Shri Swami Vivekanand Shikshan Sanstha,

VIVEKANAND COLLEGE (AUTONOMOUS), KOLHAPUR

Notice for faculty members

Date: 18/06/2019

All faculty members are here by informed that, a meeting will be conducted on **22nd June 2019** at 11.00 a.m. in senior B.Voc Animation & Film-Making

The members are requested to attain the meeting.

Agenda of the Meeting:

1) To collect and analyze the result of 1st Year B. Voc. Animation & Filmmaking.

2) To distribute the workload of the department among the faculty.

3) To distribute the syllabus among the faculty

4) To discuss and finalize the Academic calendar (2019-20)

5) Any other items with the permission of the chair.

Sr. No.	Name	Designation
1.	Mr. Anand Sawant	HOD
2.	Mr. Mahesh Mali	Assistant Professor
3.	Mrs. Shabnam Mulla	Assistant Professor

Head of Department
HEAD
. ANIMATION & FILM-MAKING
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)
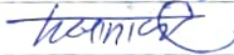
Shri Swami Vivekanand Shikshan Sanstha,

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Minutes of Meeting

Date: 22/06/2019

The meeting of the faculty members of **department of Animation** was held on **22/June/2019** under the chairmanship of Head of the Department to discuss on examination related issues, the following decisions were taken after discussion on items in the agenda Decisions:

1) Result collection and analysis task was allotted among the faculty members

2) Workload of all classes was distributed among the faculty members

3) Syllabus of all classes was distributed among the faculty members

4) Finalized the Academic calendar- (2019-20) by thorough discussion among faculty members

5) Planned to make Teaching plans and about preparation of notes

6) Any other items with the permission of the chair.

Names of members with thousand for the meeting

Sr. No.	Name	Sign
1.	Mr. Anand Sawant	*Aswant.*
2.	Mr. Mahesh Mali	*(signature)*
3.	Mrs. Shabnam Mulla	*Snulla.*

HEAD
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