

# Vivekanand College, Kolhapur (Autonomous)

## Department of Chemistry (2023-24)

### Notice

Date: 10/07/2023

All the faculty members of the department are hereby informed that, term opening departmental meeting will be held on Thursday, 13<sup>th</sup> July 2023 at 2:30 pm. Kindly remain present on time.

### **Agenda of the meeting**

1. Workload distribution of UG and PG.
2. Syllabus Distribution of B. Sc. I, II, III and M. Sc. I, II
3. Preparation of Time table.
4. Discussion regarding formation of various committees.
5. Discussion on submission of documents required to prepare SSR.
6. Discussion on organization of various activities in the department in this semester (International Ozone day, Constitution day).



*S.D. Shirke*

Dr. Mrs. S. D. Shirke





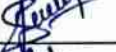




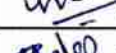

**Head**

Dept. of Chemistry  
Vivekanand College, Kolhapur

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ASK	<i>[Signature]</i>	HVS	<i>[Signature]</i>
SSK	<i>[Signature]</i>	SDK	<i>[Signature]</i>
SSA	<i>[Signature]</i>	SNI	<i>[Signature]</i>
SDShinde	<i>[Signature]</i>	MKL	<i>[Signature]</i>
AST	<i>Aslapare</i>		
DSG	<i>[Signature]</i>		
AAP	<i>[Signature]</i>		

## Report of the Meeting

Following committee members were present for this meeting

Sr. No.	Name of Faculty	Sign
1	Dr. A.S. Kumbhar	
2	Dr. K. A. Undale	
3	Dr. S. S. Ankushrao	
4	Dr. S. D. Shinde	
5	Shri. S. S. Kadam	
6	Shri. A. S. Tapase	
7	Dr. D. S. Gaikwad	
8	Dr. A. A. Patravle	
9	Shri. A. T. Mane	
10	Dr. H. V. Sanghani	
11	Miss. P. A. Gholap	

## **Minutes of the meeting**

The meeting of the faculty members of the department of Chemistry were held on 13<sup>th</sup> July 2023 under the chairmanship of Head, Department of Chemistry, Vivekanand College, Kolhapur. To discuss various issued mentioned in the agenda.

### **Item No. 1) Distribution of syllabus for UG and PG**

With regarding to the issue mentioned above, syllabus is distributed among all faculties members.

### **Item No. 2) Discussion on preparation of Time table :**

By taking into consideration the central time table, the departmental time table for theory and practical was prepared.

### **Item No. 2) Discussion on formation of various committees.**

With regarding to above issue various committees was formed for smooth run of departmental activities.

### **Item No. 3) Discussion on organization of various activities in the department in Sem I.**

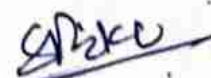
With regarding to above issue planning to celebrate various special days like International Ozone Day, Constitution Day etc. was done.

### **Item No. 3) Discussion on submission of documents required to prepare SSR.**

With regarding to above issue, work is distributed to all faculties to prepare and to submit the data require to SSR.

As there is no issue for further discussion and hence the meeting is over.





Head of Department  
(Dr. S. D. Shirke)

**Head**  
**Dept. of Chemistry**  
**Vivekanand College Kolhapur**

## **Action Taken Report**

Meeting Date: July 13, 2023

Meeting Location: Vivekanand College, Kolhapur

Chairperson: Dr. S. D. Shirke, Head of Chemistry Department

### **Minutes of the Meeting:**

The faculty members of the Department of Chemistry convened on July 13, 2023, under the chairmanship of the Head of the Department at Vivekanand College, Kolhapur. The meeting aimed to address various issues mentioned in the agenda, and the following decisions were made:

#### **Item No. 1: Distribution of Syllabus for UG and PG**

Action Taken: The syllabus for both UG and PG courses has been successfully distributed among all faculty members.

#### **Item No. 2: Discussion on Preparation of Timetable**

Action Taken: The departmental timetable for both theory and practical classes has been prepared, taking into consideration the central timetable, ensuring efficient scheduling.

#### **Item No. 3: Discussion on Formation of Various Committees**

Action Taken: Various committees have been formed to ensure the smooth functioning of the department. These committees will play essential roles in the department's activities and administration.

#### **Item No. 4: Discussion on Organization of Various Activities in the Department in Semester I**



Action Taken: Planning for the celebration of International Ozone Day and Constitution Day was conducted, and activities have been organized to commemorate these events in Semester I.

**Item No. 5: Discussion on Submission of Documents Required to Prepare SSR (Self-Study Report)**

Action Taken: Faculty members have been assigned tasks related to the preparation and submission of data required for the Self-Study Report (SSR). This is a crucial step in maintaining academic records and accreditation.

**Additional Comments:**

1. The distribution of syllabi and preparation of timetables are essential administrative tasks that ensure the department is well-prepared for the upcoming academic term.
2. The formation of various committees demonstrates the department's commitment to efficient administration and organization.
3. Organizing various activities throughout the year enriches the academic environment and fosters a sense of community within the department.
4. Preparing and submitting the required data for SSR is essential for accreditation and maintaining academic standards.
5. The meeting has effectively addressed the outlined agenda items, and no further issues were identified for discussion.

Signature:



Head of Chemistry Department

*S.D. Shirke*  
(Dr. S. D. Shirke)

**Head**  
**Dept. of Chemistry**  
**Vivekanand College, Kalhanur**