

### Minutes of Staff Meeting

Principal Dr.S.K.Shinde was in the chair and he welcomed all the members of the staff. The meeting started with his welcome speech.

- **Minutes of the last meeting held on 30/04/2019**

Minutes of the last meeting were read by Shri.Sanjay Thakur and were confirmed with the consent by the members of the staff.

- To finalize the Time-Table, Work-load and submission of statement of studies for the academic year 2019-20. The Heads of the Departments are requested to submit Teacher-wise Departmental actual workload on 11/07/2019.

- The responsibility of finalizing the Time-Table was shouldered to Prof.T.N.Jaykar and Dr.S.N.Patil. It was unanimously decided that the Time-Table should be finalized upto 8<sup>th</sup> July 2019 and should be displayed on the notice-board.

It was also finalized with the consent of the members of the staff that every member of the teaching staff should submit the statement of studies on or before 8<sup>th</sup> July 2019.

The chairperson Principal Dr.S.K.Shinde expected that the workload of every department should be submitted by the Heads of the Departments before 11<sup>th</sup> July 2019.

- To maintain the subjectwise/classwise roll calls by the concerned Teacher-Guardian and submission of monthwise report.
- The Teacher Guardians were appointed by the consent of the meeting to maintain the subjectwise/classwise roll calls.

Class	Name	Class	Name
F. Y. B. A.	Prof.Dr.R.A.Mumbarkar	S. Y. B. Sc.	Prof.Miss.R.R.Kadam
F. Y. B. Com. (A)	Prof.Dr.A.K.Farakate	S. Y. B. Sc.- C.S.	Prof.Miss.A.B.Golatkhar
F. Y. B. Com. (B)	Prof.S.V.Gawade	T. Y. B. A.	Departmentwise Head and English Dept. – Prof.Dr.R.B.Chougule
F. Y. B. Com. (C)	Prof.S.P.Kadam	T. Y. B. Com. (A)	Prof.Dr.B.V.Mali
F. Y. B. Sc.	Prof.Dr.S.T.Disale	T. Y. B. Com (B & C)	Prof.Y.V.Mahalinge
F. Y. B. Sc.- C.S.	Prof.Miss.S.R.Joshi	T. Y. B. Sc.	Prof.D.C.Patkar : Chemistry Prof.S.B.Patil : Microbiology
S. Y. B. A.	Prof.T.N.Jaykar and Groupwise	T. Y. B. Sc.- C.S.	Prof.Miss.P.C.Dhamane
S. Y. B. Com. (A)	Prof.Miss.M.S.Sawant	FYBAF	Prof.Miss.P.K.Sutar
S. Y. B. Com. (B & C)	Prof.Mrs.M.N.Sawant	SYBAF	Prof.Miss.P.G.Lokare
		TYBAF	Prof.M.E.Padelkar

It was decided unanimously that every teacher guardian should submit the present report to the Principal at the month end.

- To form the committees to conduct the curricular, co-curricular and extra-curricular activities.
  - Various committees were formed for the smooth conduct of curricular, co-curricular and extra-curricular activities.

Sr.No.	Committee	Name
1	Gymkhana	Prof.Dr.B.V.Mali- Head Prof.Dr.L.I.Ghorpade Prof.Dr.B.G.Gavade Prof.S.B.Kadam-Gym.Secretary
2	N.S.S	Prof.S.B.Patil-Prog.Officer Prof.D.C.Patkar Prof.S.S.Rane Prof.B.V.Kamble Prof.S.P.Kadam
3	Election	Head of Gymkhana Dept and members Head of all Departments Class Teachers Office Superintendent Shri.S.K.Thakur Shri.S.M.Rane
4	N.C.C.	Prof.Dr.B.L.Rathod
5	Cultural	Prof.Y.V.Mahalinge-Head Prof.H.M.Bhise Prof.S.B.Kadam Prof.Mrs.S.S.Hadkar
6	Examination	Prof.Dr.R.A.Mumbarkar - Chairman Shri.S.K.Thakur - Secretary Prof.Dr.S.N.Patil Prof.Dr.S.T.Disle Prof.Miss.R.R.Kadam Prof.T.N.Jaykar Prof.M.E.Padelkar
	Third Year Sem.Exam.	T.Y.B.Sc.C.S.- Prof.Mrs.R.R.Sawant TYBAF - Prof.M.E.Padelkar CAP Co-ordinator - Prof.Dr.B.V.Mali IT Co-ordinator – Prof.P.S.Sawant
7	Time Table	Prof.Dr.S.N.Patil Prof.Dr.L.I.Ghorpade Prof.T.N.Jaykar
8	Magazine	Prof.Dr.A.K.Farakate Prof.Dr.L.I.Ghorpade Prof.Miss.S.S.Hadkar Prof.M.V.Mahadeshwar Prof.P.R.Korgaonkar Office Superintendent
9	Library	Prof.Dr.B.P.Bongarde & all Heads of the Dept
10	Publicity	Prof.Dr.S.D.Kadam

11	Staff Academy	Prof.Dr.L.I.Ghorpade Prof.B.V.Kamble Prof.T.N.Jaykar
12	Elocution Debating and Essay Competition	Prof.Miss.S.S.Hadkar Prof.Dr.R.B.Chougule Prof.Dr.A.K.Farakate Prof.B.V.Kamble
13	Discipline/Attendance	Arts - Prof.Dr.B.P.Bongarde Com. - Prof.Dr.B.V.Mali Science - Prof.Dr.S.T.Disle Compu.Sci - Prof.Miss.A.B.Golatkar
14	Staff Welfare	Prof.Dr.S.D.Kadam
15	NAAC	Prof.Dr.B.P.Bongarde Prof.Dr.R.B.Chougule
16	VIP/Ext	Prof.Dr.B.P.Bongarde Prof.Dr.S.T.Disale
17	Women Development Cell	Prof.Miss.R.R.Sawant-Head Prof.Miss.M.S.Sawant Prof.Mrs.M.N.Sawant Prof.Miss.G.G.Sapale Prof.Miss.P.G.Lokare
18	Extension	Prof.Dr.R.A.Mumbarkar Prof.S.S. Rane
19	Anti ragging 17	Deans of the Faculty and Prof.Dr.R.A.Mumbarkar Prof.M.D.Kamble Prof.Miss.V.M.Dhoke Prof.Mrs.S.B.Kamble Prof.Mrs.M.N.Sawant
20	Competitive Exam. Guidance Centre	Prof.Dr.S.D.Kadam Prof.Dr.B.L.Rathod Prof.Dr.S.T.Disale Prof.T.N.Jaykar Prof.S.P.Kadam Prof.Miss.S.P.Jadhav

- To discuss about some teachers are not attending first lecture in time.
  - The chairman expressed his dissatisfaction for the late attendance of some teachers for the I<sup>st</sup> period Dr.R.B.Chougule notified that this type of issue must not be put on agenda. It is first time that this type of issue has been raised by the administration. It was resolved unanimously that every teacher should attend the lecture in good time.
- To mobilize the working of Departmental Library.
  - The chairman advised the members of the staff to mobilize the working of Departmental Library and keep the record upto date.
- To review the work of the Library.

- The work of the library was reviewed II<sup>nd</sup> Dr.B.P.Bongarde (the Chairman Library Committee) was advised to conduct a separate meeting of the Library Committee.

- To review the FY classes admission.
    - A review as taken of the FY classes admissions.
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**24<sup>th</sup> October 2019**

The First Term End meeting of Teaching Staff was held in the staff room on Thursday the 24<sup>th</sup> October 2019 at 8.00 a.m.

### **Minutes of the Meeting**

1. To confirm the minutes of the last meeting held on 4<sup>th</sup> July 2019. The minutes of the last meeting held were read by Shri.Sanjay Thakur and were confirmed with the consent of all the staff members.
2. To maintain roll calls and notify the defaulters who are absent regularly. All the staff members reported that the roll calls of the students are maintained. It was resolved unanimously that the defaulters who are absent regularly should be notified and letters should be sent to the parent guardians.
3. To review the completion of the Departmentwise/Subjectwise syllabus. The Chairman Principal Dr.S.K.Shinde reviewed the completion of the syllabus by faculty members. All the faculty members reported about completion of the syllabus and the Chairman gave necessary guidelines.
4. To review the Assessment work and results of the various examinations. Dr.R.A.Mumbarkar, the Head of the Examinations Department reported about assessment work undertaken by the faculty members. He also reported about the remaining assessment work which is supposed to take place after Diwali Vacation. The Chairman expected that the verification of all the papers must be done seriously. He also expected that the result of FY/SY exams should be declared on or before 25<sup>th</sup> Nov. 2019.
5. To conduct the extracurricular and co-curricular activities. The dates of the N.S.S. camp were finalized. The other activities undertaken by other various co-curricular and extracurricular activities were also discussed in the meeting.
6. To finalize the dates of Annual Sports. The Head of Gymkhana Dept. Dr.Mali reported had the Annual Sports will be conducted from 5<sup>th</sup> Jan. 2020 onwards.

7. To purchase books and periodicals. The Chairman took the review of the work of the Librarian. He told the faculty members to submit the list of Required books to the Librarian.
8. The discuss about examination work in holidays which is mandatory. The Chairman Prin.Dr.S.K.Shinde expected that all the faculty members should complete the examination work during the period of Diwali Vacation also as it is mandatory one.
9. To review the NAAC Work. Dr.B.P.Bongarde reported about the preparation of AQAR which is supposed to be submitted on or before 31<sup>st</sup> December 2019. The chairperson gave some suggestions to IQAC.
10. Any other point with the prior permission of the Chairman. The issue of 7<sup>th</sup> Pay fixation was discussed in the meeting Dr.R.B.Chougule reported about the students satisfaction survey of IQAC.

The meeting concluded with proposal of vote of thanks be the Chairman Principal Dr.S.K.Shinde.

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3<sup>rd</sup> May 2020

### **Minutes of the Meeting**

It was decided in the staff meeting held on 03/05/2020 that IQAC should be reformed. It was reformed in the following manner with the consent of all the faculty members.

#### **S.P.Mandal's KANKAVLI COLLEGE, KANKAVLI IQAC**

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|-----|---|-------------------------------------|
| 1.  | Dr.R.B.Chougule   | - Incharge Principal, Chairperson   |
| 2.  | Dr.S.D.Kadam  |                                     |
| 3.  | Prof.Y.V.Mahalinge  |                                     |
| 4.  | Dr.S.T.Disale   |                                     |
| 5.  | Dr.B.L.Rathod   |                                     |
| 6.  | Dr.R.A.Mumbarkar  |                                     |
| 7.  | Prof.S.B.Patil  |                                     |
| 8.  | Hon' Sureshji Kamat   | - Chairman, S.P.Mandal's, Kankavli  |
| 9.  | Hon' Vijaykumarji Valaju                                    | - Secretary, S.P.Mandal's, Kankavli |
| 10. | Shri.R.B.Rane   |                                     |
| 11. | Shri.S.K.Thakur   |                                     |
| 12. | One nominee each from local society, students and alumni    |                                     |
| 13. | One nominee each from Employers/Industrialists stakeholders |                                     |
| 14. | Dr.B.G.Gawade   | - NAAC Co-ordinator                 |
| 15. | Prof.T.N.Jaykar   | - NAAC Assistant Co-ordinator       |

Immediately after the staff meeting the meeting of Teacher representatives was held in HPCL hall to discuss the issues regarding submission of AQAR

1. It was decided unanimously that every criterion head should submit the report, of 2019-20 regarding the criterion, on or before 15<sup>th</sup> Sept. 2020.
2. It was decided that the AQAR of 2019-20 should be submitted in the beginning of October.
3. As the college was reopened late, it was decided that all the activities upto 30<sup>th</sup> June 2020 should be considered for submitting AQAR.
4. The Chairperson expected from the members that every member should try for more MoU's.

At the beginning of the meeting Hon.P.D.Kamat so proposed the obituary to be given to Late Neelambari Bhaisaheb Khot who happened to be better half of President of S.P.Mandal, Kankavli Hon.Bhaisaheb Khot. A tribute was paid to her and two minutes silence was maintained to find the solace for the lost soul.

1. Minutes of the last meeting were read by Shri.Sanjay Rane and were confirmed with the consent of all the members of Governing Council.
2. To review the admissions of Junior and Senior College (Grantable + Non-Grantable).

First of all the issue of admissions of Vidyamandir High school was discussed. Shri.Sarode, Headmaster of Vidyamandir High school reported about the admissions going on in the High school. He reported that the number of students taking admissions in the High school is decreasing. The Chairman advised him to increase the number of students by doing proper advertisement about the High school.

Supervisor Shri.M.D.Kamble (Junior College) reported about the admissions of Junior college. He reported that students seeking admissions for Arts faculty are directly admitted to the class. He informed the members of meeting about the process being followed. He reported that there is rush for admissions in Commerce and Science faculty but day by day the number of students seeking admissions for Arts faculty is decreasing. The Chairman suggested that if any students seek admission through Management Quota the Total fees of the non-grantable division should be taken from the student.

In-charge Principal Dr.R.B.Chougule reported about the admission of Senior College. He reported that the admissions of BAF course are complete, more than 200 students have taken admission for F.Y.B.Com. but the number of students seeking admissions for F.Y.B.Sc. and F.Y.B.A. is less than expectations. It was resolved

unanimously that the faculty members should visit the nearby Junior Colleges, which play the role of feeding centres for Senior College and inform the students about the College, faculty and prospectus of the various subjects. It was resolved that the Senior faculty members should visit the nearby High schools to motivate the students to take admission in Senior College.

The issue regarding how to increase the admissions of Science faculty was discussed for that a team of three science teachers was invited. After discussion it was resolved unanimously that from the next year three new science subjects – Physics, Mathematics and Botany should be introduced for S.Y.B.Sc. a discussion took place on starting Post Graduation in Science stream.

3. To Build new infrastructure to cope up with need of the extra classes. It was resolved unanimously that a new building should be built to meet the need of extra classes. Hon.Vijaykumar Valanju put the proposal of new building should be built behind the old building without demolishing the old one. Old building would be demolished only after completion of the new building.
4. To appoint the teaching and non-teaching staff. Shri.Sanjay Rane and Prof.Mangaldas Kamble reported about vacancies to be filled at Junior college level + MCVC level. It was resolved unanimously that the vacancies should be filled by giving advertisement and proper interview method after the dates of admissions of F.Y.J.C.

Shri.R.B.Rane and Dr.R.B.Chougule reported about the vacancies at Senior College level. It was resolved unanimously that the vacancies should be filled after taking NOC from Joint Director of Education and through proper channel.

The formats prepared for the sake of advertisement were approved by the Governing Council.

5. Any other issue with the prior permission of the Chairman. Shri.R.B.Rane suggested that a person knowing Tally should be appointed for Y.C.M.O.U. section of the college. It was resolved unanimously in the meeting that a clerk knowing Tally software should be appointed in the said section.

Prof.Mangaldas Kamble proposed vote of thanks and the meeting concluded.

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