

Vivekanand College, Kolhapur (Autonomous)
Department of Commerce
(2019-20)
First Staff Meeting
Notice

Date -18th June 2019


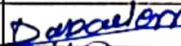
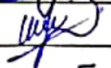
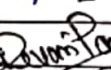


All the faculty members of department hereby informed that departmental meeting is scheduled on 22nd June, 2019 at 11.15 am in Room No. 53, so all faculty members are requested to present on time.

Agenda of Meeting

1. To discuss on workload.
2. To discuss on requirement of staff.
3. To discuss on B. O. S meeting
4. To discuss on academic calendar activity
5. To discuss on preparation of database of last year pass out students.
6. Any other matter with the permission of Head.



Dr. M. V. Charankar
HOD
Head of the Department
Department of Commerce
Vivekanand College
Kolhapur

Sr. No.	Faculty Name	Sign
1.	Shri. S. S. Kale	
2.	Mr. U. D. Dabade	
3.	Mrs. P. C. Parishwad	
4.	Mss. M. M. Purohit	
5.	Dr. R. R. Patil	
6.	Shri. S. S. Kale	



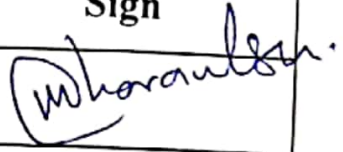


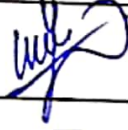

Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Attendance first staff Meeting

Academic Year 2019-20

Held on - 22nd June, 2019

Sr. No.	Faculty Name	Sign
1	Dr. M. V. Charankar (Chairman)	
2	Shri. S. S. Kale	
3	Mr. U. D. Dabade	
4	Mrs. P. C. Parishwad	
5	Mss. M. M. Purohit	-
6	Dr. R. R. Patil	



Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Minutes of First staff Meeting

Academic Year 2019-20

Held on – 22nd June, 2019

Item – I	To discuss on workload.
	[Note: Discussion were held in the meeting about department workload for UG & PG programme.]
	Department head Dr. M. V. Charankar had discussed on total workload for B. Com. Grantable Division (Total workload - 88), B. Com- Non-Grantable Division (Total workload - 40) and M. Com. (Total workload - 48) for the academic year 2018-19. Workload distributed to exiting faculty members.
Item – II	To discuss on requirement of staff.
	[Note: Discussion were held in the meeting about required staff for UG & PG programme.]
	Department head Dr. M. V. Charankar had discussed on total staff required for B. Com. Grantable (Fulltime – 2 Post , CHB- 5 Posts), B. Com- Non Grantable (Fulltime CHB - 3 Post) and M. Com. (3 Post)
Item – III	To discuss on B. O. S meeting
	[Note: Discussion were held in the meeting on conduct the B.O.S. meeting]
	Department head Dr. M.V. Charankar had discussed on conduct the BOS meeting in Business Management, Accountancy and Commerce to be held on 4 th October 2019 and allotted work regarding BOS meeting (preparation of Notice, Minutes, Invitation , thanks letters and Remuneration of BOS members) to Mr. U. D. Dabade.
Item – IV	To discuss on academic calendar activity
	[Note: Discussion were held in the meeting about departmental academic calendar.]
	Department head Dr. M. V. Charankar had discussed on academic calendar and allotted activities of October month as per calendar to concern faculty member.
Item – V	To discuss on preparation of database of last year pass out students

	[Note: Discussion were held in the meeting on preparation database of last year students.]
	Department head Dr. M. V. Charankar had discussed on database preparation of last year pass out students.
Item – VI	Any other matter with the permission of Head.
	[Note: No Discussion took place.]
	There was no other matter hence meeting ended with vote of thanks by Mr. Y. B. Mane



Dr. M. V. Charankar

Dr. M. V. Charankar
Head of the Department
 HGD
 Department of Commerce
 Vivekanand College
 Kolhapur