

Date: 4th October 2023

Meeting No. 1/ 2023/AC

1. **Chairperson:** Dr. Nehal Sonawane

2. **Attendees:**

Dr. Varsha Jadhav

Dr. Snehal B

Dr. Joel Koshy Joseph

Dr. Aameer Parkar

3. **Agenda:**

- To discuss the organization and sponsorship of the Practice Management Program.
- To finalize the dates, venue, and budget for the event.

4. **Key Points Discussed:**

- Proposed event date: 9th Oct 2023
- Target audience: Final year students and interns.
- Responsibilities assigned to the organizing committee.

5. **Decisions Taken:**

- Event date confirmed for 9th Oct 2023
- Budget allocated: 30000/-
- Sponsorship confirmed with Alumni Committee

6. **Action Items:**

- Finalize venue and speakers by 7th Oct 2023
- Design and circulate promotional materials by 7th Oct 2023.

Nehal Sonawane

Dr. Nehal Sonawane
Committee Chairman



Dr. Varsha Jadhav
Dr. Varsha Jadhav
Dean, Principal

Date: 11th January 2024

Meeting No. 2/ 2024/AC

1. **Chairperson:** Dr. Nehal Sonawane

2. **Attendees:**

Dr. Varsha Jadhav

Dr. Snehal B

Dr. Joel Koshy Joseph

Dr. Aameer Parkar

3. **Agenda:**

- To prepare for the upcoming campus drive by IKS Health.
- Coordination and logistics for the recruitment process.

4. **Key Points Discussed:**

- Recruitment date: 11th January 2024.
- Communication with students regarding eligibility and process.
- Coordination with IKS Health representatives.

5. **Decisions Taken:**

- Venue: Yogita Dental College and Hospital
- Schedule: 10:00 AM to 4:00 PM.
- Placement coordinator assigned: Dr. Snehal Bhalerao

6. **Action Items:**

- Notify eligible students by 13th Jan 2024
- Arrange technical support and seating by Mr. Ankur Khedekar

Nehal Sonawane

Dr. Nehal Sonawane
Committee Chairman

Dr. Varsha Jadhav
Dean, Principal



Date: 3rd March 2024

Meeting No. 4/ 2024/AC

Subject: Sponsoring Dinner Feast for Nakshatra Event 2024

1. **Chairperson:** Dr. Nehal Sonawane

2. **Attendees:**

Dr. Varsha Jadhav

Dr. Snehal B

Dr. Joel Koshy Joseph

Dr. Aameer Parkar

3. **Agenda:**

- Sponsoring the dinner feast for the annual Nakshatra event.
- Budget and menu finalization.

4. **Key Points Discussed:**

- Event date: 3rd March 2024.
- Estimated number of attendees: 50.
- Catering service options and menu selection.

5. **Decisions Taken:**

- Budget approved: 300000.
- Caterer confirmed: North Point Roof Top Chilpun

6. **Action Items:**

- Confirm catering arrangements by 5th March 2024
- Ensure proper seating and serving arrangements at the venue.

Nehal Sonawane

Dr. Nehal Sonawane
Committee Chairman



Dr. Varsha Jadhav
Dean, Principal

Date: 19th March 2024

Meeting No. 3/ 2024/AC

Subject: Contribution of Xerox Machine

1. **Chairperson:** Dr. Nehal Sonawane

2. **Attendees:**

Dr. Varsha Jadhav

Dr. Snehal B

Dr. Joel Koshy Joseph

Dr. Aameer Parkar

3. **Agenda:**

- To finalize the contribution of a Xerox machine to the institution.
- Budget and procurement details.

4. **Key Points Discussed:**

- Model and specifications required.
- Placement location within the campus.
- Maintenance and service agreement.

5. **Decisions Taken:**

- Xerox machine model approved: CANON
- Budget allocated: 200000/-

6. **Action Items:**

- Purchase and install the Xerox machine 04/04/2024
- Notify staff of its availability and usage guidelines.

Nehal Sonawane

Dr. Nehal Sonawane
Committee Chairman



Dr. Varsha Jadhav
Dean, Principal