



Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT
VIP Road, Nanded-431 602(M.S.), INDIA
www.ssbessitm.org E-mail ssbessitm@yahoo.com (Ph.02462-254850, 253471)



President
Hon. Ashok Shankarrao Chavan
B.Sc., M.B.A.

Vice-President
Mrs. Ameeta Ashokrao Chavan

Secretary
D. P. Savant
B.Sc. (Hons.)

Joint Secretary
Dr. Raosaheb K. Shendarkar
M.A., (Eco.) Ph.D.

Treasurer
Adv. Uday S. Nimbalkar
B.Com., L.L.B.

I/C Director
Dr. M. M. Bokare
M.E., Ph. D. (CSE)

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956, Accredited by NAAC 'B' 2.49 CGPA
Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.2025-2026/ /

Date: / /

Notice

Date: 06/10/25

All teaching staff members are informed hereby to remain present for debriefing meeting to analyse the effectiveness of events conducted by ITM since since 2nd June 2025 till date (06/10/2025)

The details of meeting are appended below.

Agenda: Debriefing of events

Date: 13/10/2025

Time: 02:30 pm

Venue: Staff room

The attendance of meeting is mandatory.

Director

Dr. M.M. Bokare

SSBES' ITM

Received
Shobha
30/10/2025



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Date: / /

Date: 06/10/2020

I have read the notice and will remain present for meeting.

Sr. No.	Name of Faculty	Sign
1	Dr. M. M. Bokare	
2	Dr. Vijay Wagh	
3	Dr. M. S. Altamash	
4	Mr. P. U. Shegaonkar	
5	Dr. S. N. Kokate	
6	Dr. P. H. Tamgadge	
7	Dr. N. N. Bharkad	
8	Dr. P. A. Kadam	
9	Dr. P. R. Patil	
10	Dr. N. D. Shinde	
11	Dr. Mrs. Anagha K. Joshi	
12	Mr. P. P. Joshi	
13	Dr. A. O. Gill	
14	Mr. S. B. Deshpande	
15	Mr. B. B. Shinde	
16	Ms. Geetanjali. M. Vaidya	
17	Dr. Md. Ahmed A. Razzak	
18	Dr. Pallavi P. Kawale	
19	Dr. Nasreen Fatema	
20	Mr. Mahesh D. Rajurkar	



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Date: / /

21	Mr. A. S. Gunjkar	
22	Mr. A.V. Suryawanshi	
23	Mr. A. D. Rajegore	
24	Md. Ruknuddin Siddiqui	
25	Mr. Akhilesh P. Tatode	
26	Ms. Mayuri A. Attal	
27	Ms. Archana R. Oza	
28	Ms. Vaishnavi G Vyas	
29	Mr. V. U. Honshette	
30	Mr. V. M. Gaikwad	



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Minutes of meeting held on 13/10/2025

Director welcomed all attendees and briefed the members about the purpose of this meeting. Dr. Bokare suggested to analyse the effectiveness of the events so that the events to be conducted in future will become more effective and will have higher rate of perfection.

1. **Committee formation and responsibilities:** Dr. Anagha Joshi suggested before taking any event, student and staff committees should be formed and responsibilities of each committee member should be defined.

2. **Sufficient notice:** Dr. N. N. Bharkad mentioned to give sufficient notice to all staff members and students about the event with all details (including date, time, venue and agenda).

3. **Audience, purpose and outcome:** Dr. Vijay Wagh suggested audience, purpose and outcomes of meeting should be well defined.

4. **Geo tag photographs:** Mr. P.P. Joshi suggested photos in Geo tag for uploading them on college website.

5. **SOP before commencement of event:** Dr. P. R. Patil suggested SOP should be defined before commencement of event.

6. **Report:** Dr. N.D. Shinde emphasized that the report of each event with supporting Geo tag photographs be submitted to IQAC office within two days.



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7. **Seating arrangement:** Dr. P. A. Kadam suggested that the proper seating arrangement should be made and few seats for guest, female faculty and male faculty alongwith delegates be marked before the beginning of event.

8. **Physical resources and management:** Dr. A. O. Gill suggested to make list of all physical resources alongwith budget and store management of the resources be defined.

9. **Master ppt presentation:** Dr. Vijay Wagh suggested that master PPT presentation to be presented to staff members before their critical evaluation. As well as he suggested that plan B should be ready in case of emergency & exigency.

10. **Timely commencement:** Md. Ruknuddin Siddiqui suggested that timely commencement and completion of event. Further Dr. Vijay Wagh suggested that guest, staff, students should be informed and invited well before the time.

11. **Contribution of all faculty members:** Dr. M.S. Altamash pointed that all faculty members should contribute for the success of event.

12. **Male CR and Female CR:** Mr. A. S. Gunjkar suggested that each class should have male CR & female CR.



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After hearing to suggestion of every member the meeting was concluded and
Dr. S. N. Kokate proposed vote of thanks.

Prepared By:

G. M. Vaidya

Approved By:

Dr. M. M. Bokare

page 3 of 3.



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I have read minutes of meeting and confirmed.

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