


Vivekanand College, Kolhapur (Autonomous)
Department of Commerce
(2022-23)
First Staff Meeting
Notice

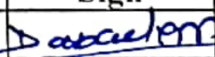
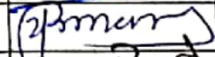



Date –3rd August, 2022

All the faculty members of department hereby informed that departmental meeting is scheduled on 6th August, 2022 at 11.00 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 faculty development activities- Research Paper, Research Project, FDP, Educational Videos Etc.
5. To discuss on formation of New B. O. S.
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
HOD
Head of the Department
Department of Commerce
Vivekanand College
Kolhapur

Sr. No.	Faculty Name	Sign
1.	Mr. U. D. Dabade	
2.	Dr. Y. B. Mane	
3.	Dr. R. R. Patil	
4.	Mrs. P. C. Parishwad	
5.	Mr. Satish Chavan	




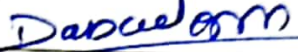
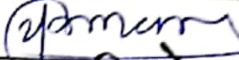
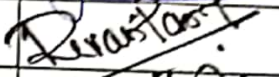
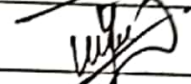
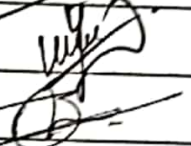
Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Attendance first staff Meeting

Academic Year 2022-23

Held on - 6th August, 2022

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



Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Minutes of First staff Meeting

Academic Year 2022-23

Held on – 6th August, 2022

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.
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 formation of New B. O. S
	[Note: Discussion ware held in the meeting on formation of New B.O.S.]
	Department head Mr. S. S. Kale had discussed on formation new Accountancy, Management and Commerce B.O.S. for the academic year 2021-22, 2022-23,2023-24.
Item – VI	To discuss on preparation of database of last year pass out students
	[Note: Discussion ware 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.




Mr. S. S. Kale

Head of the Department
HOD
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Vivekanand College
Kolhapur