


Vivekanand College, Kolhapur (Autonomous)
Department of Commerce
(2020-21)
First Staff Meeting
Notice

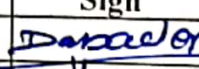
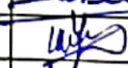
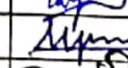
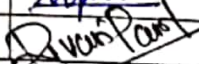
Date -17th October, 2020

All the faculty members of department hereby informed that departmental meeting is scheduled on 21st October 2020 at 9.30 am through online Google meet platform, so all faculty members are requested to attend the meeting on time.

Agenda of Meeting

1. To discuss on workload.
2. To discuss on requirement of staff.
3. To discuss on academic calendar activity.
4. To discuss on faculty development activities- Research Paper, Research Project, FDP, Educational Videos Etc.
5. To discuss on B. O. S. meeting
6. To discuss on preparation of database of last year pass out students.
7. Any other matter with the permission of Head.


Mr. S. S. Kale
Head of the Department
Department of Commerce
Vivekanand College
Kolhapur

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




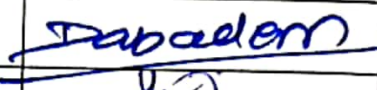
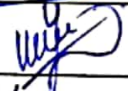
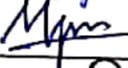
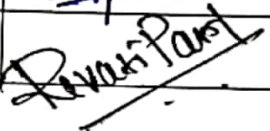
Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Attendance first staff Meeting

Academic Year 2020-21

Held on - 21st October 2020

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



Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Minutes of First staff Meeting

Academic Year 2020-21

Held on – 21st October 2020

Item – I	To discuss on workload.
	[Note: Discussion were held in the meeting about department workload for UG & PG programme.]
	Department head Mr. S. S. Kale had discussed on total workload for B. Com. Grantable Division (Total workload - 88), B. Com- Non-Grantable Division (Total workload - 56) and M. Com. (Total workload - 48) for the academic year 2021-22. 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 Mr. S. S. Kale had discussed on total staff required for B. Com. Grantable (Fulltime – 1 Post , CHB- 6 Posts), B. Com- Non Grantable (Fulltime CHB - 3 Post) and M. Com. (3 Post)
Item – III	To discuss on academic calendar activity
	[Note: Discussion were held in the meeting about departmental academic calendar.]
	Department head Mr. S. S. Kale had discussed on academic calendar and allotted activities of October month as per calendar to concern faculty member. Welcome Function- Mrs. P. C. Parishwad, Guest Lecture – Mr. S. S. Kale , ED cell Inaugural Function– Dr. R. R. Patil
Item – IV	To discuss on faculty development activities- Research Paper, Research Project, FDP, Educational Videos Etc.
	[Note: Discussion were held in the meeting on various faculty development Activities.]
	Department head Mr. S. S. Kale had discussed on research paper publication (Minimum – 2 Papers), guideline for Preparation of research proposal for

	College, UGC, ICSSR and other funding agencies, Suggestion regarding Ramanujan FDP program and Mr. S. S. Kale delivered lecture on creating educational videos, how to use OBS software for screen recoding and features of Teachmint application for online education.
Item – V	To discuss on B. O. S meeting
	[Note: Discussion were held in the meeting on conduct the B.O.S. meeting]
	Department head Mr. S. S. Kale had discussed on conduct the BOS meeting in Business Management, Commerce and Accountancy to be held on 13 th , 14 th & 15 th January, 2021 respectively and allotted work regarding BOS meeting (preparation of Notice, Minutes, Invitation , thanks letters and Remuneration of BOS members) to Mr. U. D. Dabade
Item – VI	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 Mr. S. S. Kale had discussed on database preparation of last year pass out students. He suggested that to collect data from students through Google form.
Item – VII	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. U.D Dabade.



[Handwritten Signature]

Mr. S. S. Kale

Head of the Department
Department of Commerce
Vivekanand College
Kolhapur

