

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Notice

Date: 15th June, 2024

All faculty members in the Department of English are hereby informed that their first Departmental meeting in the academic year 2024-25 will be held on 18th June, 2024 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
Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's
Mahavir Mahavidyalaya, Kolhapur (Autonomous)
Department of English

Agenda of the Meeting

Date: 15th June, 2024

- 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

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Minutes of the meeting

Date : 20th June, 2024

The following are the minutes of the first meeting held on 18th June, 2024 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 10th June,2024. 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, 2024. 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 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 2024-25 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 last week of June, 2024 . 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

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Notice

Date: 30th September, 2024

All faculty members in the Department of English are hereby informed that their second Departmental meeting in the academic year 2024-25 will be held on 04th October, 2024 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

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Agenda of the Meeting

Date: 30th September, 2024

- 2.1 To inform faculty about question paper setting and evaluation work
- 2.2 To plan to conduct the revision of syllabi for students
- 2.3 Any other business with the permission of chair

Head
Dept. of English

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Minutes of the meeting

Date: 07th October, 2024

The following are the minutes of the second meeting held on 04th October, 2024 at 11. 00 a.m. in the Department of English.

- 2.1 Dr. Kalpana Gangatirkar, Head, Dept. of English made all English faculty aware about the rules and regulations of examination. She also directed and suggested faculty to set question papers and evaluate answer sheets of their concerned subjects as per the rules set by Examination Cell.
- 2.2 It was resolved that the revision of syllabi be conducted by concerned faculty. The HoD made serious remarks on the progress of first year students. She even requested all faculty to pay special attention towards them.
- 2.3 As there was no other business the meeting ended with the vote of thanks.

Head

Dept. of English

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Notice

Date: 12th December, 2024

All faculty members in the Department of English are hereby informed that their third Departmental meeting in the academic year 2024-25 will be held on 16th December, 2024 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
Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's
Mahavir Mahavidyalaya, Kolhapur (Autonomous)
Department of English

Agenda of the Meeting

Date: 12th December, 2024

- 3.1 To conduct the remedial coaching for fail students
- 3.2 To discuss to organise various programs in the department
- 3.3 Any other business with the permission of the chair

Head
Dept. of English

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

Minutes of the meeting

Date: 18th December, 2024

The following are the minutes of the third meeting held on 16th December, 2024 at 11. 00 a.m. in the Department of English.

- 3.1 It was decided to conduct the remedial coaching for fail students. The HoD praised faculty for maintaining the excellent ratio of pass out students in Odd Semester Examination.
- 3.2 It was resolved that the remaining programs be organised as per the list of programs prepared in the departmental calendar in first term. The Hod remarked to take active participation of ELA members in organising these programs.
- 3.3 As there was no other business the meeting ended with the vote of thanks.

Head
Dept. of English

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of English

Notice

Date: 28th February, 2025

All faculty members in the Department of English are hereby informed that their fourth Departmental meeting in the academic year 2024-25 will be held on 04th March, 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
Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's
Mahavir Mahavidyalaya, Kolhapur (Autonomous)
Department of English

Agenda of the Meeting

Date: 28th February, 2025

- 4.1 To inform faculty about question paper setting and evaluation work
- 4.2 To plan to conduct the revision of syllabi for students
- 4.3 To organize farewell function
- 4.4 To decide tentative date for BoS meeting
- 4.5 Any other business with the permission of the chair

Head
Dept. of English

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

Minutes of the meeting

Date: 06th March, 2025

The following are the minutes of the fourth meeting held on 04th March, 2025 at 11.00 a.m. in the Department of English.

- 4.1 Dr. Kalpana Gangatirkar, Head, Dept. of English made all English faculty aware about the rules and regulations of examination. She also directed and ordered faculty to set question papers and evaluate answer sheets of their concerned subjects as per the rules set by Examination Cell.
- 4.2 It was resolved that the revision of syllabi be conducted by concerned faculty. The HoD made serious remarks on the progress of first year students. She even requested all faculty to pay special attention towards them.
- 4.3 It was decided to arrange farewell function till 13th March, 2025. The HoD assigned a task to first year students to organise a farewell function of last year students. She requested all faculty to monitor the program.

- 4.4 It was resolved that the first BoS meeting be organized in the second half of April, 2025 to set the syllabi of the papers to be taught in the academic year 2025-26.
- 4.5 As there was no other business the meeting ended with the vote of thanks.

Head
Dept. of English