

Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

First Staff Meeting Notice



Date – 04<sup>th</sup> Oct -2021

All the faculty members of department hereby informed that first departmental meeting is scheduled on 5<sup>th</sup> October, 2021 at 11.30 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 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.

A handwritten signature in blue ink, appearing to be 'S. S. Kale'.

Mr. S. S. Kale

Head of the Department

Sr. No.	Faculty Name	Sign
1.	Mr. Umesh Dhondiram Dabade	
2.	Dr. Revati Rabul Patil	
3.	Mrs Pooja chintamani Parishwad	
4.		
5.		

**Vivekanand College, Kolhapur (Autonomous)**


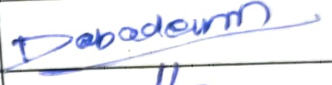
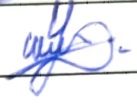
**Department of Commerce**

Attendance First staff Meeting

Academic Year 2021-22

Held on - 5<sup>th</sup> 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. R. R. Patil	

**Vivekanand College, Kolhapur (Autonomous)**  
**Department of Commerce**



**Minutes of First staff Meeting**

**Academic Year 2021-22**

**Held on - 5<sup>th</sup> October, 2021**

<b>Item – I</b>	To discuss on workload.
	[ <b>Note:</b> Discussion ware-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.
<b>Item – II</b>	To discuss on requirement of staff.
	[ <b>Note:</b> Discussion ware 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)
<b>Item – III</b>	To discuss on academic calendar activity
	[ <b>Note:</b> Discussion ware 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
<b>Item – IV</b>	To discuss on faculty development activities- Research Paper, Research Project, FDP, Educational Videos Etc.
	[ <b>Note:</b> Discussion ware 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.
<b>Item - V</b>	To discuss on formation of New B. O. S
	[ <b>Note:</b> Discussion were 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.
<b>Item - VI</b>	To discuss on preparation of database of last year pass out students
	[ <b>Note:</b> 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.
<b>Item - VII</b>	Any other matter with the permission of Head.
	[ <b>Note:</b> No Discussion took place.]
	There was no other matter hence meeting ended with vote of thanks.



**Mr. S. S. Kale**

**Head of the Department**