

**Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur
(Empowered Autonomous)**

**Department of Electronics
Notice (Dept. faculty members)**

Date: 14/06/2024

All the faculty members of this department hereby informed that a First Term meeting of the academic year 2024-25 will be held on 17 June, 2024 at department. All should remain present. The meeting Agenda is as follows:

**Meeting Agenda
(First Term 2024-25)**

Date: 17 June, 2024


Time: 11.30 AM to 1.00 PM

Agenda:

- 1) To collect and analyze previous academic year's second term result of all classes- B.Sc. I, II, III
- 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-(2024-25)
- 5) To finalize the Examination Panel (Paper setter, Examiner, Moderator) of Department
- 6) To discuss about Teaching plans, preparation of notes
- 7) To discuss about how to conduct skill courses included as per NEP-2020 2.0 curriculum framework guidelines.
- 8) Any other issue with the permission of the chair.

Faculty members:

- 1) Dr. C. B. Patil
- 2) Mr. P. R. Bagade
- 3) Mr. N. P. Mote
- 4) Dr. Mrs. P. S. Jadhav
- 5) Mr. G. B. Jirage


(Dr. C. B. Patil)

**HEAD
DEPARTMENT OF ELECTRONICS
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)**



**Shri Swami Vivekanand Shikshan Sanstha's
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)
Department of Electronics**

Minutes of Meeting (First Term 2024-25)

The First Term meeting of the department of the academic year 2024-25 was held on 17 June, 2024 at Electronics department.

Present:

- 1) Dr. C. B. Patil
- 2) Mr. P. R. Bagade
- 3) Mr. N. P. Mote
- 4) Dr. Mrs. P. S. Jadhav
- 5) Mr. G. B. Jirage

Absent: Nil

Approval of Agenda: The agenda was unanimously approved as distributed.

Decisions:

- 1) Result collection and analysis task was allotted among the faculty members-
B.Sc. I class- Dr. Mrs. P. S. Jadhav and Mr. G. B. Jirage
B.Sc. II class- Dr. C. B. Patil and Mr. P. R. Bagade
B.Sc. III class- Mr. N. P. Mote and Dr. M. S. Patil
- 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-(2024-25) by thorough discussion among faculty members
- 5) Finalized the Examination Panel (Paper setter, Examiner, Moderator) of Department.
- 6) Planned to: Teaching plans, preparation of notes and Use of ICT.
- 7) Planned to conduct skill courses included as per NEP-2020 2.0 curriculum framework guidelines



8) It is decided to conduct various activities such as Seminars, workshops, Wall Paper presentation, Project Exhibition and Guest lectures etc.

9) Decided to conduct E-waste activity.

10) The Chairman encouraged faculty members to submit proposal to various funding agencies for Research projects.

Adjournment: Meeting was adjourned at 1.15 PM by Dr. C.B. Patil.

Minutes submitted by: Dr. C.B. Patil



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 - 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-(2024-25)
 - 5) To finalize the Examination Panel (Paper setter, Examiner, Moderator) of Department
 - 6) To discuss about Teaching plans, preparation of notes
 - 7) To discuss about how to conduct skill-courses included as per NEP-2020 2.0 curriculum framework guidelines.
 - 8) Any other issue with the permission of the chair.

Faculty members:

- 1) Dr. C.B. Patil
- 2) Mr. P. R. Baghel
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- 4) Dr. Mrs. P. S. Jadhav
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