


Vivekanand College, Kolhapur (Autonomous)
Department of Commerce
(2021-22)
First Staff Meeting
Notice

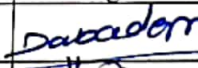
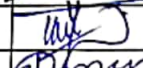
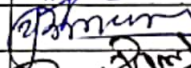
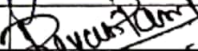
Date -5th October, 2021

All the faculty members of department hereby informed that departmental meeting is scheduled on 7th October, 2021 at 11.15 am in Room No. 57, 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 academic calendar activity
4. To discuss on preparation of database of last year pass out students.
5. 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.	Dr. Y. B. Mane	
4.	Dr. R. R. Patil	






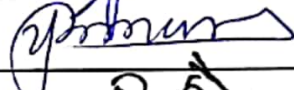
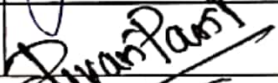
Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Attendance first staff Meeting

Academic Year 2021-22

Held on - 7th October, 2021

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



Vivekanand College, Kolhapur (Autonomous)

Department of Commerce


Minutes of First staff Meeting

Academic Year 2021-22

Held on – 7th October, 2021

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 existing 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- 7 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.
Item – IV	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 – V	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 Dr. Y. B. Mane




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