

**BHARATI VIDYAPEETH  
(DEEMED TO BE UNIVERSITY)  
DENTAL COLLEGE & HOSPITAL, PUNE  
Year Book Committee  
Academic Year 2019-2020**

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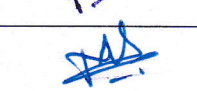
**Meeting conducted on 10<sup>th</sup> July 2019 at 11.00 am in Conference Room**

**Agenda:**

1. To discuss the aim & objectives of the newly formed Year Book Committee for the Academic Year 2019-20.
2. To discuss the duty allotments amongst the members for the efficient functioning of the committee

**Minutes of Meeting:**

1. A Year Book Committee of 08 Members was constituted in the first week of July 2019.
2. A meeting was conducted on 10<sup>th</sup> July 2019, which was attended by all the committee members.

Sr. No.	Name of Faculty	Committee	Signature
1.	Dr. Rajesh Kshirsagar	Chairman	
2.	Dr. Swapna Patankar	Member	
3.	Dr. Rupali Patil	Member	
4.	Dr. Aarti Gachake	Member	
5.	Dr. Shameeka Thopate	Member	
6.	Dr. Sneha Desai	Member	
7.	Dr. Chetana Jagtap	Member	
8.	Dr. Nimty Raina	Member	
9.	Dr. Mrunal Shinde	Member	
10.	Dr. Judy Koshy	Member	

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3. The aim and objectives of the Year Book Committee are to maintain the records of all the events & activities conducted in the institute & to compile all this information in form of a Year Book 2019-2020, which will give the key highlights of Academic Year 2019-2020 of the esteemed Bharati Vidyapeeth (Deemed to be University) Dental College & Hospital, Pune.

10. The duty allocation was done as follow

<b>Sr. No.</b>	<b>Name of Faculty</b>	<b>Duty Allocation</b>
1.	Dr. Swapna Patankar	To maintain all records of the events of Continuing Personal & Professional Development Programs & National Service Scheme Programs conducted in the institute in academic year 2019-2020
2.	Dr. Rupali Patil	To quarterly compile all data submitted quarterly by all members of the committee
3.	Dr. Aarti Gachake	To collect reports as Convocation Report, Library Report, Core Committee Report & Anti-ragging Committee Report for the academic year 2019-2020
4.	Dr. Shameeka Thopte	To maintain all records of the events of Cultural & Sports & Faculty Enrichment Programs conducted in the institute in academic year 2019-2020
5.	Dr. Sneha Desai	To maintain all records of the Faculty & Student Achievements, Conferences attended, Faculty Retirement & Farewell for the academic year 2019-2020
6.	Dr. Chetana Jagtap	To maintain all records of the Parent-teacher Meetings and Orientation Programs for BDS & MDS Students conducted in the institute in 2019-2020
7.	Dr. Nimty Raina	To maintain Institutional Research Committee & Institutional Ethics Committee Annual Records for 2019-2020 To carry out proof reading of all data compiled quarterly
8.	Dr. Mrunal Shinde	To maintain all records of the Publications of Faculty for the academic year 2019-2020
9.	Dr. Judy Koshy	To maintain all records of camps conducted by Departments of Public Health Dentistry & Pediatric & Preventive Dentistry in the academic year 2019-2020

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4. All the members should submit the records quarterly in the form of power point presentation with font size "14" & theme font "Bookman Old Style".
5. The power point presentation should include a list of all the events/activities/meetings conducted, followed by slides of each events/activities 1-2 photographs & a write up of 5-6 sentences.
6. The presentations should be mailed to Dr. Rajesh Kshirsagar & Dr. Rupali Patil on the following email address [rajeshkshirsagar40@gmail.com](mailto:rajeshkshirsagar40@gmail.com) & [dr.rupalipatil7001@gmail.com](mailto:dr.rupalipatil7001@gmail.com)

**Resolution:**

1. The date of next meeting was tentatively decided for the month of December 2019.
2. All the members were to mail quarterly reports of allocated duties for the months of July, August and September 2019 to Dr. Rajesh Kshirsagar & Dr. Rupali Patil.