



St. John College of Engineering and Management

Autonomous Institute

(A Christian Religious Minority Institution)

Approved by AICTE and DTE, Affiliated to University of Mumbai / MSBTE

DTE Code : 3218 AICTE Permanent ID : 1-4790201

NAAC Accredited with Grade 'A+', Three Programs NBA Accredited



Minutes of Meeting

Details of Meeting:

Meeting No.	01		
Date & Time	22 June 2026 11:30AM	Academic Year	2026-27
Department / Committee	SPCA	Venue	Lab2-Department of Computer Engineering
Meeting Called by	Mrs. Priyanka Kamble	Minutes Prepared by	Documentation Team

Members Present:

Sr. No.	Name	Team/Designation
1	Mrs. Priyanka Kamble	Faculty Coordinator
2	Tanaya Bagade	Media Team
3	Aayush Kini	Media Team
4	Aryan Gharat	Event Team
5	Anuj Raut	Event Team
6	Prajwal Patil	Event Team
7	Swaraj Powale	Event Team
8	Ilf Bhimani	Event Team
9	Richa Jha	Event Team
10	Arya Patil	Design Team
11	Sarvasvi Patil	Design Team
12	Atharva Patil	Design Team
13	Aarya Naik	Design Team

Meeting Information:

Agenda	1. Welcome and introduction to SPCA for AY 2026-27. 2. Reformation of the SPCA Committee. 3. Finalization of the Core Committee. 4. Selection of Heads and Joint Heads. 5. Planning interviews for induction of new members. 6. Discussion on roles and responsibilities.
Action Taken Report (ATR) of Previous	Not Applicable. This was the first meeting of the SPCA Committee for Academic Year 2026-27.



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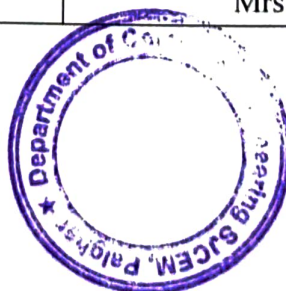
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Meeting	
Discussion	1. Mrs. Priyanka Kamble welcomed all members and briefed them about the objectives of SPCA for Academic Year 2026-27. 2. The committee discussed the need to reform the SPCA Committee after the graduation of the previous final-year members. 3. The Core Committee, Heads and Joint Heads of various teams were finalized based on experience, commitment and leadership. 4. Roles and responsibilities of each team were explained to ensure effective coordination throughout the academic year. 5. It was decided that interviews for induction of new junior members would be conducted within one week.
Resolutions / Decisions Taken	1. SPCA Committee restructured for AY 2026-27. 2. Core Committee finalized. 3. Heads and Joint Heads finalized. 4. Interviews for new members to be conducted within one week. 5. Team Heads to coordinate departmental activities.

Action Items:

Sr. No.	Action Item	Responsibility	Timeline
1	Finalize committee	Faculty Coordinator	Completed
2	Schedule interviews	Faculty Coordinator & Team Heads	Within one week
3	Prepare final committee list	Documentation Team	After interviews
4	Communicate responsibilities	Team Heads	Before next meeting

Prepared By	Checked By
Name & Dated Signature of Coordinator	Name & Dated Signature of Committee In-charge
Documentation Team	Mrs. Priyanka Kamble



Dr. Sunny Sall
HOD Signature