

Rayat Shikshan Sanstha's  
Arts, Science and Commerce College Ramanandnagar (Burli)

**Skill Oriented Courses**  
**2020-21**  
**Committee Constitution**

- ❖ Dr. V. S. Raut - Chairman
- ❖ Dr. U. V. Patil - Member
- ❖ Ms. N. S. Borade - Member
- ❖ Mr. M. K. Dighe - Member
- ❖ Ms. S. W. Wagh - Member



  
**Principal**  
Arts, Science & Commerce College,  
Ramanandnagar (Burli)

**Rayat Shikshan Sanstha's  
Arts, Science and Commerce College, Ramanandnagar  
(Burli)**

Tal.:-Palus; Dist.:- Sangli

**Skill Development Committee: 2020-21**

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**Meeting Notice no.-1**

Date: 02/09/2020

All members of Skill Development Committee are hereby informed that, the First meeting in academic year 2020-21 will be held on 03/09/2020 at 1.30pm in the Principal Cabin under the guidance of Hon. Prin. Dr. L. D. Kadam. Please be present for the same in time.

**Agenda:**


1. To read the minutes of previous meeting and finalize it by permission of members.
2. To discuss about starting the Skill Development courses for the academic year 2020-21.
3. To discuss about the class to which course will be applied.
4. To discuss about fee structure of the courses.

**Members of the Committee:**

Dr. U. V. Patil -	Member
Ms. N. S. Borade -	Member
Mr. M. K. Dighe -	Member
Ms. S. W. Wagh -	Member

  
Chairman  
Skill Development Committee



  
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**Skill Development Committee: 2020-21**

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**Minutes of Meeting No.-1**

Date: 03/09/2020

The 1st meeting of Skill Development Committee in academic year 2020-21 was held on 04/09/2020 at 1:30 pm in the Principal Cabin under the guidance of Hon. Prin. Dr. L. D. Kadam and IQAC Coordinator Dr. U. V. Patil. The following members were present for the meeting,

**Member of the Committee present for the meeting:**


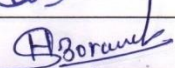

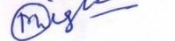
- 1** Ms. N. S. Borade - Member
- 2** Mr. M. K. Dighe - Member
- 4** Ms. S. W. Wagh - Member

**Minutes of the Meeting:**

The following transactions were made in the committee meeting-

1. The proceeding last meeting read by the Committee Chairman..  
The committee members are discussed in detail on minutes of the last meeting and finalized with the satisfaction of all members.
2. The committee members are decided to run the four Skill oriented courses as per norms decided by the committee.
3. The strength of these courses and admission will be decided by the respective co-ordinators.
4. It is also decided that, to provide skill oriented courses with nominal fees.
5. It was decided to maintain documentation of course as: Syllabus of skill oriented course, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list, Certificate, Fee Collection receipt.

5. All above discussions unanimously sanctioned by all committee members. Meeting had been concluded by co-ordinator with the permission of chairman.

Sr. No.	Name of Course	Coordinator	Signature
1.	Spoken English	Dr. Patil U. V.	
2.	Fashion Designing	Ms. Borade N. S.	
3.	Cookery	Ms. Wagh S. W.	
4.	Soft Skill Development	Mr. Dighe M. K.	



Chairman  
Skill Development Committee



Principal  
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**Rayat Shikshan Sanstha's  
Arts, Science and Commerce College, Ramanandnagar (Burli)  
2020-21**

**Skill Development Committee  
Notice**

Date - 15.09.2020

All the Coordinators of Skill oriented courses are hereby informed to start their allotted courses in online mode for academic year 2020-21. They are also informed to preserve documentation as

1. Syllabus of skill oriented course
2. Program outcome
3. Time table
4. Attendance
5. Question papers
6. One-Page report with photos
7. Exam notice and Result sheet
8. Student list
9. Certificate.
10. Fee Collection receipt (if applicable)


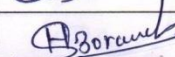
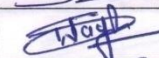
Also, please immediately submit a file of above record for academic year 2018-19 and 2019-20 to Dr. V. S. Raut on or before 10/10/2020.



Chairman  
Skill Development Committee



**Principal**  
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