of Water cup competition conducted during 2017-18. This proposal has been accepted by the organization and its assessment is to be completed in six months. A software will be bought for that and it will be used well for assessment and the work will be done quickly.

Dr. Sujala Watve suggested that the scope of work has increased considering the increasing scope of the organization and the complexity of purchasing many things due to the introduction of new technology and to improve efficiency and make things available in time, a purchase committee should be established.

Setting up the committee will bring transparency in the procurement process. Similarly, Vendors will be approached and decided upon. And by evaluating the suppliers, the goods will be available at the right price. Similarly, that after sales service will also be available as proposed by Dr. Ajit Kanitkar.

After a detailed discussion, it was decided that a purchase committee of two members should be formed. Similarly, it was decided that the final decision regarding the work done by this committee will be with the director.

After this, Dr. Sucharita Gadre presented her views that there should be a policy of the organization regarding the retirement of the members. All agreed on this and the following suggestions were made.

- Retirement age should be determined.

- Letter regarding no Dues or other things (Laptop, Data, Books) etc. should be done.

- One person should be responsible for completing the post-retirement financial transactions (EPF, Gratuity).

- If the member owes to the institution, there should also be a rule of reference.

Dr. Ajit Kanitkar said, administrative members should take into account Jnana Prabodhini's central office policies in this regard and all the above suggestions and should prepare a format and submit it to the (Sah vichar samiti) consultative committee for finalization.

Director Dr. Anagha Lavalekar informed that Aparnargauri Phatak has been selected for research scholarship this year. She will study the subject of 'Career of the Gifted'.

After discussing the points decided in the meeting, it was informed that a paper will be presented at the International Research Association for Talent Development Excellence (IRATDE) conference in Taiwan. On this, all the members congratulated and concluded the meeting by saying Namaste.

