

**Vivekanand College, Kolhapur (Autonomous)**

**Department of English**

**Notice**

Date: 12/7/2018

All teachers of Department of English are hereby informed that a meeting is scheduled on Friday, 20<sup>th</sup> July 2018 at 10.00 am. in room 28. All teachers are requested to be present on time.

**The agenda of the meeting**

1. Confirmation of the minutes of the previous meeting
2. Distribution of work load.
3. Finalization of the date of Welcome function
4. Discussion about ' Parents -Teachers -Students Meet'
5. Observation of English Week
6. Arrangement of visit to the University and Language Lab
7. Discussion to organize Guest Lectures
8. Discussion about the nature of MoU with Mahaveer College & Kamala College –for Student-Centric Activities & for Faculty Exchange Programme
9. Any other matter with permission of the Chair Person



(Dr. P. A. Patil)

**Head**  
**DEPARTMENT OF ENGLISH**  
**VIVEKANAND COLLEGE**  
**KOLHAPUR (AUTONOMOUS)**

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)  
Department of English**

Minutes of the meeting held on Saturday, 20<sup>th</sup> July 2018 at 10.00 a.m. in Room no .28

**Members Present:** Mr. S.M .Ruikar

Dr. P.A .Patil

Dr. S. M. Joshi

Dr. P. P. Gavali

Ms. Savita Kolekar

**The proceedings of this meeting are as follows:**

**Item no 1:** The minutes of the previous meeting were read and confirmed unanimously by all the members.

**Item no 2:** Distribution of work load .

The workload was assigned to all teachers of the department .

**Item no 3 :** Finalization of the date of Welcome function.

A discussion was carried out by all teachers about organizing welcome function and it was decided that the function will be organised on 28/7/2018.

**Item No. 4:** Discussion about ' Parents –Teachers –Students Meet

It was resolved to organize Parents –Teachers –Students Meet on 15/8/2018 in order to establish a rapport among the stakeholders and convey them about the plans and achievements of the departments.

**Item No.5 :** Observation of English Week'

It was resolved that English Week will be observed between 3/9/2018 and 11/9/2018. And various competitions will be organized during the week. The responsibilities were distributed to different teachers.

**Item No. 6:** Arrangement of visit to the university and language lab

As per the practise of our department, students visit the Shivaji University language lab and library. This years' visit was planned and the duties were distributed to teachers who will accompany the students.

**Item No. 7 :** Discussion to organise guest lectures.

It was finalized to arrange a guest lecture of Prof. J. A. Shinde , Former Head , Department of English , Shivaji University ,Kolhapur. And of Dr. Anand Patil ,Former Head , Department of English ,Goa University ,Goa .

Proposed by: Prof .S.M.Ruikar

Seconded By: Dr. Shruti Joshi

**Item No. 8** Discussion about the nature of MoU with Mahaveer College & Kamala College —for Student-Centric Activities & for Faculty Exchange Programme.

It was discussed to sign MoUs with the Department of English ,Mahaveer College ,Kolhapur and Department of English ,Kamala College ,Kolhapur for establishing a bond between these two colleges . Different Student-Centric Activities & Faculty Exchange Programmes will be conducted under the MoUs. The format of MoU was discussed and finlaised.

Proposed by : Dr.P.A.patil

Seconded by : Dr. Shruti Joshi

**Item No.9** As there was no other matter to discuss, the meeting ended with thanks to the Chair.

  
(Dr. P. A. Patil)  
Head  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (AUTONOMOUS)

**Vivekanand College, Kolhapur (Autonomous)**

**Department of English**

**Notice**

**Date : 15/12/2018**

All teachers of Department of English are hereby informed that a meeting is scheduled on Friday, 4<sup>th</sup> January 2019 at 10.00am. in room 28. All teachers are requested to be present for the meeting.

**The agenda of the meeting**

1. Confirmation of the minutes of the last meeting
2. Discussion about 'Social Outreach Programme'
3. Finalization of the Guest lectures on various topics
4. Organization of Role Play Enactment.
5. Organization of Reading One -Act Play
6. Any other matter with permission of the Chair Person.



(Dr. P. A. Patil)

**Head**

**DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (AUTONOMOUS)**

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)  
Department of English**

Minutes of the meeting held on Saturday , 4<sup>th</sup> January 2019 at 10.00 a.m. in Room no . 28.

**Members Present:** Mr. S.M .Ruikar

Dr. P.A .Patil

Dr. S. M. Joshi

Dr. P. P. Gavali

Ms . Savita Kolekar

**The proceedings of this meeting are as follows:**

**Item no 1:** Confirmation of the minutes of the previous meeting

The minutes of the previous meeting were read and confirmed unanimously by all the members.

**Item no 2:** Discussion about ' Social Outreach Programme '

It was resolved and finalized that under the Social Outreach Programme, B.A III English (Spl) students will go to a school of their convenience and conduct classes for 6 days .

**Item no 3 :** Finalization of the Guest lectures

It was decided and finalized to arrange Guest Lectures of scholars like Prof. Nagesh Nalawade ,Former Principal ,The New College ,Kolhapur and Ms. Sumati Salunkhe ,Kamala College ,Kolhapur.

Proposed by – Dr. Shruti Joshi

Seconded by – Dr. P. A. Patil

**Item No. 4:** Organization of Role Play Enactment

A discussion was held regarding organising various co-curricular activities in the department. It was decided that 'Role Play Enactment' will be organised for B.A I (DSE) to develop various fundamental performance skills.

Proposed by : Dr. P. A. Patil

Seconded by : Dr. P. P. Gavali

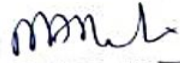
**Item No.5** : Organization of activity 'Reading One-Act Play .

As a part of extra-curricular activities, it was decided 'Reading One- Act Play' activity will be organised in the month of March.

Proposed by: Dr. P.A Patil

Seconded by : Dr.P.P Gavali

**Item No.9** As there was no other matter to discuss, the meeting ended with thanks to the Chair.

  
(Dr. P. A. Patil)  
**Head**  
DEPARTMENT OF ENGLISH  
VIVEKANAND COLLEGE  
KOLHAPUR (AUTONOMOUS)