SHRI SHIVAJI MARATHA SOCIETY'S

COLLEGE OF ARCHITECTURE

74/1A, 74/1B, Aranyeshwar, Pune 411009.

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COUNCIL OF ARCHITECTURE CODE - MH91   DTE CODE - 6896
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY - IDNT NO. PU/PN/ARCH/475/2016

Outward No.: 404 A /2022-23   Date: 21|3|2023

NOTICE

Meeting of **COMMITTEE FOR SC/ ST** during the academic session 2022-23 has been organized as per details mentioned hereunder:

- **Day and Date**: Monday 27th March 2023
- **Time**: 9.00 am to 10.00 am
- **Venue**: Board Room (G 12), SSMS College of Architecture

All members are hereby requested to be present for the same. The following points shall be discussed in the meeting-

1) Overview of the various scholarships available to the students of the category.
2) To understand and plan ways of resolving the problems encountered by the students on day to day basis.
3) To discuss and finalize guidelines for applying to various government scholarships, online and other forms.
4) Finalize strategies to encourage students to participate in various personality development programs organized by SSMS and other campuses.
5) To plan short term soft skill training programs for the students.

Name of the Member	Sign
Prof. Chandrakant Subhash Kataria	DKataria
Prof. Shreyas Amraskar	ક્ષ્રીમસ્કર
Prof. Pratima Afzalpurkar	PRD
Mr. Purushottamm C Sargar	PCSargar
Master Aniket C Chaskar	Aniket
Miss Vaishnavi Sonar	Sonar
Miss Mrunmai Payal	M·P
Miss Pooja Shete	Pooja A.Shete

Ar Prof Chandrakant S Kataria
PRINCIPAL
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Attendance Sheet

Meeting of **COMMITTEE FOR SC/ ST** during the academic session 2022-23:

- **Day and Date**: Monday 27th March 2023
- **Time**: 9.00 am to 10.00 am
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Name of the Member	Sign
Prof. Chandrakant Subhash Kataria	
Prof. Shreyas Amraskar	
Prof. Pratima Afzalpurkar	
Mr. Purushottamm C Sargar	
Master Aniket C Chaskar	
Miss Vaishnavi Sonar	
Miss Mrunmai Payal	
Miss Pooja Shete	

27/3/23

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Outward No.:**440 A**/2022-23

Date: 17|4|2023

Meeting of **COMMITTEE FOR SC/ ST** during the academic session 2022-23 was organized as per details mentioned hereunder:

- **Day and Date**: Monday 27th March 2023
- **Time**: 9.00 am to 10.00 am
- **Venue**: Board Room (G 12), SSMS College of Architecture

MINUTES OF THE MEETING

The meeting started with a welcome note by the coordinator. All members were present for the same. The following points were discussed in the meeting-

1) **Overview of the various scholarships available to the students of the category.**
   It was decided to arrange a short seminar to make students and parents aware of different scholarships. They will be addressed as to how they can apply for the scholarships, what documents they would require...etc.

2) **To understand and plan ways of resolving the problems encountered by the students on day-to-day basis.**

   A student committee was formulated. It would have a student coordinator to whom all the students would tell their problems who would further report to the class coordinator. In case if the problem is small then it would be resolved at coordinator level itself otherwise it would be further taken to the Principal. Written records of the problems would be maintained by the student coordinator

3) **To discuss and finalize guidelines for applying to various government scholarships, online and other forms.**
   Session in computer lab to be organized from time to time as to how exactly the online forms should be filled, which websites to be referred was organized in the college by college Accountant.

4) **Finalize strategies to encourage students to participate in various personality development programs organized by SSMS and other campuses.**

It was decided that Communication Skills workshops to be organized to develop self confidence and language proficiency among the students. Research paper writing for various conferences to be encouraged among the students to develop their writing skills and vocabulary. Students to be exposed to various new softwares through different guest speakers to encourage them to learn and understand the importance of the softwares.

5) **To plan short term soft skill training programs for the students.**

Soft skills are just as essential as hard skills for tech professionals. The right personality traits can help you excel at work. Highly valued soft skills include communication, time management, network building, empathy, critical thinking, being proactive and self-awareness. It was decided that It could be initially encouraged through some of the simple games like as follows-

- Back-to-back drawing. Goal: Improve communication. ...

- Looking out of a window. Goal: Improve empathy. ...

- Blindfold Game. Goal: Build trust and improve team collaboration. ...

- Concentric circles. Goal: Team collaboration. ...

- Get It Together. ...

- Drawn Understanding. ...

- Eye Contact Circle. ...

- Emotional Charades.

These activities are fun because it involves a lot of informal communication and is really helpful to learn and discover new skills. It was decided to plan such activities once in every semester, on the working Saturdays.

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