

II Sheelam Param Bhooshanam II  
Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's  
Mahavir Mahavidyalaya, Kolhapur (Autonomous)  
Department of English

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10<sup>th</sup> April, 2025

NOTICE

All the faculty members of the Department of English are informed that the meeting of the Department of English will be held on Wednesday, 16<sup>th</sup> April, 2025 in the Department of English at 11.00 a. m. All the faculty members are requested to attend the meeting.

AGENDA

1. Preparation of syllabi of B.A., B.Com., B.Sc., II as per NEP 2.00
2. Preparation of syllabi B.A., B.Com., B.Sc., III as per NEP 1.0
3. Planning of the Departmental activities in the academic year 2025-26
4. Any other matter with the permission of the chair.

Prof (Dr) Kalpana Gangatirkar  
Head, Department of English

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Department of English

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Minutes of the meeting

Date : 20<sup>th</sup> April, 2025

The following are the minutes of the meeting held on 16<sup>th</sup> April, 2025 at 11. 00 a.m. in the Department of English.

- 1.1 It was resolved that the subject wise syllabi be prepared and the responsibility be shouldered on each respective faculty member.
- 1.2 It was resolved that the subject wise syllabi be prepared and the responsibility be shouldered on each respective faculty member.
- 1.3 It was decided that English Literary Association be formed and all the departmental activities be conducted through it. The task was assigned to Dr Kalpana Gangatirkar (B.A.B.Ed.) and Dr Pradip Gaikwad (B.A.).
- 1.4 As there was no other business the meeting ended with the vote of thanks.

Head  
Dept. of English

Faculty Attendance Sheet:

The following faculty members are present for the fourth Departmental meeting in the academic year 2025-26 held on 18<sup>th</sup> June, 2025 at 11. 00 a.m. in the Department of English.

Sr.No.	Name	Designation	Signature
1	Prof (Dr) Kalpana Gangatirkar	Professor and Head	
2	Dr Pradip Gaikwad	Associate Professor	
3	Mr Hemant Patil	Assistant Professor	
4	Mr Prakash Chavan	Assistant Professor	
5	Mr Amar Patil	Assistant Professor (CHB)	
6	Mrs Rubina Mulla	Assistant Professor (CHB)	
7	Miss Pradnya Siddheshwar	Assistant Professor (CHB)	

The Principal/Head

Dept. of English

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

**Mahavir Mahavidyalaya, Kolhapur (Autonomous)**

**Department of English**

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**Notice**

Date: 21<sup>st</sup> June, 2025

All faculty members in the Department of English are hereby informed that their Departmental meeting in the academic year 2025-26 will be held on 28<sup>th</sup> June, 2025 at 11. 00 a.m. in the Department of English to discuss the following concerns mentioned in the agenda.

All faculty members are requested to attend the meeting in the time.

Yours faithfully,

Head

Dept. of English

**Encl: A) Agenda**

II Sheelam Param Bhooshanam II

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**Mahavir Mahavidyalaya, Kolhapur (Autonomous)**

**Department of English**

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### **Agenda of the Meeting**

Date: 21<sup>st</sup> June, 2025

- 1.1 Work distribution to form class wise syllabi
- 1.2 Distribution of workload
- 1.3 To discuss about formation and inauguration of ELA
- 1.4 To make preparation to increase admission in the department
- 1.5 To prepare departmental calendar to organise various programs in the department
- 1.6 To organise welcome function of first year students
- 1.7 Any other business with the permission of chair

Head

Dept. of English

II Sheelam Param Bhooshanam II

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**Mahavir Mahavidyalaya, Kolhapur (Autonomous)**

**Department of English**

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**Minutes of the meeting**

Date : 30<sup>th</sup> June, 2025

The following are the minutes of the meeting held on 28<sup>th</sup> June, 2025 at 11.00 a.m. in the Department of English.

- 1.1 It was resolved that the subject wise syllabi be prepared and the responsibility be shouldered on each respective faculty member.
- 1.2 It was resolved that the departmental workload be distributed and time table would be displayed on the notice board before 10<sup>th</sup> July,2025. The task was assigned to Mr Hemant Patil (B.A.B.Ed.) and Mr Prakash Chavan (B.A.).
- 1.3 It was decided that English Literary Association be formed and its inauguration function be organised in the second half of July, 2025. The task was assigned to Dr Kalpana Gangatirkar (B.A.B.Ed.) and Dr Pradip Gaikwad (B.A.).
- 1.4 It was decided to collect the contact numbers of 12th pass out students and guide them to admit in the department of English in the first year. The task was assigned to Mr Prakash Chavan.

- 1.5 It was resolved that the list of programs to be organised in the academic year 2025-26 be prepared. Taking into consideration of these programs it was decided to prepare the departmental calendar beforehand. The task was assigned to Dr Pradip Gaikwad.
- 1.6 It was decided that the Welcome Function of first year students in Dept. of English be organised in the second week of July, 2025. The HoD assigned a task to third year students to organise welcome function of first year students. She requested all faculty to monitor the program.
- 1.7 As there was no other business the meeting ended with the vote of thanks.

Head  
Dept. of English

**Faculty Attendance Sheet:**

The following faculty members are present for the Departmental meeting in the academic year 2025-26 held on 18<sup>th</sup> June, 2025 at 11. 00 a.m. in the Department of English.

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1	Prof (Dr) Kalpana Gangatirkar	Professor and Head	
2	Dr Pradip Gaikwad	Associate Professor	
3	Mr Hemant Patil	Assistant Professor	
4	Mr Prakash Chavan	Assistant Professor	
5	Mr Amar Patil	Assistant Professor (CHB)	
6	Mrs Rubina Mulla	Assistant Professor (CHB)	
7	Miss Pradnya Siddheshwar	Assistant Professor (CHB)	

**The Principal/Head  
Dept. of English**

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05<sup>th</sup> November, 2025

Notice

All the faculty members of the department of English are requested to attend the meeting to be held on 7th November, 2025 at 10.40 a.m. in the English department.

Agenda

- 1 Preparation and Organization of National Seminar
- 2 Submission of AAA File
- 3 Organization of departmental programs and activities in this Semester
- 4 Any other topics

Prof( Dr) Kalpana Gangatirkar  
Head Dept of English

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Minutes of the meeting

Date : 10<sup>th</sup> Nov., 2025

The following are the minutes of the meeting held on 7<sup>th</sup> Nov., 2025 at 10. 40 a.m. in the Department of English.

- 1.1 It was resolved that National Seminar be organized in the month of January 2026, regarding which all the concerned authorities are appointed under the guidance of the Head, Dept of English.
- 1.2 It was resolved that all faculty members should submit their activity reports as early as possible. The responsibility to prepare and submit the AAA File to IQAC be shouldered to Mr Prakash Chavan.
- 1.3 It was decided that a guest lecture be organized through English Literary Association in the second half of December, 2025. The task was assigned to Dr Kalpana Gangatirkar (B.A.B.Ed.) and Dr Pradip Gaikwad (B.A.).
- 1.4 As there was no other business the meeting ended with the vote of thanks.

Head  
Dept. of English

Faculty Attendance Sheet:

The following faculty members are present for the Departmental meeting in the academic year 2025-26 held on 07<sup>th</sup> Nov., 2025 at 10.40 a.m. in the Department of English.

Sr.No.	Name	Designation	Signature
1	Prof (Dr) Kalpana Gangatirkar	Professor and Head	
2	Dr Pradip Gaikwad	Associate Professor	
3	Mr Hemant Patil	Assistant Professor	
4	Mr Prakash Chavan	Assistant Professor	
5	Mr Amar Patil	Assistant Professor (CHB)	
6	Mrs Rubina Mulla	Assistant Professor (CHB)	
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The Principal/Head  
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07<sup>th</sup> March, 2026

Notice

All the faculty members of the department of English are requested to attend the meeting at 11.40 a.m. on 8<sup>th</sup> March, 2026 in the Dept of English.

The agenda:

- 1 To submit the expenditure of the National Seminar
- 2 To prepare and submit the same to Shivaji University
- 3 To send the proceedings to the concerned researchers
- 4 To discuss about the Academic Calendar of the academic year 2026-27
- 5 To undertake BOS
- 6 To prepare photos and documents to Office for M.A . affiliation
- 7 Any other topic with the permission of the chair

Prof (Dr ) Kalpana Gangatirkar  
Head Dept of English

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Minutes of the meeting

Date: 10<sup>th</sup> March., 2026

The following are the minutes of the meeting held on 8<sup>th</sup> March., 2026 at 11. 40 a.m. in the Department of English.

- 1.1 It was resolved that after successful completion of National Seminar its expenditure be submitted to the college office at the earliest and the task was assigned to Dr Pradip Gaikwad.
- 1.2 It was resolved that after successful completion of National Seminar its expenditure be submitted to the Shivaji University office at the earliest and the task was assigned to Dr Pradip Gaikwad.
- 1.3 It was decided that the Conference proceedings be sent by post to the participants who demanded it and the task was assigned to Mr Prakash Chavan
- 1.4 It was decided to prepare the list of activities to be run in the academic year 2026-27 and the task to include them in the academic calendar was assigned to Mr Hemant Patil.
- 1.5 It was decided by consensus to conduct the Bos meeting in the second half of April.
- 1.6 Prof (Dr) Kalpana Gangatirkar took the responsibility to prepare the list of concerned documents and photos for M.A. affiliation.
- 1.7 As there was no other business the meeting ended with the vote of thanks.

Head  
Dept. of English

Faculty Attendance Sheet:

The following faculty members are present for the Departmental meeting in the academic year 2025-26 held on 08<sup>th</sup> March, 2026 at 11.40 a.m. in the Department of English.

Sr.No.	Name	Designation	Signature
1	Prof (Dr) Kalpana Gangatirkar	Professor and Head	
2	Dr Pradip Gaikwad	Associate Professor	
3	Mr Hemant Patil	Assistant Professor	
4	Mr Prakash Chavan	Assistant Professor	
5	Mr Amar Patil	Assistant Professor (CHB)	
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25<sup>th</sup> March, 2026

NOTICE

All the faculty members of the Department of English are informed that the meeting of the Department of English will be held on Friday, 28<sup>th</sup> March, 2026 in the Department of English at 11.00 a.m. All the faculty members are requested to attend the meeting.

Agenda

1. Preparation of syllabi of B.A . ,B.Com.,B.Sc.2 year as per NEP 2.00
2. Preparation of syllabi of B.A.,B Com.,B.Sc.as per NEP 1.00
3. Updation of Website
4. Any other matter with the permission of the chair

Prof ( Dr) Kalpana Gangatirkar  
Head, Department of English

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Minutes of the meeting

Date: 30<sup>th</sup> March, 2026

The following are the minutes of the meeting held on 28<sup>th</sup> March, 2026 at 11. 00 a.m. in the Department of English.

- 1.1 It was resolved that the subject wise syllabi be prepared and the responsibility be shouldered to each respective faculty member.
- 1.2 It was resolved that the subject wise syllabi be prepared and the responsibility be shouldered to each respective faculty member.
- 1.3 It was decided to collect the information of all activities conducted throughout the year and with proper arrangement they should be submitted to the IT Cell to update the website. The task was assigned to Mr Prakash Chavan.
- 1.4 As there was no other business the meeting ended with the vote of thanks.

Head  
Dept. of English

Faculty Attendance Sheet:

The following faculty members are present for the Departmental meeting in the academic year 2025-26 held on 28<sup>th</sup> March, 2026 at 11. 00 a.m. in the Department of English.

Sr.No.	Name	Designation	Signature
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5	Mr Amar Patil	Assistant Professor (CHB)	
6	Mrs Rubina Mulla	Assistant Professor (CHB)	
7	Miss Pradnya Siddheshwar	Assistant Professor (CHB)	

The Principal/Head

Dept. of English