

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal, Kolhapur
Mahavir Mahavidyalaya, Kolhapur (Autonomous)
Department of B.Voc (Automobile)

NOTICE OF DEPARTMENTAL MEETING

Date: 15 / 07/ 2025

All the faculty members of the Department of B.Voc (Automobile) are hereby informed that a departmental meeting will be held as per the details below:

- **Date:** 21/07/202
- **Day:** Tuesday
- **Time:** 11.30 AM
- **Venue:** B.Voc (Automobile) Department

All members are requested to attend the meeting on time.

Coordinator

Department of B.Voc (Automobile)

AGENDA OF THE MEETING

The agenda of the meeting includes the following points:

1. To schedule Lead College activities.
2. To plan and conduct activities for fast learners.
3. To prepare the schedule for internal evaluation.
4. To prepare the schedule for annual curricular and co-curricular activities.
5. Any other matter with the permission of the chair.

ATTENDANCE OF MEMBERS

| Sr. No. | Name of Faculty | Designation | Signature |
|---------|-------------------------|-------------|-----------|
| 1 | Dr. Sandeep A. Nalawade | Coordinator | |
| 2 | Mr. Suraj B. Shinde | Asst. Prof. | |
| 3 | Mr. Aamin S. Sadalge | Asst. Prof. | |
| 4 | Mr. Utkarsh S. Patankar | Asst. Prof. | |
| 5 | Mr. Vinay V. Biranje | Asst. Prof. | |
| 6 | Miss Kajal S. Bhosale | Asst. Prof. | |
| 7 | Mr. Deepak A. Chougale | Asst. Prof. | |
| 8 | Miss Namrata M. Shinge | Asst. Prof. | |
| 9 | Miss Shruti Gijvanekar | Asst. Prof. | |
| 10 | Mr. Pratiraj S. More | Asst. Prof. | |

PROCEDURE OF THE MEETING

1. The meeting was called to order by the Coordinator.
2. Welcome and introduction of all members.
3. Discussion on each agenda point in sequence.
4. Suggestions and inputs were invited from all faculty members.
5. Decisions were taken based on mutual discussion and approval.
6. Responsibilities were assigned to concerned faculty members.
7. The meeting concluded with a vote of thanks.

DISCUSSION & RESOLUTIONS

- Lead College activities schedule was finalized.
- Special programs for fast learners were planned.
- Internal evaluation timetable was prepared.
- Annual academic and co-curricular activity plan was drafted and approved.