

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

Notice

Date -8th Sept, 2022

All the faculty members of department hereby informed that departmental meeting is scheduled on 12th September, 2022 at 11.00 am in Room No. 57, so all faculty members are requested to present on time.

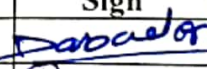
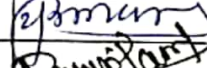



Agenda of Meeting

1. Confirm the minutes of previous departmental meeting.
2. To discuss on allocation of workload.
3. To discuss on faculty development activities- Research Paper, Research Project, FDP, Educational Videos Etc.
4. To plan regarding to academic calendar activity.
5. To discuss on B. O. S meeting
6. To Discussion regarding preparation of B. Com. – III Syllabus.
7. To discuss on preparation of database of last year pass out students.
8. 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.	Dr. Y. B. Mane	
3.	Dr. R. R. Patil	
4.	Mrs. P. C. Parishwad	
5.	Mr. Satish Chavan	




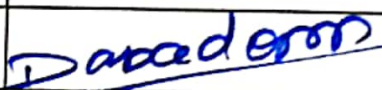
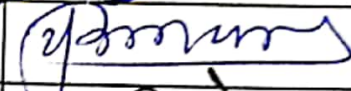



Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Attendance Second staff Meeting

Academic Year 2022-23

Held on 12th September, 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 second staff Meeting

Academic Year 2022-23

Held on – 12th September, 2022

Item – I	Confirm the minutes of previous departmental meeting.
	[Note: Mr. S.S. Kale read the Minutes of Previous meeting]
	Previous meeting minutes were approved by the staff members
Item – II	To discuss on allocation of 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 - 64) and M. Com. (Total workload - 64) for the academic year 2022-23. Workload distributed to exiting faculty members.
Item – III	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.
Item – IV	To plan regarding to 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 as per calendar to concern faculty member.
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 8 th , 9 th & 10 th December, 2022 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 Discussion regarding preparation of B. Com. – III Syllabus.
	[Note: Discussion were held in the meeting on preparation of B. Com. – III Syllabus
	Department head Mr. S. S. Kale had discussed on preparation of B. Com. – III Syllabus w.e.f. 2023-24. He suggested that the prepare syllabus as per the guideline of NEP-2020.
Item – VII	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 – VIII	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 ^{HOD} Department
 Department of Commerce
 Vivekanand College
 Kolhapur,