

Library Policy



Rayat Shikshan Sansthas

Dr. Babasaheb Ambedkar Mahavidyalaya ,

Aundh Pune -67.

Chitale- Tulpule Library

Library Policy

Library of Dr. Babsaheb Ambedkar Collge , Aundh Pune is known as Chitale-Tulpule Library. The Library is the **“Heart and Soul”** of the college and plays an important role for designing the career of students. This College has been keenly interested and devoted to develop its Library as a Learning Resource Centre.

Building of library is located at ground floor and reading room of library is located at basement floor with the 25 seating capacity Various reference books, encyclopedia, journals; periodicals are made available to users of library. The library also provides e-journals and e-books though N-list programme. The library is divided in various sections, Issue-Return section, Stacking Area, Spacious Reading Hall, Newspaper Section, Digital Library section, Photocopy section, Periodical section For the smooth functioning of library used the MKCL's Libreria Software

Vision

The vision of library is

“To develop and enhance the capability of the library resources and services in meet the demands of the curricular, instructional, and research programs of the college”

Objectives

- To develop the quality library collection
- To develop the reading habits among library users



- To upgrade and develop the library with ICT enabled services.
- To provide user centric service

Library Staff

Sr. No.	Library Staff	Designation	Qualification
01	Mr. Badrinath Dhakne	Librarian	M.L.I.Sc. M.Phil, NET
02	Mr. Dilip Paliwal	Library attendant	B.A.
03	Mr. Anil Mate	Library attendant	9 th
04	Mr. Rohan Kamble	Library attendant	B.A.

Library Timings

- Monday to Saturday : 9.30 am to 5.00 pm
- During Vacation : 10.00 am to 5.00 pm
- Library Close on Sunday and Circulars of per Govt. of Maharashtra and SPPU.

Library Services & Facilities

- Issue-Return of Books
- Reference Service
- Referral service
- Institutional Repository
- NLIST
- E-Books, E-Journals, E-databases
- Download and Printing Service
- Open Access to Staff and PG Students
- Information Deployment and Notification
- Reading Room Facility
- E-Library
- Inter Library Loan
- Online Public Access Catalogue (OPAC)
- Syllabi and Question Papers



Library Membership Policy

Following person is eligible for membership of the Library

- A student who is admitted in the college.
- A teacher (Regular, Full Time, Part Time, CHB, Contributory)
- A person who is in the management of college and Rayat Shikshan Sanstha, Satara.
- Administrative staff of the college
- Alumni of the college
- Any citizen from the society with the prescribed fees and deposit of the Rs. 500/- with the permission of the head of the institution.

Collection Development Policy

- Collection development is collaborative work of all stakeholders of the library.
- Selection of reading material is driven by the need of teacher, students, researchers. Stakeholders demand the new reading material to the library.
- Library advisory committee allot the budget to the subjects and type of reading materials in its first annual meeting. Review of expenditure is done in every meeting of the library advisory committee.
- Selection of the reading materials is based on
 - Demand: demand of the reading material and copies of the required for text and reference books also.
 - Currency of the content
 - Adequacy off the current holding of the subject area
 - Availability of the resources
 - Cost
 - Type of material
- Based on the demand and available budget library purchases the books and reading materials.



Book Issue Return Policy

- Student is eligible to barrow 2 books for one week , he/she can renew /extend the books for another one week depend on the availability and demand of the book he/she barrowed..
- Teacher is eligible to barrow the 20 books for one months. He/ She can renew /extend the book for another one week depend on the availability and demand of the book he/she barrowed.
- Alumni/Citizen is eligible to barrow 1 book for 15 days. Preference will be given to the student and teacher before issue to the Alumni/citizen.
- If the book /reading material is returned after the due date, Rs.1/- per day will be fined from the user.

Library Reading Material Weed-out Policy

Weeding-out outdated collection is very necessary to keep library up-to-date, for space saving and to create space for the latest collection in the library.

- Head of the institute/Principal will form a committee consists of a faculty member from each specialization area, members of the library committee and the librarian.
- Library staff will assist the committee and the librarian in preparing the list of outdated books .
- Weed out committee prepare the list.
- Following reading materials are considered for weed-out.
 1. Books, which were torn off, whose pages were teared off, or which were mutilated Old syllabus text books
 2. Books which is not use in future if latest edition is available
 3. For subjects where new policies or rules changes every year e.g. taxation, old editions for more than two years will also be included in the list.



4. Areas like Computers/Information Technology all books related to obsolete technologies/software/hardware will also be included in the weed-out list after a gap of three years.
5. A book banned by the government ,court and any other authority.

- Committee members recommend weeding-out of the collection from the library to Library advisory committee.
- After the approval of Library Advisory Committee, List is send to Auditor and Secretary Rayat Shikshan Sanstha, Satara.
- Audit Committee verify physical availability of such books to avoid inclusion of books stolen from the library in this list Once audit committee is satisfied, Auditor approve the list.
- Approved list is put before the Managing Council of Rayat Shikshan Sanstha, Satara. Managaing Council discus and approve or reject the weebout list of the books.
- After the approval of Managing council library update entries in the Accession Register and in library automation software mentioning reasons and date of weeding-out of any book.
- The weeded-out collection may either be donated to some other needy library or may be disposed as per the standard policy of the institute.

Library Advisory Committee

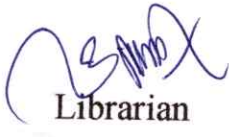
Library Advisory committee is formed at the commencement of every academic year . Head of institution is the chairman and librarian is secretary of the library advisory committee. All heads of the departments are member of the committee. Principal can nominate any stakeholder as a member in advisory committee

Library Advisory Committee (2022-23)

Sr. No.	Name	Designation
1	Prin. Dr. Arun Andhale	Chairman
2	Dr. Ramesh Randive	Member
3	Dr. Prabhanajn Chavan	Member



4	Dr. Bandopant Kamble	Member
5	Dr. Rajendra Raskar	Member
6	Mr. Sushilkaumar Gujar	Member
7	Dr. Savita Patil	Member
8	Mr. Santosh More	Member
9	Mrs. Partiksha Shinde	Member
10	Mr. Badrinath Dhakne	Secretary
11	Miss Megha Kamble (FYBA)	Student representative



Librarian

Librarian

Dr. Babasaheb Ambedkar College,
Aundh, Pune-411 007.


Principal

Dr. Babasaheb Ambedkar College
Aundh, Pune-67



Rayat Shikshan Sanstha's

Dr. Babasaheb Ambedkar College, Aundh Pune-67
Department of Library

Notice

Date:18/03/2021

All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 20th March, 2021 in the Principal's cabin, commencing at 11.45 a.m. All members should be present for the meeting.

Meeting Agenda:

- Approval of previous minutes of meeting
- Library Expenditure
- Any other issues with the permission of chairman



Librarian
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Principal
Principal

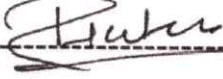
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- Prin. Dr. Arun Andhale (Chairman)
- Dr. Ramesh Randive
- Dr. Rajendra Raskar
- Dr. Tanaji Hatekar
- Dr. Savita Kothavale (Patil)
- Prof. Sushilkumart Gujar
- Prof. Eknath Zaware (Librarian)




















Librarian

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Department of Library

Minutes of the Meeting

The meeting of library advisory committee was held in principal cabin on 20th March, 2021 in the Principal's cabin. The issues according to agenda were discussed, it is as following.

• **Approval of previous minutes of meeting :**

Prof. Eknath zaware read the minutes of previous meeting. The minutes of meeting was approved by all members.

• **Library Expenditure**

Librarian Prof. Eknath Zaware presented details of expenditure occurred till February 2021 on books and periodicals. Library committee direct to the librarian to purchase books of remaining budget. Books for short term course (2000/- per short term course) are approved the committee .

Date : 20/03/2021

Place : Aundh



Librarian

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Principal
PRINCIPAL
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Librarian
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Department of Library

The meeting of library advisory committee was held in principal cabin 20th March, 2021 . Following members were present for meeting.

• Prin. Dr. Arun Andhale (Chairman) -----

• Dr. Ramesh Randive -----

• Dr. Rajendra Raskar -----

• Dr. Tanaji Hatekar -----


• Dr. Savita Kothavale (PAM) -----

• Prof. Sushilkumart Gujar -----

• Prof. Eknath Zaware (Librarian) -----


PRINCIPAL
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Librarian
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Notice

Date:09/10/2020


All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 10th October, 2020 in the Principal's cabin, commencing at 1.30 p.m. All members should be present for the meeting.

Meeting Agenda:

- Approval of previous minutes of meeting
- Budget for Books and Periodicals
- Pending return books from students
- Any other issues with the permission of chairman


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Principal

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• Prin. Dr. Arun Andhale (Chairman)



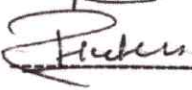
• Dr. Ramesh Randive



• Dr. Rajendra Raskar



• Dr. Tanaji Hatekar



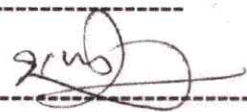
• Dr. Savita Kothavale (Patil)



• Prof. Sushilkumart Gujar



• Prof. Eknath Zaware (Librarian)






Librarian

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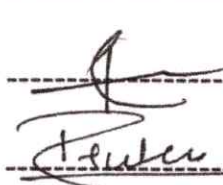
The meeting of library advisory committee was held in principal cabin on 10th October, 2020 . Following members were present for meeting.

Members

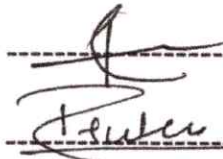
• Prin. Dr. Arun Andhale (Chairman)



• Dr. Ramesh Randive



• Dr. Rajendra Raskar



• Dr. Tanaji Hatekar



• Dr. Savita Kothavale (P.A.H.)



• Prof. Sushilkumart Gujar




• Prof. Eknath Zaware (Librarian)




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Librarian
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: Minutes of the Meeting :

The meeting of library advisory committee was held in principal cabin on 10th October, 2020 in the Principal's cabin. The issues according to agenda were discussed, it is as following.

• **Approval of previous minutes of meeting :**

Prof Elnath Zaware read the minutes of previous meeting. The minutes of meeting was approved by all members.

• **Budget for Books and Periodicals**

Budget of Rs. 125000/- was approved by the committee for purchasing the books and periodicals in the academic year 2018-19. Subject to approval of CDC.

• **Pending return books from students**

Prof. Eknath Zaware (Librarian) presented the books pending from the students which was issued during and before the covid-19 pandemic. Committee has discussed issue approved dues should not be collected from students.


Date : 10/10/2020

Place : Aundh


Librarian




Principal
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Notice

Date:06/08/2019

All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 07th August, 2019 in the Principal's cabin, commencing at 10.00 p.m. All members should be present for the meeting.

Meeting Agenda:

- Approval of previous minutes of meeting
- Budget for Books and Periodicals
- Academic Calendar
- Any other issues with the permission of chairman


Librarian

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Principal

PRINCIPAL

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Members

- Prin. Dr. Shivaling Menudale
- Dr. Ramesh Randive
- Dr. Tanaji Hatekar
- Dr. Rajendra Raskar
- Dr. Savita Kothavale (Patil)
- Prof. Sushilkaumar Gujar
- Prof. Eknath Zaware

















Librarian

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The meeting of library advisory committee was held in principal cabin on 07th August, 2019 . Following members were present for meeting.

Members

Members

- Prin. Dr. Shivaling Menudale
- Dr. Ramesh Randive
- Dr. Tanaji Hatekar
- Dr. Rajendra Raskar
- Dr. Savita Kothavale (CPHU)
- Prof. Sushilkaumar Gujar
- Prof. Eknath Zaware

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Librarian
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The meeting of library advisory committee was held 02nd, April, 2019 in the Staff

Room . Following members were present for meeting.

Members

• Principal Dr. Manjushri Bobade

• Dr. B.S.Patil

[Signature]

• Dr. Tanaji Hatekar

[Signature]

• Dr. Savita Kothavale (Patil)

[Signature]

• Dr. Atul Choure

[Signature]

• E. S. Lawase

[Signature]

[Signature]
for PRINCIPAL

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[Signature]
Librarian

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Department of Library

Notice

Date: 1/04/2019

All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 02nd, April, 2019 in the Staff Room commencing at 11.00 a.m.. All members should be present for the meeting.

Meeting Agenda:


- Approval of previous minutes of meeting
- Review of the Library Expenditure
- Any other issues with the permission of chairman

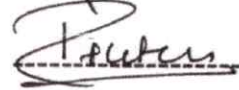

Librarian



Principal
Dr. Babasaheb Ambedkar College
Aundh, Pune-67


Members

- Principal Dr. Manjushri Bobade
- Dr. B.S.Patil
- Dr. Tanaji Hatekar
- Dr. Savita Kothavale (Patil)
- Dr. Atul Choure













Librarian
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Department of Library

Minutes of the Meeting

The meeting of library advisory committee was held in principal cabin on 02nd, April, 2019 in the Staff Room. The issues according to agenda were discussed, it is as following.

• **Approval of previous minutes of meeting :**

Prof Eknath Zaware read the minutes of previous meeting. The minutes of meeting was approved by all members.

• **Review of the Library Expenditure**

Prof. Eknath Zaware presented the expenditure occurred on books and periodicals in the academic year 2018-19. All member discussed the augmentation of budget for next year. Committee approved this expenditure.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12624	134751 0	38	5475	12662	1352985
Reference Books	10665	220838 1	251	41936	10916	2250317
Total	23289	3555891	289	47411	23578	3603302
INFLIBNET Membership				5900		5900
Journals			37	22027	37	22027
Total				75338		



(Signature)

Librarian

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- Committee discussed the activities carried out by the library.
- Dr. Tanaji Hatekar proposed vote of thanks. And meeting was over

Date : 02/04/2019

Place : Aundh



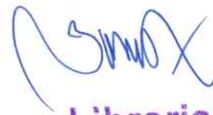
Librarian
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Department of Library

Minutes of the Meeting

The meeting of library advisory committee was held in principal cabin 07th August, 2019 in the Principal's cabin. The issues according to agenda were discussed, it is as following.

• **Approval of previous minutes of meeting :**

Prof. Ekanath Zaware read the minutes of previous meeting. The minutes of meeting was approved by all members.

• **Budget for Books and Periodicals**

As per the discussion in previous meeting , the committee decided to Rs. 200000/- Budget is approved subject to CDC approval.

• **Academic Calendar**

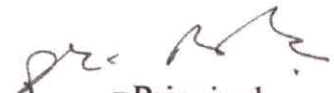
Academic calendar which involved programs and activities prepared by the librarian are approved by the committee

Date : 07/08/2019


Place : Aundh


Librarian

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Librarian
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Department of Library


Notice

Date:11/01/2018

All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 12th January , 2018 in the Principal's cabin, commencing at 11.00 a.m. All members should be present for the meeting.

Meeting Agenda:

- Approval of previous minutes of meeting
- Approval the budget for periodicals and journals
- Any other issues with the permission of chairman


Librarian

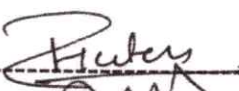
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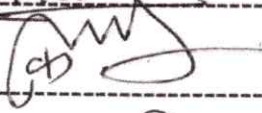

Principal


Dr. Babasaheb Ambedkar College
Aundh, Pune-67

Members


- Principal Dr. Manjushri Bobade
- Dr. Tanaji Hatekar
- Prof. Kushal Pakhale
- Prof. Eknath Zaware










Librarian
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Dr. Babasaheb Ambedkar College, Aundh Pune-67

Department of Library

Minutes of the Meeting

The meeting of library advisory committee was held in principal cabin on 12th January , 2018 in the Principal's cabin. The issues according to agenda were discussed, it is as following.

- **Approval of previous minutes of meeting :**

Prof. Eknath zaware read the minutes of previous meeting. The minutes of meting was approved by all members.

- **Approval the budget for periodicals and journals**

Librarian Prof. Eknath Zaware elaborated the expenditure of till date occurred on books and periodicals . the expenditure was approved by the committee

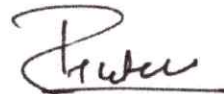
Date : 12/01/2018

Place : Aundh



Librarian
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Principal
PRINCIPAL

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Department of Library

The meeting of library advisory committee was held in principal cabin on 12th January , 2018 . Following members were present for meeting.

Members

- Principal Dr. Manjushri Bobade
- Dr. Tanaji Hatekar
- Prof. Kushal Pakhale
- Prof. Eknath Zaware

Bobade

Tanaji

Pakhale

Bobade
for PRINCIPAL
Dr. Babasaheb Ambedkar College
Aundh, Pune-67



Bobade
Librarian
Dr. Babasaheb Ambedkar College,
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Notice

Date:10/08/2018

All members of library committee are hereby informed that, meeting of library advisory committee will be held on, 11th August , 2018 in the Principal's cabin, commencing at 12.30 p.m. All members should be present for the meeting.

Meeting Agenda:

- Approval of previous minutes of meeting
- Budget for Books and Periodicals
- Library Cards / I cards
- Academic Calendar
- Any other issues with the permission of chairman

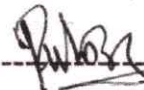

Librarian
Librarian

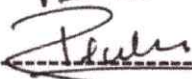
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Principal
for PRINCIPAL
Dr. Babasaheb Ambedkar College
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Members

- Principal Dr. Manjushri Bobade
- Dr. B.S.Patil
- Dr. Tanaji Hatekar
- Dr. Savita Kothavale (Patil)
- Dr. Atul Choure













Librarian
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The meeting of library advisory committee was held in principal cabin on 11th August, 2018. Following members were present for meeting.

Members

• Principal Dr. Manjushri Bobade


• Dr. B.S.Patil

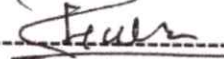
• Dr. Tanaji Hatekar


• Dr. Savita Kothavale (Patil)

• Dr. Atul Choure

• E. S. Zaware













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Minutes of the Meeting

The meeting of library advisory committee was held in principal cabin on 11th August, 2018 in the Principal's cabin. The issues according to agenda were discussed, it is as following.

• **Approval of previous minutes of meeting :**

Dr Atul Choure read the minutes of previous meeting. The minutes of meeting was approved by all members.

• **Budget for Books and Periodicals**

Budget of Rs. 65000/- was approved by the committee for purchasing the books and periodicals in the academic year 2018-19.

• **Library Cards / I cards**

Printed I cards were ordered before this academic year. The committee has decided to issue the I card from Library along with Library Card. It is decided, the maintenance of I-card printer to be done with in week.

• **Academic Calendar**

Academic calendar which involved programs and activities prepared by the librarian are approved by the committee

Date : 11/08/2018

Place : Aundh


Librarian

Dr. Babasaheb Ambedkar College,
Aundh, Pune-411 007.





Librarian

Dr. Babasaheb Ambedkar College,
Aundh, Pune-411 007.


for PRINCIPAL

Dr. Babasaheb Ambedkar College
Aundh, Pune-67

**Non
Teaching
Staff
Meeting**

दि. 24/10/2015

प्रशासकीय स्वरूप में
(2014-15)

आज बुधवार दिनांक 24/10/2015 को 12.00 बजे
आयोजित कलेक्टर कार्यालय में कामकाज आदि वरिष्ठ
अधीनस्थ एवं आदि आदि वरिष्ठ वरिष्ठ वरिष्ठ
उपस्थित हुए।

1) श्री. शिवाजी जी. के. ~~...~~

2) श्री. बाबा राजू - Sureesh

3) श्री. जंगल लाल जी Imjamb

4) श्री. नाक पा. जी ...

5) श्री. बाबा जी Geos. P.S.

6) श्री. बंनारी जी. जी Vansherb

7) श्री. जालीवाल जी. जी ...

8) श्री. मन ए. जी ...

9) श्री. बाबा जी ...

10) श्री. सावंत जी ...

11) श्री. अशोक जी. के ...

12) श्री. शिवाजी जी. जी ...

विषय (1) कार्यालयीन विविध ट्रेवलनुसार कामकाज वाटप

(2) परिचर व शिपाई कामकाज वाटप

(3) कार्यालयीन शिस्त व सिटी पेट्रोलिंग

(4) शिपाई व परिचर साधन सामग्री संरक्षण व स्वच्छते व्हे लक्ष देणे

विषय क्र 7. महाविद्यालयीन कामांवर वेळोवेळी दक्षता देवावी. व वेळोवेळी वेळी आपले पूर्ण करणाना सायकल आपला काम पेटांग देण्यात येऊ नये.

विषय क्र. 2 व 8 परिचर व शिपाई दिलेल्या कामकाज वाटपनुसार वेळी काम करणाना यावे. प्रत्येकाचे आपले वेळी असलेले बग, व्हेरांडा, जिना ही सर्व काम स्वच्छ करणाना करणाना सायकल कोशासाठी तयार येता काम नये. तसेच कोठांना पाणी घालण्यासाठी प्रत्येकाला वेळ देऊन दिलेल आहेत त्यानुसार पाण्याचे नियोजन करणाना यावे.

विषय क्र. 3. कार्यालयीन कामांवर वेळोवेळी दक्षता देवावी. महाविद्यालयीन कामांवर वेळोवेळी दक्षता देवावी. महाविद्यालयीन कामांवर वेळोवेळी दक्षता देवावी.

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

नॉन टिचींग स्टाफ मीटिंग 28/12/2019

सोमवार दि. 28/12/2019 रोजी दुपारी 8.00 वा
मा. प्राचार्य यांच्या समवेत नॉन टिचींगची महसूल मीटिंग घेण्यात
आली त्यास खालील सर्व सेवक उपस्थित होते.

- | | | |
|-----|--------------------------|------------------|
| 1) | श्री. शिंगडे एम. के. | _____ |
| 2) | वाणी S.S. | _____ |
| 3) | जंगम Y.V. | _____ |
| 4) | दाऊद मौरुमा | _____ |
| 5) | गोसावी प्रिया | _____ |
| 6) | सावंत S.D. | _____ |
| 7) | श्री. कोवळे R.D. | _____ |
| 8) | श्री. कुरडे P.K. | _____ |
| 9) | श्री. मते A.M. | _____ |
| 10) | श्री. शिंदे B.M. | _____ |
| 11) | श्री. सेठिये चौधरी | _____ |
| 12) | श्री. स्वप्नलक्ष दिक्षीत | _____ |

★ स्कॉलर शिपसाठी इलाक पाठक योजना.

- 1) Income Tax. वेळेत.
- 2) सर्व प्रकारच्या फी, कपाती वेळेत पूर्ण करावे.
- 3) आर्थिक वर्षी वेळेत पूर्ण
- 4) ऑफिस मध्ये प्रिन्सर.

प्रचार्य

DBA college Aundh

CDC meeting :-

- 1) भाडेकरू,
- 2) जिमखाना
- 3)

Pune
PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



Translated

Rayat shikshan sanstha,s

Dr.Babasaheb Ambedkar Mahavidyalaya, Aundh Pune-67

Report

Date: 24/08/2020

The meeting of non-teaching staff was held on 24/08/2020 under the chairmanship of the principal.

Following staff was attended the same.

1. Shree shingade S.K
2. Smt Wani S.S
3. Smt Jangam Y.V
4. Smt Taru P.V
5. Smt Gowavi. P
6. Shree Mate A.M
7. Shree Kambale R.D
8. Shree Sawant M.D
9. Shree karade P.K
10. Shree Shitole B.M
11. Sandip choudhari
12. Swapnil dixit

All the staff must follow the duties as per the table attached here with,

Sr no	Name	Table	Details of work	sign
1.	Shree shingade S.K(superintendent)	Establishment	Updating service books, preparing no dues certificates , leave sanctions, preparing retirement documents, joining and reliving report etc	
		Payment sheet	Preparing payment sheet of grantable and non-grantable staff and communication the same to Jt DE	
		Other	Monitoring the work of the administrative staff and keeping cleanliness	
		Register	Maintaining the register of forms sale , registering it into the dead stack register	
2	Smt Wani S.S (Sr clerk)	Account	Taking all the transactions from the registers into tally account , drafting the cheques , work related to tender , completion of audit , updating month wise GST and making e-mail , making	



			sanstha budgets , A.O budget , audit report , salary assessment etc.	
		Income tax	Income tax and profession tax	
3	Smt. Jangam Y.V (Jr. Clerk)	University	Task related to admiration process , results , distribution of TC , correspondence with the university , account report , proposal of new subject etc	
4	Smt. Taru P.T (Jr.Clerk)	scholarship	Accepting online applications of all scholarship , submitting those to the canards govt office , distribution of the scholarship amount and related correspondence	
5.		Jr.	Online admotion of 11 th and 12 th std ,making bonafide and TCs , monitoring Jr college exams, correspondence , UDIS making etc.	
6.	-	Cash and Account	Accepting all type of fees, making register of it and taking the same in to the cash diary and getting it signed from the seniors	
7.	Paliwal D.V	--	Work related to office , Jr staff exam hall , BCA lab , Jtde and other work	
8.	Mate A.M		Sweeping hall number 101,102,206, science computer lab vharanda ladies hostel parking , gymkhana, inward outward muster, selling forms etc	
9.	Shree kamble R.D	Cleaning	Cleaning office , principal cabin , staffroom, hall no 28, office vharanda holly ball ground and road to hostel	
10.	Karade P.K		Sweeping hall no 101,102,206,science and computer lab , vharanda, staircase, ladies hostel parking , gymkhana etc writing inward outward register , writing muster , selling forms etc	
11.	Shree shitole B.m		Cleaning hall no 1,2,3,4,5,6,7, vharand staircase ,circulating lecture attendance etc	
12.	Shree Palave B.K		Cleaning Hall no 103,104,105,106,107,108,staircase , bicycle parking , labs , sale of notebooks and tutorial sheets.	




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Date: 13/03/2020

The meeting of non-teaching staff was held on 13/03/2020 under the chairman sheep of the principal.

Following staff attended the same.

1. Shree shingade S.K
2. Smt Wani S.S
3. Smt Jangam Y.V
4. Smt Taru P.V
5. Shree Mate A.M
6. Shree Kambale R.D
7. Shree Sawant M.D
8. Shree karade P.K
9. Shree Shitole B.M
10. Sandip choudhari

Following issues were discussed

1. Making indexes for NAAC preparation
2. Correspondence with social welfare department regarding scholarship balance
3. All the above task must be complete before 20/02/2020.



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Report

Date: 24/06/2019

The meeting of the non teaching staff was held on 24/06/2019 at 4:00 pm in presence of principal.

Following staff was presence for the same

1. Shree shingade S.K
2. Smt Wani S.S
3. Smt Jangam Y.V
4. Smt Taru P.V
5. Smt Gowavi. P
6. Shree Mate A.M
7. Shree Kambale R.D
8. Shree Sawant M.D
9. Shree karade P.K
10. Shree Shitole B.M
11. Sandip choudhari
12. Swapnil dixit.

Following issues were discuss

1. Student teacher adoption scheme for scholarship
2. Depositing income tax on time
3. All kinds of fees, deductions etc be completed on time
4. Financial matters be completed on time

Following subjects are also discussed

1. Terence
2. gymkhana




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Dr.Babasaheb Ambedkar Mahavidyalaya, Aundh Pune-67

Date: 25/07/2018

Administrative Staff Meeting

The meeting of the college administrative staff was held on 25/07/2018 at 3:30pm. Review of the administrative work was taken in meeting. The meeting was attended by the following staff.

1. Shree shingade S.K
2. Smt Wani S.S
3. Smt Jangam Y.V
4. Smt Taru P.V
5. Smt Gowavi. P
6. Smt Bendhari V.P
7. Shree. Paliwal D.v
8. Shree.Mate A.M
9. Shree. Kambale R.D
10. Shree. Sawant M.D
11. Shree. karade P.K
12. Shree. Shitole B.M

Following subject where discussed:

1. Distribution of workload
2. Lab attendant and peon work distribution
3. Discipline and zero tendency in the office
4. Peon, attendance – protection and cleanliness of the things

Issue no -1

The staff should arrive on the prescribed time and complete their work and they should care for zero tendency.

Issue no -2

The attendance of peon should complete. The allotted work to them everybody should try to keep the classroom, Vharanda Staircase clean. They should water the trees regularly and the planning of watering should make and strictly followed.



Issue no-3

Everybody must try to maintain discipline in the campus. Neediness should be observed and they should behave with the student politely. Getting angry with students and irritating on them should be avoided




Principal
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

दि. 24/10/2015

प्रशासकीय स्वरूप मिति
(2015-16)

आज बुधवार दिनांक 24/10/2015 रोजी दु.उ.००१
आयोजित केलेल्या कार्यालयीन कामकाज आढावा बैठकी
दरम्यान येथे जाद्वे वरील खालील सदस्य
उपस्थित होते.

१) श्री. शिवाडे जे.के. ~~जे.के.~~

२) श्री. बाबा एक-एन - ~~एन.एन.~~

३) श्रीमती जंगल जय व्ही - ~~जय व्ही.~~

४) श्रीमती ताक पा.डी.एस - ~~पा.डी.एस.~~

५) श्रीमती बाबाजी प्रभा - ~~प्रभा.~~

६) कु. वेदरा व्ही.पी - ~~व्ही.पी.~~

७) श्री. पालवाम डी.व्ही - ~~डी.व्ही.~~

८) श्री. मन ए.ए. - ~~ए.ए.~~

९) श्री. बाबू अरु.डी - ~~अरु.डी.~~

१०) श्री. सावंत-एन.डी - ~~एन.डी.~~

११) श्री. अरोड पा.के - ~~पा.के.~~

१२) श्री. शिवाडे को.ए - ~~को.ए.~~

विषय (1) कार्यालयीन विविध ट्रेवलनुसार कामकाज वाटप

(2) परिचर व शिपाई कामकाज वाटप

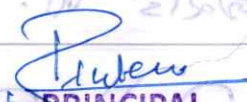
(3) कार्यालयीन शिस्ता व सिटी पेन्डिंग्स

(4) शिपाई व परिचर साधन साधुग्री संरक्षण व स्वच्छते वडे लक्ष देणे

विषय क्र 7. महाविद्यालयीन कामांवर वर्कपेपर्सची दक्षता देणावा. व वर्कपेपर्स वरून आपले पूर्ण करणाना सायकल आपला काम पेडींग देण्यात येऊ नये.

विषय क्र. 2 व 8 परिचर व शिपाई दिलेल्या कामकाज वाटपनुसार वरून काम करणाना यावे. प्रत्येकाचे आपले वर्कपेपर्स वरून, वॉरंटो, जिना ही सर्व कामे स्वच्छ करणाना करणाना सायकल कोशाचाही तय्यार येता काम नये. तसेच कोठांना पाणी घालण्यासाठी प्रत्येकाला वाट देऊन दिलेल आहेत त्यानुसार पाण्याचे नियोजन करणाना यावे.

विषय क्र. 3. कार्यालयीन कामांवर प्रसिन्न पत्रा वरनावा कोणत्याही विद्यार्थ्याला चिडमिड करणे नये त्यासून नोकरीत काम देण्यात यावे. कार्यालयीन काम टापटिव पत्रा देवावा.


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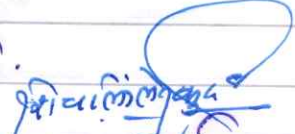
नॉन टिचींग स्टाफ मीटिंग 28/12/2019

सोमवार दि. 28/12/2019 रोजी दुपारी 8.00 वा
मा. प्राचार्य यांच्या समवेत नॉन टिचींगची मासिक मीटिंग घेण्यात
आली त्यास व्याजिक सर्व सेवक उपस्थित होते.

- | | | | |
|-----|------------------------|---|------------------|
| 1) | श्री. शिंगडे एम. के. | | _____ |
| 2) | वाणी S.S. | - | _____ |
| 3) | जंगम Y.V. | - | _____ |
| 4) | दाऊद पौर्णिमा | - | _____ |
| 5) | गोसावी प्रिया | - | _____ |
| 6) | सावंत S.D. | - | _____ |
| 7) | श्री. कोवळे R.D. | - | _____ |
| 8) | श्री. कुरडे P.K. | - | _____ |
| 9) | श्री. मते A.M. | - | _____ |
| 10) | श्री. शिंदे B.M. | - | _____ |
| 11) | श्री. सेठिये चौधरी | - | _____ |
| 12) | श्री. स्वप्निक दिक्षीत | - | _____ |

★ स्कॉलर शिपसाठी इलाक पाठक योजना.

- 1) Income Tax. वेळेत.
- 2) सर्व प्रकारच्या फी, कपाती वेळेत पूर्ण करावे.
- 3) आर्थिक वर्षी वेळेत पूर्ण
- 4) ऑफिस मध्ये प्रिन्टर.


 प्राचार्य

DBA college Aundh

CDC meeting :-

- 1) भाडेकर,
- 2) जिमखाना
- 3)

Pune
PRINCIPAL
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-67.





दि. 13/3/2020

नॉन टिचींग स्टाफ मिटींग

शुक्रवार दि. 13/3/2020 रोजी शिक्षकेतर सेवकांची बैठक मा. प्राचार्य यांचे अध्यक्षतेखाली झाली. त्याल यात्रिलेला सर्व सेवक उपस्थित होते.

- 1) श्री. शिंगडे S.K.
- 2) वाणी S-S.
- 3) गंगम Y.V.
- 4) लालू P.T.
- 5) श्री. सावंत S.D.
- 6) श्री. मते A.M.
- 7) श्री. कोबके R.D.
- 8) श्री. कडाड P.K.
- 9) श्री. शिलेका B.M.
- 10) श्री. चौधरी खदीप

PRINCIPAL
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 Aundh, Pune-67

- 1) AA-A. नॉक च्या संदर्भात खुची प्रमाणे तयारी कराणे.
- 2) स्कॉलरशिप वेळापत्रा च्या बाबतीत समाजकल्याण ला पत्रा करणे.
- 3) दि. 20/3/2020 पुढील सर्व लक्षांनी कामे.



09/11/2020

नॉन टिचिंग व रिचिटी स्टाफ मिटिंग

दि. 14/11/2020 रोजी विद्यापीठ परीक्षे संदर्भात लातडींग बैठक घेण्यात आली. त्यास खालील रुकी टिचिंग नॉन टिचिंग स्टाफ उपस्थित होते.

- 1) प्रा. डॉ. शांदिपे R-Z.
- 2) प्रा. पाटील B-S.
- 3) प्रा. ससकर रजिंद्र
- 4) प्रा. टोलेकर T.K.
- 5) प्रा. झापटे E-S.
- 6) प्रा. गुजट सुरीलकुमार
- 7) प्रा. पाटील सविता
- 8) प्रा. डॉ. कराले S-S.
- 9) प्रा. पायगे N-V.
- 10) प्रा. गाडे
- 11) प्रा. पवार जौरी
- 12) प्रा. शेवाळे
- 13) प्रा. रेडे स्नेहल
- 14) श्री. शिंगडे S.K.
- 15) श्री. वाणी S-S.
- 16) श्री. ताक P-T
- 17) श्रीमती जोगम Y-V.

चर्चेसाठी व निर्णयसाठीचे विषय.

- 1) सर्व सहकारी प्राध्यापक यांनी वेळोवेळी पूर्ण वेळी प्राध्यापन व वेळोवेळी पूर्ण वेळी संदर्भितित Feedback विभाग प्रभुद्वय यांनी घ्यावा.
- 2) परीक्षा विभागाचे परीक्षेचे निधीजत करावे.
- 3) कामलिप्यात फंडव्हास्त जमा करणे घ्यावे व सहकारी यांचे करीत प्रलंबित व्यवहार

डा. व्ही. एस. पाटील यांनी मा. प्राचार्य व सचिव स्नातक फक्त मिटिंग सुद्धे झाली

विषय क्र. १ : सन २०१९-२० मध्ये विद्यापीठ परिषदा अध्यासक्रमा विषयी मिटिंग मध्ये सर्व प्राध्यापकांना मा. प्राचार्य यांच्यासमोर परिषदा घेण्यासंदर्भात नवेच अध्यासक्रम पूर्ण करण्यासंदर्भात सूचना देण्या व परिषदा कामकाज तबकाल तबकाल पूर्ण करण्यास सांगितले.

विषय क्र. २ : सन २०१९-२० मध्ये सर्व अध्यासक्रम शिकविण्या या संदर्भात सादराने विद्यार्थ्यांकडून feedback घेऊन आपल्या गपगरी हेपण्याबाबत सांगितले व निकाल न्यायला सांगावा या संदर्भात सूचना देण्या नवेच विद्यार्थ्यांचे परिषदा काम व्यवस्थापक करण्याबाबत सांगितले.

विषय क्र. ३ : सन २०१९-२० मध्ये परिषदा घेण्यासंदर्भात मा. प्रा. डा. एम. ए. ए. यांच्यासमोर परिषदा घेण्यासंदर्भात व येणाऱ्या परिषदांचे माध्यम प्रकार, नियोजन उदा. (वर्ग कोल्हा संपन्न, वेळ, पाण्याची व्यवस्था) परिषदा हाल मध्ये वर्क व मिटिंग मनामनामना नवेच वेळोवेळर संपन्नपद्धत यांना आडर देणे संदर्भात सूचना देण्या व नियोजन करण्यास सांगितले.

विषय क्र. ४ : सन २०१९-२० मध्ये सर्व संपन्न असणाऱ्या अटी प्राध्यापकांकडे असणाऱ्या असल्यान कार्यवाहीने लक्षात घेण्यासंदर्भात यांना कृदावी व प्रशासकिय कार्यवाहीनीय पडोसा कामे पूर्ण करण्यासंदर्भात नवेच कृदावी व यांच्या निकाल प्राध्यापकांकडे द्यावा अशी सूचना देण्या.

मा. प्राचार्य यांनी मार्गदर्शन फक्त मिटिंगचा सकारोक्ष

कला
उप प्राचार्य डा. डॉ. रमेश शणैवे यांनी सचिव
काणार फक्त मिटिंग संपन्न झाली

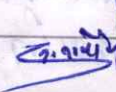
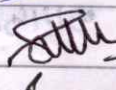

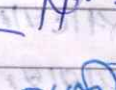

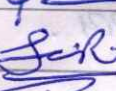



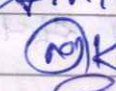


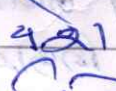


PRINCIPAL

स्-21फ मिटिंग

2020-29

दि. 31/07/20

आज दि. 31/07/2020 रोजी सन 2020-21 मध्ये ऑनलाईन प्रवेशा संदर्भात मिटिंग आयोजित केली आहे. या मिटिंगाचा खासगीम स्टाफ उपस्थित होते.

- 1) डॉ. अमृत चौरे (मराठी) 
- 2) श्री. सुशीलकुमार गुजर (अंग्रेजी) 
- 3) डॉ. राजेंद्र शांतकर 
- 4) प्रा. एन. व्ही. पाचोरा 
- 5) प्रा. पावलिकी 
- 6) प्रा. ई. ए. शिवरे 
- 7) प्रा. रमेश वेडे 
- 8) Mr. Savita Patil 
- 9) Dr. Harekar T.K. 
- 10) Dr. Nimbalkar S.A. 
- 11) Dr. Ramakhe R. 
- 12) Mayur Mali 
- 13) Sonawane K.M. 
- 14) Kapare m.m. 
- 15) Vishal Shishupal 

अ) विद्यार्थ्यांचे अंतर्गत प्रवेशा प्रक्रिया राबविणे
ब) विद्यार्थ्यांचे माहिती वरत वरत करणे
क) विद्यार्थ्यांचे मध्ये अंतर्गत प्रवेशासाठी प्रवेश
करवणे.

द) प्रवेशाचा प्रवेश प्रवेशा महाविद्यालय
मिनिंगीय वरत विद्यार्थ्यांचे प्रवेशा
संदर्भात करणे.

इ) प्रवेशाचा प्रवेश प्रवेशा प्रवेशा प्रवेशा
करवणे.

अ) B.V.C. विद्यार्थ्यांचे प्रवेशा प्रवेशा प्रवेशा

अ) Zoom या माहिती प्रवेशा प्रवेशा प्रवेशा

28/5/2020

जॉन टिपिंग स्थल मिठींग

जॉन टिपिंग स्थल मिठींग

सोमवार दि. 28/5/2020 रोजी शिकोकेलर क्षेत्रांची बैठक मा. प्राचार्य यांचे अध्यक्षते अख्यक्षेत्रपाली झाली त्यास खालील सर्व क्षेत्रक उपस्थित होते.

- 1) श्री. शिंगडे रास. के. ~~_____~~
- 2) सौ. वाणी. रास. रास. ~~_____~~
- 3) श्रीमती जंगम वाम. वही. ~~_____~~
- 4) सौ. ताह. पी. ही. ~~_____~~
- 5) श्री. पालीवाल डी. वही. ~~_____~~
- 6) श्री. मते रा. राम. ~~_____~~
- 7) श्री. कांबळे आर. डी. ~~_____~~
- 8) श्री. कडाडे पी. के. ~~_____~~
- 9) श्री. शिंदे बी. राम. ~~_____~~
- 90) श्री. पालव बी. के. ~~_____~~
- 91) गोसावी पी. एस. ~~_____~~
- 92) चौधरी संदीप ~~_____~~

विषय: न्ह. 9 दि. 22/3/20 च्या निमोजना गुरार सर्वांनी कामे करवीत

विषय: न्ह. 2 दि. 20/4/20 च्या निमोजना गुरार परिचर व शिपाई मोगी कामे करवीत.

विषय: न्ह. 3 महाविद्यालयांतिल प्रवेश व गुणवत्ता चाकडे शिकोकेलर कर्मचारी मोगी सर्वेक लकें शेवार्दे

विषय: न्ह. 8 शिपाई व परिचर मोगी वर्ग सफाई व साधनसामुग्री जुतळ करणासारी सर्वेक तलर रडावे.

विषय: 9 व 2 कामतिभातिल 0-5, अकॉरंटर लेखातीर तसेच शिपाई व परिचर मोगी कामाचे वारप पुर्तिल पागावर जाडले काह.



सन २०२०-२१ मधील सर्व नॉन टिचिंग सेवकांच्या टेबल कामाचे नियोजन खालीलप्रमाणे :-

अ.क्र.	नांव	टेबल	कामाचा तपशील	सही
१	श्री.शिंगाडे एस.के. (अधिक्षक)	आस्थापना	सेवा पुस्तके अद्यावत ठेवणे, नो ड्युज सर्टिफिकेट तयार करणे, सर्व प्रकारची रजा मंजूरी घेणे, सेवानिवृत्ती पेपर तयार करणे, बदली कार्यमुक्त व जॉईनिंग रिपोर्ट तयार करणे इत्यादी	
		पगारपत्रक	सिनि.अनुदानित व विना अनुदानित पगार पत्रके मा.सहसंचालक यांना माहिती पाठविणे	
		इतर	सर्व प्रशासकिय सेवकांच्या कामावर देखरेख ठेवणे, तसेच स्वच्छतेची देखभाल पहाणे.	
		नोंद रजिस्टर	साहित्यांची व फॉर्म विक्री याची बिलानुसार स्टॉक रजिस्टर व डेडस्टॉक रजिस्टरला नोंदी करणे.	
२	सौ.वाणी एस.एस. (सिनि.क्लार्क)	अकॉंट	सर्व किर्दीचे व्यवहार टॅली अकॉंट मध्ये घेणे सर्व प्रकारचे चेक काढणे, टेंडर प्रकारची इत्यादी कामे करणे. ऑडिट पूर्तता करणे. जीएसटी माहिण्यावर माहिती काढून ईमेल करणे संस्था बजेट तयार करणे, ए.ओ.बजेट ए.जी. ऑडिट रिपोर्ट, सॅलरी अशेसमेंट इत्यादी	
		आयकर	सर्व प्रकारची आयकर व व्यवसायकरची कामे पहाणे.	
३	सौ.जंगम वाय.व्ही. (ज्यु.क्लार्क)	विद्यापीठ	प्रवेश प्रक्रिया सर्व प्रकारच्या संबंधीत कामे पूर्ण करणे, निकाल तयार करणे व वाटप करणे टी.सी. तयार करणे, विद्यापीठ पत्रव्यवार करणे ऐसी रिपोर्ट अॅनलाईने तयार करून पाठविणे. विषयांचे प्रस्ताव इ.	
४	सौ.तारु पी. टी. (ज्यु.क्लार्क)	स्कॉलरशिप	सर्व प्रकारच्या स्कॉलरशिचे अॅनलाईने अर्ज स्विकारणे, सर्व प्रकारच्या शिष्यवृतीच्या अर्ज व सदर कार्यालयास सादर करून मंजूरी घेणे, व विद्यार्थ्यांना शिष्यवृती वाटप करणे. सर्व पत्रव्यवहार इत्यादी	
५	काम करुण घेणे	ज्युनिअर	इ.११वी अॅनलाईन प्रवेश प्रक्रिया व इ.१२वी प्रवेश प्रक्रिया पूर्ण करणे, बोनाफाईड व ज्युनि. दाखले तयार करणे परीक्षा संबंधी कामकाज पहाणे, ज्युनिअर संबंधी सर्व पत्रव्यवार पहाणे, UDIS ची माहिती तयार करणे. इ शाखा माहिती तयार करणे. त्यादी	
६	काम करुण घेणे	/कॅश व अकॉंट	सर्व प्रकारची फी स्किरणे सर्व फी रजिस्टर तयार करणे, रोखीचे व्यवहार कॅश डायरीत घेणे व डायरी पूर्ण करून वरीष्ठांच्या रोजच्या रोज सहया घेणे, अकॉंट कडे मदत करणे इत्यादी	

प्राचार्य

डॉ. बाबासाहेब आंबेडकर महाविद्यालय,
आंधगांव, पुणे-६७



विद्यार्थी सार्वभौमिक

अ.क्र.	नांव	कामचा तपशील	सही
१	श्री. पालीवाल डी. व्ही.	ग्रंथालय ऑफिस, ज्युनिअर स्टाफरुम, परीक्षा व्हॉल, बीसीए लॅब तसेच सहसंचालक व बाहेरील इतर कामे करणे	<i>[Signature]</i>
२	श्री.मते ए.एम.	वर्ग २०१, २०२, लॅब २०७, २०८, २०९ व्हेरांडा व जीना	<i>[Signature]</i>
३	श्री.कांबळे आर.डी.	ऑफिस, प्राचार्य,केबिन, स्टाफ रुम, २८ नं. ऑफिस समोरिल व्हेरांडा, व्हॉलीबॉल ग्राउंड हॉस्टेल समोरिल रोड.	<i>[Signature]</i>
४	श्री.कराडे पी.के.	वर्ग १०१, १०२, २०६, सायन्स काम्प्युटर लॅब , व व्हेरांडा जिना लेडीज हॉस्टेल पार्किंग व जिमखाना, तसेच आवक जावक बारनिशी मस्टर लिहिणे व फॉर्म विक्री करणे. इत्यादी कामे.	<i>[Signature]</i>
५	श्री.शितोळे बी.एम.	वर्ग १, २, ३, ४, ५, ६, ७ व्हेरांडा जीना तसेच लेक्चर वही प्रत्येक वर्गात जावून नोंद घेणे इ.	<i>[Signature]</i>
६	श्री.पालवे बी.के.	वर्ग १०३, १०४, १०५, १०६, १०७, १०८. जीना व व्हेरांडा सायकल पार्किंग तसेच प्रयोगशाळा व्हया टयुटोरिल इत्यादी विक्री करणे.	<i>[Signature]</i>

[Signature]
 प्राचार्य
 डॉ. बाबासाहेब उ. आकर महाविद्यालय,
 आंधगांव, पुणे-६७.२

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune -67.

NOTICE

Date-20th June, 2018

All the Teachers / Faculties of B.Com are hereby informed that the meeting will be held on 22nd June, 2018 at 11.00 a. m. in Commerce department. Kindly attend in time.

Agenda:-

- 1 Subject distribution
- 2 Time Table
- 3 Workload Allocation
- 4 Syllabus
- 5 Result Analysis
- 6 Academic Calendar

Faculty

Dr. Nimbalkar S. A.

Dr. Karale S. S.

Prof. Pakhale Kushal

Prof. Shewale A. S.

Prof. Aniwale Jyoti

Co-ordinator
Head,
Department of Commerce
Babasaheb Ambedkar College,
Aundh, Pune-67.



Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune.67

Minutes of the Annual Academic Meeting of the Staff

The first meeting of faculties regarding annual academic planning was held on 22nd June, 2018 at 11.00 a.m. in Commerce department. The following members were present.

Name of faculties:-

1. Dr. Nimbalkar S.A. (HOD)
2. Dr. S.S. Karale, *S.K. Karale*
3. Prof. Kushal Pakhale, *K.P. Pakhale*
4. Prof. A.S. Shewale, *A.S. Shewale*
5. Prof. Jyoti Ahiwale

Agenda:-

1.1 Discussion on subject distribution, time table and workload allocation-

The commerce department has 80 lectures. It was distributed among five members. Such as 20+20+20+12+08 respectively. The HOD allotted subject wise lectures of each faculty with F.Y., S.Y., and T.Y.B.Com respectively. As well as we prepared the time table of lectures of each faculty.

1.2 Discussion on Academic calendar -

It was discussed to prepare the academic calendar date wise incorporating all the activities to be taken out. The HOD was supposed to prepare the academic calendar and submit to Hon. Principal Madam for consideration.

S.A. Nimbalkar
Co-ordinator
Head,
Department of Commerce
(Commerce Department)
Dr. Babasaheb Ambedkar College,
Aundh, Pune-57.



Jyoti Ahiwale
Principal
Dr. Babasaheb Ambedkar college
Aundh, Pune.67

**Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune -67.
Commerce Department
NOTICE**

Date-26th July, 2018

All the Teachers / Faculties of B.Com are hereby informed that the meeting will be held on 27nd July, 2018 at 2.00 p. m. in Principal Cabin. Kindly attend in time.

Agenda:-

1. Subject distribution, Workload Allocation & Time Table
2. Departmental Activities
3. Short term courses
4. Teaching Methodologies
5. Field Project, Research Project
6. Result Analysis
7. Academic Calendar
8. Online Feedback Form

Faculty

1. Dr. Nimbalkar S. A.

2. Dr. Karale S. S.

3. Prof. Pakhale Kushal

4. Prof. Shewale A. S.

5. Prof. Mirekar Monali

S. A. Nimbalkar
S. S. Karale
K. S. Pakhale
A. S. Shewale
M. M. Mirekar

S. A. Nimbalkar
Co-ordinator
(Commerce Department)

Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



M. M. Mirekar
Principal
Dr. Babasaheb Ambedkar college,
Aundh, Pune.67

Date:
MON TUE WED THU FRI SAT SUN

Minutes of meeting Commerce Department

The meeting of faculties regarding annual academic planning was held on 27th July, 2018 at 2.00 p.m. in principles cabin. The following members were present:

Name of faculties -

1) Dr. Mimbalkar S.A

2) Dr. Karale S.S.

3) Prof. Pakhale Kushal

4) Prof. Shewale A.S.

5) Prof. Mirekar Manali

(Handwritten signatures of the listed faculty members)

Agenda →

Discussion on subject distribution, workload & Time table →

The Commerce Department has 80 lectures. It was distributed among five members. Such as 20 + 20 + 20 + 12 + 08 respectively. As well as we prepared the time table of lectures of each faculty.

Discussion of Academic Calendar →

It was discussed to prepare academic calendar likewise incorporating all the activities to be taken out. The HOD was requested to prepare the academic calendar and submit to the principal man for consideration.

Simultaneously, it was decided to conduct short term courses to F.Y., S.Y., T.Y. students under skill development programme. preparation P.S.O, as it was decided

It was discussed to fill the teaching

It was also discussed to conduct workshop on Research methodology and Research project.

It was discussed which methods used in teaching.

Head,
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL
Dr. Babasaheb Ambedkar College
Aundh, Pune-67.

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Fac

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2. D
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(Comm
Depar
Dr. Baba

Rayat Shikshan Sanstha's.
Dr. Babasaheb Ambedkar College Aundh, Pune -67.

NOTICE

Date-03th Aug, 2018

All the Teachers / Faculties of B.Com are hereby informed that the meeting will be held on 04th Aug, 2018 at 12.30 a. m. in Commerce department. Kindly attend in time.

Agenda:-

1. Discussion on Guest Lecture
2. Seminar on Financial Literacy
3. Other

Faculty

1. Dr. Nimbalkar S. A.

2. Dr. Karale S. S.

3. Prof. Pakhale Kushal

4. Prof. Shewale A. S.

5. Prof. ~~Mirrekar~~ Monali

S. A.
S. S.

K. P.

A. S.

M. M.

Co-ordinator
(Commerce Department)

Department of Commerce
Dr. Babasaheb Ambedkar College
Aundh, Pune-67.



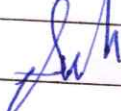
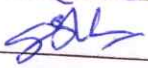
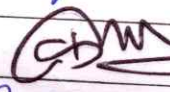
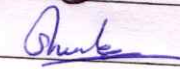
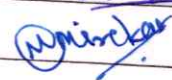
Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune.67

Minutes of Meeting.

The meeting of faculties regarding guest lecture and seminars was held on 04 Aug. 2018 at 1.30 p.m. in Commerce department.

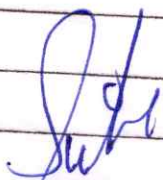
The following members were present.

- 1) Dr. Nimbalkar S.A (HOD) 
- 2) Dr. Kasale S.S. 
- 3) Prof. Pakale Kushal 
- 4) Prof. Shewale A.S. A.S. 
- 5) Prof. Mirekar Manali 

Agenda →

It was discussed to arrange guest lecture of B.Com students on the topic 'Financial literacy' and it was also discussed to arrange the seminars.

It was discussed and decide the name of guest lecture.



Head,
 Department of Commerce
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-47.



PRINCIPAL
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-47.

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune -67.

NOTICE

Date-30th Aug., 2018

All the Teacher / Faculty of M.Com are hereby informed that,
your staff meeting is held on 31st Aug., 2018 at 11.00 a. m. in Commerce
department.

Discuss the topic of first meeting of M. Com I & II.

Faculty

1. Dr. S. A. Nimbalkar
2. Dr. Karale S. S.
3. Prof. Kushal Pakhale
4. Prof. Shewale A. S.

S. A. Nimbalkar
S. S. Karale
Kushal Pakhale
A. S. Shewale

[Signature]
Co-ordinator
(Commerce Department)
Head,
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



Principal
Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of meeting.

The meeting of faculties regarding first meeting of M. Com students was held on 1st sept 2018 at 11.00 a.m. in Commerce department.

The following members were present.

- 1) Dr. Nimalkar S.A (H.O.D.) *JW*
- 2) Dr. Karale S.S. *gk*
- 3) Prof. Pakhale Kishal *ADAMS*
- 4) Prof. Shevale A.S. *A.S. Shevale*

Agenda →

It was discussed to arrange first meeting of M. Com students on the various topics of M. Com. pattern. Also given information about internal exam, University exam, paper pattern, marking system, what's app group creation, scholarships, JBPS examination.

JW

Head,

Department of Commerce
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-67.

ADAMS

PRINCIPAL

Dr. Babasaheb Ambedkar College,
 Aundh, Pune-67.

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune -67.

Notice

Date-29/12/2018

All the Teachers/ Faculties are hereby informed that, the second semester meeting will be held on 31 Dec. 2018 at 11.00 a.m. in Commerce Department. Kindly Attend the time.

Agenda-

- 1.Revision of syllabus
2. Discussion on Internal Exam Result - Advance & Slow Learner
3. Activities according to Academic calendar
4. Preparation of Two Days National seminar
5. Avishkar activity

Faculty-

1. Dr. Nimbalkar S.A. *S.A.*
2. Dr. Karale S.S. *S.S.*
3. Prof. Pakhale Kushal *Kushal*
4. Prof. Shewale Asawari *AS. Shewale*
5. Prof. Mirekar monali *Mirekar*

S.A.
Co-ordinator
(Department of Commerce)



Mirekar
Principal
Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of Meeting.

The meeting of faculties regarding second semester was held on 31st Dec at 11.00 a.m. in Commerce department.

The following members were present

- 1) Dr. Nimbalkar S.A (HOD) *Jubhi*
- 2) Dr. Kabale S.S. *Sharale*
- 3) Prof. Kushal Pakhale *(D.M.)*
- 4) Prof. Shevale Asawari *As. Shukla*
- 5) Prof. Misekar Manali *Manekar*

Agenda →

It was discussed

- 1) Revision of syllabus of each subject with re faculties. Then discussed the position of result of F.Y., S.Y. and T.Y. students.
- 2) which activities will take according to A calendar in Jan and Feb.
- 3) Then also discussed the arrangement of two days National seminars and also Arishkar activity.

Jubhi
Head,
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-41

Manekar
PRINCIPAL
Dr. Babasaheb Ambedkar College
Aundh, Pune-41

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune -67.

Notice

Date-10/01/2019

All the Teachers/ Faculties are hereby informed that, the meeting will be held on 11 Jan. 2019 at 11.00 a.m. in Commerce Department. Kindly Attend the time.

Agenda-

1. Bank Visit
2. Recode of AAA
3. Activities according to Academic calendar
4. Reporting of short term course
5. Social Ativity

Faculty-

1. Dr. Nimbalkar S.A. *S.A.*
2. Dr. Karale S.S. *S.K.*
3. Prof. Pakhale Kushal *K.P.*
4. Prof. Shewale Asawari *A.S.*
5. Prof. Mirekar monali *M.M.*

S.A.
Co-ordinator
(Department of Commerce)



M.M.
Principal
Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of meeting.

The meeting of faculties regarding activities was held on 11 Jan 2019 at 11.00 a.m in commerce department.

The following members were present.

- 1) Dr. Nimbalkar S.A (HOD) *Juh*
- 2) Dr. Karale S.S. *Shankar*
- 3) Prof. Asawari Shewale *Dr. Shewale*
- 4) Prof. Pakhale Kushal *(Signature)*
- 5) Prof. Mirrekar Manali *(Signature)*

Agenda →

Firstly discussed the point of Bank visit arrange where, how and when. Also discuss which activity will take and at which activity will be arrange for Social related.

It was also discussed the short term courses run by the department, which document are important for AAA for which activities are taken out.

(Signature)

Head,
 Department of Commerce
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-47.

(Signature)

PRINCIPAL
 Dr. Babasaheb Ambedkar College,
 Aundh, Pune-47.

Rayat Shikshan Sanstha's

Dr. Babasaheb Ambedkar College, Aundh, Pune -67.

Notice

Date-1/02/2019

All the Faculties are hereby informed that, the meeting of Program Innovision 2019 will be held on 2 Feb. 2019 at 11.00 a.m. in Commerce Department. Kindly Attend the time.

Faculty-

1. Dr. Nimbalkar S.A.
2. Dr. Karale S.S.
3. Prof. Pakhale Kushal
4. Prof. Shewale Asawari
5. Prof. Mirekar monali

Suh
Skonde
Am
A.S. Shewale
Mirekar

Suh

Co-coordinator
(Department of Commerce)



M.S.R.
Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Commerce

Department

Year - 2019 - 20

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College,
Aundh, Pune -67.
Department of Commerce

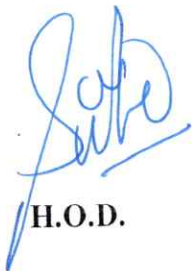
Notice

Date-29/06/2019

All the Faculties of commerce are hereby informed that, the first meeting in this academic year will be held on 30th Jun. 2019 at 11.00 a.m. in Commerce Department.


Agenda-

1. Subject distribution
2. Discussion on Time Table and Workload Allocation
3. Discuss new syllabus of F.Y. B. COM
4. Result Analysis
5. Academic Calendar


H.O.D.

(Department of Commerce)

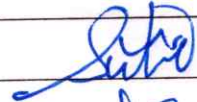


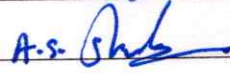



Principal
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67
Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of Meeting.

The First meeting of faculties regarding annual academic planning was held on 30th Jun. 2019 at 11.00 a.m. in Commerce department.

The following members were present.

- 1) Dr. S. A. Nimbalkar (H.O.D.) 
- 2) Dr. S. S. Karale 
- 3) Prof. Kushal Pakhale 
- 4) Prof. Asawari Shewale 

Agenda -

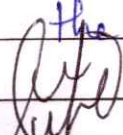
1. Discussion on subject distribution, time table and workload distribution.

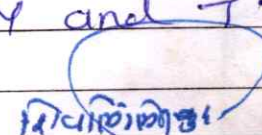
The Commerce department has 80 lectures. It was distributed among the four members, such as 20 + 20 + 20 + 16 + 4 visiting faculty respectively. The H.O.D. allotted subject wise lectures of each faculty with F.Y. S.Y. and T.Y. B.Com respectively, as well as we prepared the time table of lectures of each faculty.

2. Discussion on Academic Calendar -

It was discussed to prepare academic calendar date wise incorporating all the activities to be taken out.

3. It was also discussed the new syllabus of F.Y. B.Com, new paper pattern and discuss the Result of F.Y., S.Y. and T.Y. B.Com





Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College,
Aundh, Pune -67.
Department of Commerce



Notice

Date-11/07/2019

All the Faculties of commerce are hereby informed that, the Department meeting will be held on 12th July. 2019 at 11.30 a.m. in Principals Cabin.

Agenda-

1. Discussion on COC and Short Term courses
2. Workload Distribution
3. Google Classroom
4. Bridge Course
5. Discussion on Project
6. Other issues


H.O.D.

Head,
Department of Commerce
(Department of Commerce)
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.




Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of meeting.

The meeting of faculties regarding academic planning, CoC, Short term courses and other subject was held on 12th July 2019 at 11.30 a.m. in principles cabin. The following members were present.

- 1) Dr. S. A. Nimbalkar (H.O.D)
- 2) Dr. S. S. Karale
- 3) Prof. Kushal Pakhale
- 4) Prof. Asawari Shewale

A.S. Shewale

There was a detailed discussion about CoC and Short term courses in the department's meeting with principal.

Similarly it was discussed the how much workload of each faculty. There was talk about how to use the Google classroom concept. Explain that the Commerce ~~big~~ bridge course has started. Sir guided how to take it.

Also discussed was the extention activities should take. Discussed which activities were held last year and which activities were going to take place this year.

F.Y. B.Com discusses the university's change syllabus, change marking system.

Rukh

PRINCIPAL

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College,
Aundh, Pune -67.
Department of Commerce


Notice

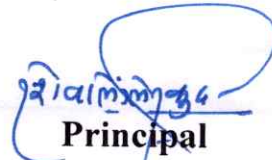
Date 29/07/2019

All the Faculties of commerce are hereby informed that, the meeting of short term courses will be held on 30th July, 2019 at 11.00 a.m. in Commerce Department.

Agenda-

1. Prepare notice of short term course
2. Prepare time table, attendance sheet


H.O. Head,
Department of Commerce
(Department of Commerce)
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.


Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67



Minutes of Meeting

The meeting of faculties regarding prepare notice, time table, attendance sheet and guidance to run short term courses was held on 30th July 2019 at 11.00 a.m. in Commerce department. The following members were present in this meeting.

- 1) Dr. S. A. Nimbalkar (H.O.D.)
- 2) Dr. S. S. Karale
- 3) Prof. Kushal Pakhal
- 4) Prof. Asawari Shevale

[Signature]
 Karale

[Signature]
 As. Pakhal

In department meeting detailed discussion about to run short term courses during this academic year and for it prepare Notice of short term term course, notice, time table, Attendance sheet properly.

Similarly it was discussed the where taking the short courses, Hall No. also distributed to all the faculties of Commerce department.

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune -67.
Department of Commerce

Notice

Date- 31/08/2019

All the Faculties of commerce are hereby informed that, the meeting of 'Teacher Day Celebration' will be held on 3rd Sept. 2019 at 11.00 a.m. in Commerce Department.

Agenda-

1. Prepare List of students who interested will become teacher in teacher day
2. Prepare new time table for teacher day, attendance sheet


H.O.D.

Head,

Department of Commerce
(Department of Commerce)
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.


Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67



Minutes of Meeting.

The meeting of faculties regarding celebrate the Teachers day on 5th sept 2019. Prepare student list, new time table and attendance sheet, Subject distribution was held on 3rd sept 2019, at 11.00am in Commerce department. The following members were present.

- 1) Dr. S. A. Nimbalkar (H.O.D.)
- 2) Dr. S. S. Karale *skipped*
- 3) Prof. Kushal Pakhale *(D.M.M.)*
- 4) Prof. Asawari Shewale *A.S. Pakhale*

There was a detailed discussion on celebration the Teachers day on 5th Sept 2019. In meeting prepare list of students who interested will become teacher in teacher day. Prepare new time table for teacher day participants students and prepare attendance of students in this day.

It was also discussed the distribution of subject lectures to the students and prepare student list and scheduled of lectures.

S.A.

Head,
Department of Commerce

(Signature)

PRINCIPAL
Dr. Bahasaheb Ambedkar College,

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune -67.

Notice

Date-18/09/2019

All the Teachers/ Faculties are hereby informed that, the Examination meeting will be held on 19 Sept. 2019 at 11.30 a.m. in Commerce Department. Kindly Attend the time.

Agenda-

1. Fill Exam. Form of Students
2. Proper Check exam form of students
3. Assignments and Quiz Submission

Faculty-

1. Dr. Nimbalkar S.A.
2. Dr. Karale S.S.
3. Prof. Pakhale Kushal
4. Prof. Shewale Asawari

Co-ordinator
(Department of Commerce)

Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune - 67.

Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Minutes of meeting

The meeting of faculties regarding examination held on 19th Sept 2019 at 11.30 a.m. in Commerce department. The following members were present.

- 1) Dr. Suresh Nimbalkar (HOD)
- 2) Dr. Shashi Korab
- 3) Prf. Keshal Patil
- 4) Prf. Asawari Shewale

- ① There was detailed discussion on about the Exam form Filling of University examination of students. It was discussed the classwise distribution of students for form filling of examination.
- ② There was talk about HOD to check exam form of students.
- ③ In meeting there was discussion on Assignment submission on google classroom and conduct quiz of each subject on Telegram group for students. It was decided submission date of assignment submission.

Suresh

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune -67.

Notice

Date-3rd March, 2020

All the Teachers/ Faculties are hereby informed that, the Workshop meeting will be held on 4th March, 2020 at 11.30 a.m. in Commerce Department. Kindly Attend the time.

Agenda-

1. Workshop Planning
2. Work Distribution
3. To decide Guest for Workshop
4. To decide Guest Remuneration
5. Other topics that come up in the meeting

Faculty-

1. Dr. Nimbalkar S.A.
2. Dr. Karale S.S.
3. Prof. Pakhale Kushal
4. Prof. Shewale Asawari

Suto
Shewale

Suto
Co-ordinator
(Department of Commerce)

Department of Commerce
Dr. Babasaheb Ambedkar College
Aundh, Pune-67



Principal

Dr. Babasaheb Ambedkar college
Aundh, Pune. 67

Report #1

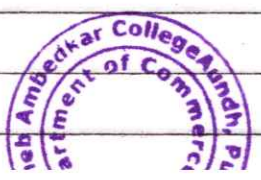
Minutes of meeting.

The meeting of faculties regarding ~~celebrate the~~ ~~Teachers day~~ ~~on~~ ~~5~~ planning of workshop on 6th March, 2020. meeting was held in 4th March 2020 at 11.30 a.m. in Commerce department. The following members were present.

- 1) Dr. Subas Limbalkar (H.O.D.)
- 2) Dr. Shashi Karale
- 3) Prof. Kushal Pakhale
- 4) Prof. Aswari Shewale

There was detailed discussion on planning of workshop on 6th March 2020. The meeting decided to hold a workshop on Digital Marketing. Also discussed how to plan it. The work was allotted accordingly. It was decided who to invite as a guest for the workshop. Also his remuneration was decided. It was decided to hold this workshop on March 6, 2020.

It was decided to organize a half-day workshop on Digital Marketing in collaboration with Dr. Babasaheb Ambedkar College Aundh, Commerce department and library and Extension department, Savitribai Phule Pune University.



[Signature]
Head,
Department of Commerce
Dr. Babasaheb Ambedkar College,

Year - 2

Commerce

Department

Minutes of Meeting

Year - 2020 - 21

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 28/8/2020

All the teachers/ Faculties of B. Com. Are hereby informed that the meeting will be held on ~~30~~²⁹th August 2020 at 11.00 a.m. in Commerce Department. Kindly attend in time.

Agenda: -

1. Subject Distribution
2. Syllabus
3. Academic Calendar
4. Workload Allocation
5. Time Table

Faculties: -

Dr. Suhas Nimbalkar (HOD)

Prof. Kushal Pakhale

Prof. Asawari Shewale

A.S. Shewale

HOD,

Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Principal

Minutes of Meeting

The meeting of all faculties regarding departmental Activities to be taken in the academic year was held on 29 Aug. 2020 at 11.00 a.m. in Commerce department. The following members were present:

Name of the faculties -

- 1) Dr. Subhas Nimbalkar (HOD)
- 2) Prof. Kushal Pakhale
- 3) Prof. Asawani Shewale. As. Pr.

Subh

Agenda →

The Commerce department has 80 lectures. It was distributed among five members. Such as Dr. Subhas Nimbalkar = 24 lectures, Prof. Kushal Pakhale sir - 24, Prof. Asawani Shewale - 20 + 4 respectively. The HOD allotted subject wise lectures of each faculty with F.Y., S.Y., and T.Y. B. Com respectively. As well as we prepared time table of lectures of each faculty.

It was discussed to prepare the academic calendar date wise incorporating all the activities to be taken out. The HOD was support to prepare the academic calendar and submit to Hon. principal sir for consideration.

Subh

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 15/9/2020

All the teachers/ Faculties of B. Com. Are hereby informed that the meeting will be held on 16th September 2020 at 11.30. a.m. in Principal Cabin. Kindly attend in time.

Agenda: -

1. Departmental Activities
2. Extension Activities
3. Out rich Program
4. Best Practices of Department

Faculties: -

Dr. Suhas Nimbalkar (HOD)

Prof. Kushal pakhale

Prof. Asawari Shewale

Suhas

AS. Shewale

Suhas

HOD,
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Principal

Minutes of Meeting.

The meeting of all faculties regarding departmental activities to be taken in the academic year was held on 16th Sept 2020 at 11.30 p.m. in principal cabin.

- The following members were present.
- 1) Prof. Dr. Subhas Nimbalkar CHAO
 - 2) Prof. Kushal Pakhal
 - 3) Prof. Asawari Shekale As. Pk

Agenda →

In the academic year 2020-21 there was Covid-19 situation. Activities are conducted in online mode during pandemic situation. There was discussion about which activities to be taken for Commerce department. There was a discussion about which extension activities, which would take out rich program as well as the Best practices of the Commerce department and from the discussion activities was decided and guided by principal sir.

- Extension Activity - Financial Inclusion.
 Outreach - Computer awareness programme.
 Best practice - Innovation.

[Signature]

Year 2021

Department

Notice

2021 - 22

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 2/9/2021

All the teachers/ Faculties of B. Com. Are hereby informed that the meeting will be held on 3rd September 2021 at 11.00 a.m. in Commerce Department. Kindly attend in time.

Agenda: -

1. Subject Distribution
2. Syllabus
3. Academic Calendar
4. Workload Allocation
5. Time Table

Faculties: -

Dr. Bandopant Kamble (HOD)

Prof. Kushal Pakhale

Prof. Asawari Shewale

[Handwritten signatures]
A.S. Shewale

[Handwritten signature]
HOD
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

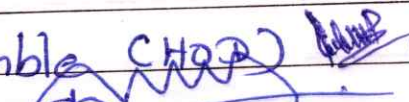




[Handwritten signature]
Principal
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Minutes of meeting.

The first meeting of faculties regarding annual academic planning was held on 3rd September 2021 at 11.00 a.m. in commerce department. The following members were present in meeting.

Name of faculties →

- 1) Dr. Bandopant Kambale (HOD) 
- 2) Prof. Kushal Pakhale 
- 3) Prof. Aswami Shewale. A.S. 

Agenda →

- ① Discussion on subject distribution, Time table and workload Allocation. -

The commerce department has total 17 subjects. Each subject is distributed in faculty members.

- 1) Dr. Bandopant Kambale - 20
- 2) Prof. Kushal Pakhale - 20
- 3) Prof. Aswami Shewale - 20
- 4) Prof. Rajan Kolge - 04
- 5) Prof. Ad. Nilesh Bhawar - 04

- ② Discussion on Academic Calendar -

It was discussed to prepare academic calendar database incorporating all the activities to be taken out. The HOD of department and all members were supported to prepare the academic calendar.

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 14/9/2021

All the teachers/ Faculties of B. Com. Are hereby informed that the meeting will be held on 15th September 2021 at 3.30. p.m. in Principal Cabin. Kindly attend in time.

Agenda: -

1. Departmental Activities
2. Extension Activities
3. Out rich Program
4. Best Practices of Department

Faculties: -

Dr. Bandopant Kamble (HOD)

Prof. Kushal pakhale

Prof. Asawari Shewale

[Handwritten signatures and initials in blue ink]
A.S. Shewale

[Handwritten signature]
HOD,
Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



[Handwritten signature]
Principal
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Minutes of Meeting.

The meeting of all faculties regarding departmental Activities to be taken in the academic year was held on 15th sept. 2021 at 2:30 p. m. in principle cabin. The following members were present.

Name of the faculties →

- 1) Dr. Bandopant Kamble
- 2) Prof. Kushal Pakhale
- 3) Prof. Asawari Shevale

[Signature]

A.S. Shevale

Agenda -

In the academic year 2021-22, there was a discussion about which activities to take for the Commerce Department.

There was a discussion about which extension activities, which could take out Rich program, as well as the Best practices of the Commerce Department and from that discussion activities were decided and Guided by principal sir.

We decided under the guidance of principal sir various departmental activities, outreach program in Anti-fire Crackers campaign and Extension activity of financial inclusion.

[Signature]
 HEAD.

[Signature]
 PRINCIPAL

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 4/12/2021

All the teachers/ Faculties of Commerce are hereby informed that the meeting will be held on 6th December 2021 at 11.00 a.m. in Commerce Department. Kindly attend in time.

Agenda:

Discussion about Examination Reforms

Faculties: -

Dr. Bandopant Kamble (HOD)

Prof. Kushal Pakhale

Prof. Asawari Shewale

A.S. Shewale

[Signature]
HOD
Department of Commerce
Dr. Babasaheb Ambedkar College
Aundh, Pune-67

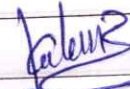
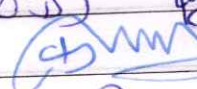
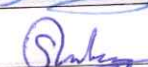
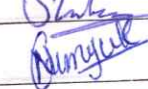


[Signature]
PRINCIPAL
Dr. Babasaheb Ambedkar College
Aundh, Pune-67

Minutes of Meeting.

The meeting of all faculty regarding discussion about Examination Reforms to be taken in the academic year was held on 6th Dec 2021 at 11.00 am in Commerce department.

The following members / faculties were present.

- 1) Dr. Bandopant Kamble (HOD) 
- 2) Prof. Kunal Palkhale 
- 3) Prof. Aswani Shewale A.S. 
- 4) Prof. Nandkishor Gangale 

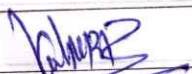
Agenda -

In the academic year 2021-22 there was a discussion about examination reforms. The evaluation method has been consciously designed to assess the all-round development of students involving their cognitive skills, problem solving skills, creativity and imagination.

We are discussed in meeting ^{which} to apply the methods of examinations as a reforms.

- 1) Telegram quiz
- 2) MCQ preparation method
- 3) Model base activity / oral exam.

From that discussion guided by principal or



Principal

Dr. Babasaheb Ambedkar College

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College Aundh, Pune.
Department of Commerce

Notice

Date- 6/1/2022

All the teachers/ Faculties of Commerce are hereby informed that the meeting will be held on 7th Jan 2022 at 11.30 a.m. in Commerce Department. Kindly attend in time.

Agenda:

Discussion on Internal Exam

Extra Credits

Faculties: -

Dr. Bandopant Kabmble (HOD)

Prof. Kushal Pakhale


Prof. Asawari Shewale

Prof. Nandkumar Gangale


Head,
Department of Commerce

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.




Principal
Dr. Babasaheb Ambedkar College
Aundh, Pune-67

Minutes of Meeting

The meeting of all faculties regarding discussion about Examination of Internal Exam and extra credits given by Pune University, was held on 7th Jan 2022 at 11.30 am. in Commerce Department.

The following members / Faculties were present at the time of meeting.

- 1) Dr. Bhandarpant Kamble - *[Signature]*
- 2) Prof. Kushal Pakhale - *[Signature]*
- 3) Prof. Anand Shewale - A.S. *[Signature]*
- 4) Prof. Mandkumar Gangale - *[Signature]*

Agenda → ① Internal Examination →

In the academic year 2021-22 there was a discussion about Internal Examination of 1st semester. We decide how to distribute 30 marks exam of students. It was distributed 3 methods. Such as 10 + 10 + 10 (20)

- 1) MCQ preparation Test - 10
- 2) Objective question Test - 10
- 3) Mid Term Exam 20 marks - 10

30 marks.

2) Extra Credits →

It was discuss^{about} extra credits given by the students. which credits given to F.Y. B. Com, S.Y. B. Com and T.Y. B. Com students accordingly. We also discuss to prepare planning of above extra credits and their implementation. We also this points are discuss with principal sir and guided by the principal sir on this topic. We decid

F. Y. B. Com


- ① IPR - Lecture - Exam (Sem-I) - 1 credit.
- ② Value education - Lecture, Exam (Sem-II) - 1 credit
- ③ Democracy - Lecture, Exam (Sem-II) - 2 credit
- ④ physical education - Lecture Exam - 2 credit (Sem-II)

S. Y. B. Com

- ① Extension Activity - Financial Literacy - 1 credit (Extension Activity) (Sem-III)
- ② Environment Awareness (Sem-III) - 1 credit
- ③ Nss / Cultural / Sports - (Sem IV) - 1 credit
- ④ Environment Awareness - (Sem IV) - 2 credit

T. Y. B. Com

- ① Avishkar - Sem-V - 1 credit
- ② Societal Survey - Sem-V - 2 credit
- ③ Internship - Sem-V - 2 credit (PPT Presentation)
- ④ Research paper presentation - Sem VI - 1 credit
- ⑤ Nss Camp / Cultural Activity / Sports - 1 credit
- ⑥ Participation in Co-curricular competition - 1 credit (Commerce Quiz)
- ⑦ Internship - 2 credit.


Head,

Department of Commerce
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.


Principal

Dr. Babasaheb Ambedkar College
Aundh, Pune-67

Minutes



1st meeting of the department for the academic year 2017-18 was held on 22nd June 2017 in the department.

Following members were present for the meeting.

1) Shekhar M.V.

2) Bhosale A.D.

3) Bhise P.B.

Following points were discussed and finalized in the meeting.

1) Annual planning.

1) Work distribution

2) PPT presentations

3) ICT - screening of plays and stories

4) Spoken English short-term course.

5) Visit to library.

6) organization of Guest lectures.

7) class-seminar

8) Essay competition.

9) English teaching for primary school.

10) Role playing

11) Tutorials - 2 per semester and class test - 2

12) poster presentation

13) Booklet on 26th Jan 2017.

14) Visit to ~~opt~~ old age house and Muktaangan for moral education.

15) Translation competition.

2) Work Distribution is done as follow
Total workload - 60

1) FY BA compulsory English -

1) Shekhar M.V 1) FY BA comp Eng - 02

2) FY BA opt " - 04

Faculty of the department of English is informed that the 1st meeting of the department is held on 22nd July June 2017 at 11.00 a.m. please attend the meeting ~~at~~ on time.

m. mekhar
H.O.D.



MSA
PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aurangabad, Pune-67.

Agenda.

- 1) Annual planning.
- 2) work Distribution.

Attn

Mrs Shekhar M.V.
Smt Bhosale A.D.
Smt Bhise P.B.

- m. mekhar
- [Signature]
- Bhis



Principal

Notice

Faculty of the department of English is informed that the 2nd meeting of the department is organized on 20th June 2017. please attend the meeting on time.

Shelkar

Agenda.

PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Agenda.

- 1) NAAC visit -
- 2) PPTS
- 3) Documentation.
- 4) Displays.

Minutes.

2nd meeting of the department was organized on 20th June 2017. for the preparation of NAAC visit which is going to take place on 28 and 29th July 2017. The responsibilities are given as follow.

PPTS - Shelkar M.V.

Documentation - All members

Displays - All members.

Welcome - by students

Notice

11/9/2017

All the faculty member of the Department of English are informed that 3rd meeting of the department is held on 2nd sept 2017 at 12-30 pm. All attend the meeting on time. for

Agenda of the meeting
papers setting for Backlog and Term end Examinations

Mekhar



paper setting for baculogt and Term End examination 2017-18 (oct)

- | | | | |
|----|-------------------------------|---|----------------------|
| 1 | FY B.A. comp. English - | - | Bhise P.B. |
| 2 | FY B.A. optional English | - | Shekhar M.V. |
| 3 | SY B.A. compulsory English | - | Bhosale A.D. |
| 4 | SY B.A. spl. English S1 | - | Shekhar M.V. Bhosale |
| 5 | SY B.A. " " S2 | - | Bhise P.B. |
| 6 | SY B.A. " " G2 | - | Shekhar M.V. |
| 7 | TY B.A. compulsory | - | Shekhar M.V. |
| 8 | TY B.A. spl. English S3 | - | Bhise P.B. |
| 9 | TY B.A. spl. English S4 | - | Bhosale A.D. |
| 10 | TY B.A. General English G3 | - | Shekhar M.V. |
| 11 | FY B.com English (comp) | - | Bhise P.B. |
| 12 | FY B.com English (additional) | - | Bhosale. |
| 13 | FY B.B.A | | Bhosale A.D. |

Bhise - 04

Shekhar 04

Bhosale 05



NOTICE

The meeting of the Department is held on 29th Nov. 2017 at 11:30 a.m. please attend the meeting on time.

M. Mehkar

PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-47.

Mr. Bhise P. B. - Bhise
Miss Sayali Gosavi - Gosavi

The meeting was held on 29th Nov. 2017 at 11:30 a.m. The following issues were discussed and finalized.

- 1) Term end results analysis
- 2) Extra guidance to the students who are on the risk factors
- 3) Preparation of model question papers as per university pattern. and taking solved question papers by the students.
- 4) To start short-term courses.
- 5) Review of activities
- 6) Preparation of exhibition.



The meeting of the department is held on 1st Jan 2018. please attend the meeting at 11:30 a.m.

M. M. M. M.

Agenda.

- 1) Activities by the student.
- 2) Exhibition
- 3) Parent-teacher meet.

Minutes

The meeting of the Department was held on 1st Jan 2018 at 11:30 a.m. The following decisions were taken and finalized.

- 1) Research paper presentation by the students
- 2) Role play.
- 3) Essay competition
- 4) Booklet publication
- 5) Education competition
- 6) Story telling.

All the activities should be completed in the month of Jan.

- 7) Exhibition of short-term courses should be held.
- 8) Parent-teacher meet for the purpose academic and personal issues should be organised in the month of Jan.



Notice

Dt. - 27/6/2018

All the faculties of English department are hereby informed that the first meeting regarding departmental planning will be held on 29th June, 2018 at 11.30 am in IQAE Hall. kindly attend the meeting.

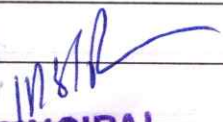
Sd/-

Head,

(Department of English)
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Agenda: -

- 1.1 - Discussion Academic Calender.
- 1.2 - Distribution of work-load.
- 1.3 - preparation of PSO, CO
- 1.4 - Discussion on commencing new activities.
- 1.5 - Discussion on analysis & action to be taken for peak students
- 1.6 - organising bridge course


PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



8/12/18 to

The first meeting of department held on 29th June 2018 in NAACA office. The following members were present -
1. Prof. Pradeep B. Bise
2. Prof. Sayali G. Sawani
3. Prof. Jyoti Phadnis

1.1. - Discussion on Academic Calender

It was discussed to prepare the Academic Calender date-wise incorporating all the activities to be taken out. The HOD was supposed to prepare the academic calender and submit to Honible principal madam for consideration.

1.2. - Distribution of work load

The English department has 52+4 (BBA) teachers. It was distributed among three members as 20+18+18 respectively. The HOD was allotted with 20 lectures (BA I Gen - 4, BBA - 4, BA I (opt) 4), Prof. B. Bise and Prof. Sayali were allotted with 18+18 lectures for smooth conduction.

Simultaneously, it was decided to conduct "Spoken English class" and "Personality Development course" under skill development programme conferred by symbols Deemed University, Pune.

1.3. - Preparation of PSO, CO

It was decided to prepare programme specific outcome and course outcome and decided to communicate the students. It was decided to upload on college website.

Principal
Aundh Prun-01



1.4 - Discussion on commencing NED activities

The Head of department discussed the need to commence various NED programmes. It was discussed to revive English Language Library Association for students ~~having~~ so

1.5 - Discussion on weak students

Many students have less confidence about English language. There is need to uplift the students. Therefore, it was decided to identify such students and arrange "slow-learners" batch for students.

1.6 - Organising Bridge Course

Few students take admission at VA level but face and need special coaching for such students. So, the teachers ~~for~~ decided to organise bridge course.

1.7 - Any other topic with permission of Chair

As there was no other topic of discussion, the meeting ended with paying vote of thanks.


A PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

NOTICE

Aundh, Pune-67

All the faculties of English department are hereby informed that the meeting will be held on 15/10/2018 at 11.45 am in the Department. kindly attend the meeting.

Sd/-

Principals
Pr. PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Agenda:-

- Paper setting for Mid-SEM
- Paper setting for Term End backlog examination
- Result Analysis
- Review of lectures.
- Record of "notes at the door".

Principals
Pr. PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Minutes of the Meeting

15/10/2018

The meeting of faculty-members was held on 15th October, 2018. The following members were present for it.

Shri Pradeep BNise -
Ms. Jayali Gosavi →

Resolution I - Paper setting for the mid-semester

The mid-semester examination of the college will commence from September 2018. So, it was decided to prepare the paper-setting for this exam. As per examination schedule, the teachers will submit the question paper in time.

Resolution II → Paper-setting for Term End backlog

As per the university time table, it was discussed to set the paper of term-end backlog in advance in order to avoid the mess. So, all stamped on thought to set the paper on time.

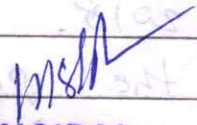
Resolution III - Result analysis

For the understanding & improving students quality, result analysis is very essential. So, the result was analyzed per classes.

the status of syllabus. So, each family - members reviewed the syllabus.

Resolution V - Record of "Units at the Door" activity
It was decided to maintain the record of "Units at the Door" sponsored by Pan International Congress. The Head of the English department will maintain the record.
As there was no other topic for discussion, the meeting ended with vote of thanks.

Sarkh.


PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Resolution VI - ...
Resolution VII - ...
Resolution VIII - ...
Resolution IX - ...
Resolution X - ...



Notice

05/12/2018

All the faculty-members of English department are hereby informed that the meeting will be held on 6th December 2018 at 3:00 pm in NAAE. kindly attend the meeting.

Sorley
HOD

Agenda:

- 1] Defining outreach programme
- 2] Documentation of Methodology
- 3] Discussing study-tour
- 4] Organising guest lectures
- 5] Reviving ELIA activities
- 6] Teachers Diary
- 7] Reinventing department
- 8] Short-term course

~~Prof Pradeep BNise →~~

~~Prof Gayali Gosari →~~

~~GP
Gosari~~

Principal

PRINCIPAL

Minutes of the Meeting

Dt. 06/12/2018

The meeting of English department was held on 5th December, 2018 at 3:00 pm in department. The following members were present for it.

1) Prof. Poojip RNise

2) " Sayali Gosavi

The following decisions were taken in the meeting.

Resolution - Defining outreach programme
It was discussed to conduct an outreach programme in order to keep functional English (to remove phobia) among kids. The It was resolved to target 1st std students for this activity from Rayat School. It was expected to happen this programme period the first week of January, 2019. The head of the dept. Dr. Santa Patil, was supposed to shoulder the responsibility.

Resolution II → Documentation of methodology
As per the requirement of NAAE and AAA, it was discussed to maintain the record of methodology.

Resolution III - Organizing study-tour

It was resolved to organise study-tour to ~~an~~ academic place. The places like British Council, English Dept of University were sorted for it. Prof. Sayali Gosavi had been shouldered the responsibility.



Resolution IV - Organising guest series
It was discussed to organise guest series in one week. The tentative date of guest series was fixed on first week of January. The responsibility was given to Prof. Pradeep Bhise. It was resolved to discuss the event with principal and make the plan accordingly.

Resolution V - Reviving ELLA activities
ELLA is pending since the commencement of academic year. It was decided to revive the ELLA activities from the last week of December. Dr. Prof. Bhise and Prof. Gosavi ~~have~~ shouldered the responsibility.

Resolution VI → Maintaining Teachers Diary
Teachers diary is vital in planning of the curriculum. It was discussed to maintain teachers diary as per the AAA and NAAE.

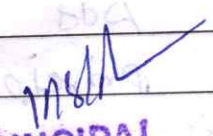
Resolution VII - Reinnovating department
The department is full of unnecessary things. So, to avoid mess it was decided to do the reinnovation of the department in order to keep record updated.

Resolution VIII - Record of short-term courses
It was decided to maintain the record of short-term courses. As the committee

course in soft-skill and two skill based course along with Bridge course. Bosch Media Centre is also run by the department.

As there was no other topic of discussion, the meeting ended with vote of thanks.

Sd/-


PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

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Notice

24/01/2019

All faculties of English department are hereby informed that the meeting regarding AAA format will be held on 25th January 2019 at 1:30 pm in NAAE Hall. kindly attend the meeting.

Agenda:

- confirmation of last minutes
- Discussion regarding department profile
- Discussion on faculty profile
- Review of lesson notes & syllabus
- Any other subject with permission of chairman

for

- Prof. Pradip Bhise
- Prof. Sayali Gosai

Bhise
Gosai

MSR
PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

* Aundh, Pune-67 *

The meeting of the department was held on 24th January, 2019 in English department at 7-30 pm. The following faculties were present for it.

1) Prof. Padip BNise - BNise

2) Prof. Soyali Gosavi - Gosavi

Resolution - Discussion Departmental Profile

It was decided to fill the departmental profile as per the requirement of AAA committee. So, along with HoD, other faculty members took the responsibility of the filling the information.

Resolution - Discussion on Faculty Profile
It was decided to concentrate faculty profile for the AAA.

Resolution - lesson. note & syllabus completion Report

The term - was about to end. so, it was decided to take the series of the syllabus. Simultaneously, it was decided to submit syllabus completion Report

As there was no other topic for discussion, the meeting ended with vote of thanks.

Sobly

Principal

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



Dr. Babasaheb Ambedkar Maharashtra State Open University

Date: 02/09/2019

Notice

All the faculty - members of English department are hereby informed that the first meeting regarding departmental planning will be held on 2nd Sept. 2019 at 10.30 am kindly attend the meeting.

Agenda :-

- 1] Discussion on Academic Calendar
- 2] Distribution of book load
- 3] Preparation of Co
- 4] Discussion on commencing new activities
- 5] preparation of participative learning
- 6] Discussion on guidance of weak students
- 7] commencement of word of the Day Activity
- 8] commencement of Dictionary katta
- 9] Discussion on organizing Capsule Course

Principal

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

23/09/2019

The meeting regarding department activities was held on 2nd Sept, 2019 at 11:30 am in NAAC Room. The following members were present for it-

- 1) Shri. Pradeep Bise - ~~Bise~~
- 2) Ms. Sayali Gosavi - ~~Gosavi~~

The following decisions were approved in the meeting.

Resolution - I Discussion on Academic Calendar

It was discussed to prepare the Academic Calendar tentative datewise incorporating all the activities to be taken out in the academic year 2019-20. The head of the department was supposed to take responsibility of preparation of Academic Calendar.

Resolution II - Distribution of work-load

The English department has 52 lectures. It was distributed among three faculties such as 17 + ~~18~~ 17 + 18 respectively. The detail of division of lectures is attached herewith.

Resolution III - preparation of CO

As there was the change in syllabus for FYBA & FYB.com respectively, so, the teachers were supposed to prepare course

9/11/21
Outcome of the newly changed syllabus.

Resolution - Discussion on commencing activities
English language literary Association
was established effectively from last year, so
it was decided to carry out various ELLA
activities for the betterment. The responsibility
of ELLA was given to Shri Pradip B. Wise
and Sayali G. Sani for smooth conduction.

Resolution - Discussion on Participative Learning

As per NAAE guidelines, it was
decided to conduct


PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Notice



02/11/2019

04/11/2019

The teachers of English department are hereby informed that the meeting regarding mid-term examination ~~will~~ will be held on 05/11/2019 in department. kindly attend the meeting.

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-41

Resolution II - Distribution of 17th-18th

The English department has 52 labors
distributed among 17th-18th
The details of division of labors is
attached herewith.

Resolution III - Preparation of (A)

in 11th and 12th class in syllabus
as per CBSE respectively.



Notice

dt:- 22/07/2020

All the faculty-members of English department are hereby informed that the first meeting regarding department planning will be held (online) on 22nd July, 2020 at 4:00 pm. kindly attend the meeting in time on zoom-platform.

- Agenda:
- i) Discussion on Academic Calendar
 - ii) Distribution of work-load
 - iii) preparation of CO
 - iv) Discussion on conducting lecture on "Online platform" (Digital Platform)
 - v) Preparing time-table accordingly
 - vi) Discussion and analysis & action to be taken for Advanced and slow learners

Srils.

Head,

Department of English

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

The first meeting of department held on 22nd July 2020 at 4:45 pm on digital platform. Due to pandemic outbreak, the colleges are closed so, it has decided to had discussion on digital platform. The following members were present for the online meeting.

- Ms. Sayali Gosavi
- Mr. Chandrakant Borude

1:1. Discussion on Academic Calendar

It was discussed to prepare the academic calendar considering pandemic outbreak. As considering the gadget issue, it was decided to conduct remarkable programmes. The Head of the department was supposed to take the responsibility and submit to the principal.

1:2 - Distribution of Work-load -

In total, the English department has 64 lectures. It was distributed among three members. The total workload of department is as follows.

<u>Arts</u>		<u>TRBA = 16</u>	
F.Y. B.A. (A+B) = 4+4 = 08		Eng. Compl - 04	
Eng. (compl) =		A3 - 04	
F.Y. B.A. (opt. Eng) = 04		S3 - 04	
SYBA - = 16		S4 = 04	
Eng. compl - 4			
Gene - 4			
S1 - 4			
S2 - 4			



Commence -

F.Y.B. Com (A+B) English compulsory = $4+4 = 08$
F.Y.B. Com - Additional English = 04

12

B. Voc

F.Y.B. Voc English comm. skill = 04

Part D = 04

08

Total workload = 64

Grantable = 16 (F.Y.B.A, S.Y.B.A, T.Y.B.A, F.Y.B. Com)

Non- " = 48 (Rest classes)

The time-table of distribution of lectures has been attached here.

1:3 - Discussion "Online Lectures"

Amid pandemic situation it was decided to conduct the lectures on "digital platform" like Zoom or Google Meet link, as per the allotment.

1:4 - Preparation about Co

The department has already prepared Course Outcomes. The curriculum of S.Y.B.A has been changed so it was decided to prepare Co as per allotment.

1:5 - Any other topic with the permission of chair person

As there was no other topic for discussion, the meeting ended by paying the vote of thanks to chair.

W.D. /

Notice

Date - 27/08/2020



All the faculty members of English department are hereby informed that the meeting (online) regarding following agenda will be held on 27 August, 2020 at 5:30 pm. kindly attend the meeting on zoom platform!

Agenda:-

- 2:1 - Discussion and analysis of Advanced on Average and slow-learners students
- 2:2 - Review of Online lectures
- 2:3 - Reviving ELLA Activities
- 2:4 - Discussion on applying various methodologies
- 2:5 - Any other topic with the permission of chair.

Siddh.
Head,

Department of English
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

[Signature]
PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Minutes of the Meeting



The meeting regarding examination was held on 22nd February, 2021 at 11:30 am in English department. The following members were present for the meeting.

- 1) Ms Sayali Gosavi → Exam
- 2) Shri Chandrakant Borede → Exam

* Confirmation of minutes of last meeting :-

The head of the department read the resolutions that had been confirmed in last meeting. Everyone confirmed the details.

* Discussion on Question Bank of Exam -

It was decided to prepare the question bank of each paper ahead of Internal Examination (Regular & Backlog) also. The distribution went on as below.

Notice to Students



15/09/2021

02/09/2021

All the faculty members are hereby informed that the first meeting of depart. regarding allotment of work will be held on 2nd Sept., 2021 at 2:00 pm. The meeting will be on Hybrid mode. kindly attend the meeting.

Shri. Chandrakant Borade - ~~Chair~~

Smt. Sayali Gosavi - online

Agenda: -

1. - Discussion on Academic Calendar
2. - Distribution of work load.
3. - Preparation of CO
4. - Any other topic with the permission of chair

Sir M.

Head,

Department of English

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Minutes of the Meeting

03/09/2021

The meeting regarding on academic year was held on 2nd sept. 2021 at 11:30 am in the department. The following members were present online / offline for the same.

Members Present :-

Chandrakant Borude (Offline)

Sayali Gosavi (Online)

Resolution I → Discussion on Academic Calendar

For the smooth working of English department, the academic calendar is mandatory. So, keeping this view on mind, Shri Chandrakant Borude took the responsibility on his shoulder.

Resolution II — Distribution of workload

The head of the department discussed with colleagues and figured out the subjects to be taken out. Basically, the English department has following workload.

1) F.Y.B.A. (A+B) $4+4 = 08$ — English compulsory

2) F.Y.B.A. (opt) $04 = 04$ — English optional

3) SYBA —

English compulsory = 04

$G_2 = 04$

$S_1 = 04$

$S_2 = 04$

4) TYBA. —

English compulsory = 04

$G_3 = 04$

$S_3 = 04$

$S_4 = 04$



Commence Ring

F.Y. B.com (A+B) - English Compulsory = 208

F.Y. B.com Additional English = 04

B.Voc in Retail Marketing & Management

F.Y. B.B.A English communication skills - 4

Part I & II + 4

08

Total Workload = 44 + 12 + 8 = 64

Grantable = 46 (F.Y. BA / SYBA / T.Y. BA / F.Y. B.com)

Non-grantable → 48

keeping above view in mind, the English department has allotted the work in following manner.

Dr. Savita Patil → F.Y. BA: Eng. (comp) = 02

(HOD) I → F.Y. BA: Eng. (opt) = 04

→ SYBA S₂ = 04

→ T.Y. BA S₄ = 04

→ T.Y. BA English compulsory = 04

18

Shri Chandrakant Borade

F.Y. B.com = 02

F.Y. B.com (Additional) = 02

- G₂ = 04

- G₃ = 04

- B.Voc I = 04

- B.Voc II = 04

Skill Enhancement Courses

S.Y. B.A. → Mastering Communication Skills

TRBA → Mastering life skills & life values

Above courses should be divided among two faculty members.

Resolution → preparation of Co

The entire curriculum of TRBA has been changed. so, keeping this change in mind, the concerned faculty-members are supposed to prepare the course outcome.

Resolution → Any other topic with the permission of chair

As discussed in IQAC meeting dated 1st September, 2021, it was decided to impart the techniques of communicative English to students. so, IQAC suggested following committee for communicative English

1) Dr. Sankar Patil - Chairman

2) Shri Chandrakant Borade - Member

3) Smt. Sayali Gosavi - Member

The above faculty-members have to study and draft a curriculum.

As there was no other topic for discussion, the meeting ended with paying vote of thanks to chair.

Sikhy

Head,

Department of English

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.



Notice

4/10/2021

All the faculty-members are hereby informed that the meeting regarding following agenda will be held on 20/10/2021 at IQAE department. kindly take the note of it & oblige.

Ms. Sayali Gosavi → Forum

Mr. Chandrakant Borude → Forum

Agenda: -

- Discussion on Extension Activities

- Discussion on Outreaching Programs

- Discussion on Revised Syllabus Workshop in English.

- Anyother topic with the permission of Chair

Sir

Head,

Department of English

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Inty

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

06/10/2021

The meeting of English department was held on 4th Oct, 2021 at online & offline mode. Ms. Sayali Gosai was present on Online mode & participated in the discussion regarding following topics. The following members were present for it.

Ms. Sayali Gosai - (Online)

Mr. Chandrakant Borude - (Offline)

Resolution I → Discussion on extension Activities

As per the guidance by IQAC, it was discussed that each department should define their specific extension activities. The IQAC provided the format of extension activity with its calendar. In this regard, the department of English specified few extension activities such as -

- Word of the Day

- Dictionary katta

- ELLA (English Language Literary Association)

- Teaching to pre-primary students

The head of the department took the responsibility of these activities.

Resolution II → As per the NAAE requirement, each department has to undertake 'Outreach Programme'. So, to organize 'session on parenting' in slum area was decided. The head of the department shouldered the entire responsibility of organizing outreach programme. It was resolved to prepare a 'Display Board' nearby the department.

Resolution III Discussion 'Revised worksheet



on TYBA English".

The institution wanted to organise a workshop on syllabus Restructuring so in this regard, the head of department met Dr. Ashok Chaskar sir & he rendered the consent for organising workshop. Similarly, it was decided to organise "Revised syllabus on TYBA English (SPL) on 21st October, 2022 in our institution in collaboration with B.R. Gholap College, Sangri Pune. The distribution were made accordingly.

Any other topic with the permission of Chair

It was decided to revive the activities of English Language Literary Association. Ms sayali Gesai shouldered the entire responsibility of ELA activities. Similarly, Shri Chandrakant Barde had been given the responsibility of "Fresher Party" to all FYBA students who have offered English as optional subject.

Sir

Head,
Department of English
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

[Signature]

PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

All the teachers of English department are hereby informed that the meeting on following agenda will be held on 1st December, 2021 in IQAE department. kindly attend the meeting in time.

As

Agenda:

- Discussion organizing national webinar on 'Career Counselling'
- Discussion on Exam Reform
- Discussion on 'Stop & Advanced Learner'
- Discussion on booklet of 'Communicative English'
- Any other topic with permission of Chair

Sir,
Department of English
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Principal
PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Sayali Gosavi - Chair
Mrs Chandrakant Borude - Secretary

Minutes of the Meeting 02/12/2021



The meeting of department was held on 1st December, 2021 at 11:30 am in department of English. The following members were present for meeting

1) Ms. Sayali Gosavi - Pres.

2) Mr. Chandrakant Borude - Secy.

* Discussion on organising National Webinar

The department of English decided to organise student-centric programme for betterment. In this regard, Arts, Commerce & science, Kasegaon S.M. Joshi college, Hadapsar, Pune & Dr. Babasaheb Ambedkar college, Aundh. The trio scheduled the webinar on 20th December, 2021 at 11:00 am. The poster was distributed and carried out accordingly. The separate minutes will be maintained by our department.

* Discussion on "Exam Reform"

The IQAC prepared the format of examination reform for issuing the poster. On this ground, the department prepared the academic calendar of it. It was decided to carry out the poster effectively besides the regular examination poster.

* Discussion on 'Slow & Advanced Learner'

'Slow & Advanced Learner' is instrumental in NAAE poster. Keeping this view on mind, the examination department decided to conduct 'Diagnostic Test'. Later on, the department faculty members will classify 'Slow & Advanced Learners Students'.

recommended two courses which should be open to all. In this regard, the department of English framed syllabus of "Communicative English: A key to Employability" to the all students for enhancing communicative competency. The department will streamline the course on every Sunday at 4:00 to 6:00 PM.

As there was no other topic of discussion the meeting ended with paying vote of thanks.

Sd/-
Head,

Department of English
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

[Signature]
PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

Meeting of the
Notice



All the faculty of English department are hereby informed that the meeting will be held on 2nd January, 2022 in Department. kindly attend the meeting.

Agenda: -

- 1) Discussion on Alumni Contributions
- 2) Discussion on distribution of papers
- 3) Any other topic with permission

Sir,
Head,
Department of English
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

PRINCIPAL
Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

The meeting was held on 2nd January 2022 at 12:30 pm in department. The following members were present for it.

- 1) Ms. Sayali Gosavi - ~~Pres.~~
- 2) Mr. Chandrakant Borude

Resolution I - Discussion on Alumni Contribution

It is the need of NAAE to raise fund by alumna. So, the Hon'ble principal of the college distributed the format of 'Alumni Association' at department level. It was discussed that if such alumni association would be maintained at department level then it is easy to maintain at college level.

Regarding the alumni structure, the head of the department of sayali Gosavi were being assigned the work.

Resolution II - Discussion on Distribution Paper

The CEO of exam department announced the Mid-term exam of semester I, III, V and backlog examination of the same semester adding other rest semesters such as II, IV, ~~VI~~ and Term-End exam for 2013 pattern of last year students. The head of the department distributed the paper setters of the papers. The list is attached herewith.



Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College , Aundh, Pune-67

Department of English

Distribution of Papers (2019 Pattern Exam)

Semester I, III, V (Regular)

Semester I, II, III, IV, V (Backlog)

Marks- 30

Exam Jan/Feb Academic year 2021-22

Regular and Backlog

Sr. No.	Paper Name	Paper setter name	Class	Examination		No. of papers
				Regular	Backlog	
1	Compulsory English	Sayali Gosavi	FYBA Sem-I	Regular 1	Backlog Sem I & II 2	3
2	Optional English	Savita Patil	FYBA Sem-I	Regular 1	Backlog I & II 2	3
3	General Paper	Chandrakant Borude	G-2 SYBA Sem-III	Regular 1	Backlog 2	3
4	Appreciating Drama	Sayali Gosavi	SYBA S-1	Regular 1	Backlog 2	3
5	Appreciating Poetry	Savita Patil	SYBA S-2	Regular 1	Backlog 2	3
6	Compulsory English	Sayali Gosavi	SYBA	Regular 1	Backlog 2	3
7	Compulsory English	Chandrakant Borude	TYBA	Regular 1	Backlog 2	3
8	General Paper	Chandrakant Borude	G-3	Regular 1	Backlog 1	2
9	Appreciating Novel	Sayali Gosavi	S-3	Regular 1	Backlog 1	2



10	Literary Criticism	Savita Patil	S-4	Regular 1	Backlog 1	2
11	Compulsory English	Chandrakant Borude	F.Y. B.com	Regular 1	Backlog I & II 2	3
12	Additional English	Chandrakant Borude	F.Y. B.com	Regular 1	Backlog I & II 2	3
13	Business Communication	Chandrakant Borude	F.Y. B.BA(CA)	Regular 1	Backlog I & II 1	2
14	Business Communication	Sayali Gosavi	F.Y.B.VOC	Regular 1	Backlog I & II 1	2
15	SYBA Credit paper	Sayali Gosavi	SYBA	Regular 1	Backlog III and IV 2	3
16	TYBA Credit Paper	Sayali Gosavi	TYBA	Regular 1	-----	1

Resolution: Any other topic with the permission of chair

NAAC peer Team of IIIrd cycle had recommended to offer "communicative English" to all the students of the college. So, principal had formed a committee of "communicative English" course as such. It was resolved to begin the course from 13th February 2022. It was decided to stream the course on every Sunday at 4:00 pm. The head of the department prepared the time-table of the course accordingly. The duration of the course was 35 hours.

As there was no other topic for discussion, the meeting ended paying vote of thanks to chair.

S.R.H.

Head,

Department of English

[Signature]
PRINCIPAL

Dr. Babasaheb Ambedkar College

Notice

14/02/2022



All the faculty members are hereby informed that the meeting of department regarding various issues will be held on 15th Feb, 2022 in department. kindly attend the meeting.

Ms. Sayali Gadan

Chandrakant Borude

- Agenda:-
- 1) Discussion on 'Remedial classes'
 - 2) Discussion on Review of syllabus
 - 3) Discussion on 'Creative Writing Competition'
 - 4) Discussion on reviving 'ELLA'
 - 5) Decision of inauguration of 'Literary Landscape'
 - 6) Any other topic with the permission of chair (AAA)

Head,

Department of English

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67

PRINCIPAL

Dr. Babasaheb Ambedkar College,
Aundh, Pune-67.

The meeting of English department was held on 14/02/2022 at 12:00 pm in department. The following members were present for the meeting:

1) Ms. Sayali Gosari → Present

2) Shri Chandrakant Borade → Present

Resolution I - Discussion on "Remedial Classes"

Many students find it tough to grasp English subject. So, they need more support in this regard. So, the head of the department created the group (backlog) of backlog students of compulsory classes and special classes as well. Similarly, the head of the department prepared the time-table also distributing papers among the faculty members.

Resolution II - Discussion on "Review of Syllabus"

It was at the end of I, III & IV semester of the academic year 2021-22. So, the head of the department took the review of the syllabus. Ms. Sayali Gosari & Shri Chandrakant Borade shared the status of their syllabus.

Resolution III - Discussion on "Creative Writing Competition"

The College runs "Aakashkimaya" magazine. Students must get platform to express their views. The department of English thought it as an opportunity to invite the members for the same. So, the department of English announced the "Creative Writing Competition in English" on 23rd Feb, 2022 at 12:00 pm. Mrs. Esther Madam, H.O.D., English, Spicer Adventist



University, Pune for Dr. Sangeeta Ghodake, Hon. English, B.R. Cholap College, Sangli, Pune were the judges for the above said competition. The < everyone seconded the resolution.

4] Discussion on reviving 'ELLA' English Language Literary Association' is cap of English. In order to inculcate studious attitude among students, ELLA is necessary. So, it was decided to revive ELLA activities.

5] Discussion on Inauguration of "Literary Landscape"

The department of English runs "Literary Landscape" wall-paper to encourage creativity among students. So, it was decided to inaugurate the wall-paper on "23rd Feb, 2022" at the hands of Hon'ble Chandrakant Dalvi Sahab & Hon Adv Ram Khandge Sahab.

6] Any other topic with the permission of Chair

IQAE has decided to prepare department profile for AAA. Prof. Chandrakant Borade will shoulder the responsibility of Department profile of academic year, 2019-20, 2020-21 as well.

As there was no other topic for discussion, the meeting ended by paying vote of thanks.

University of Jammu

All: The faculty members are hereby informed that meetings will be held on in principal's cabin kindly attend meeting in time.



Principal's Office
Department of English
University of Jammu

Chairman, Department of English
University of Jammu
The Department of English
University of Jammu
is pleased to announce
the inauguration of the
Department of English
Library on 15th October
2019 at 10:00 AM in the
Department of English
Library, Jammu.

The inauguration
will be held at 10:00 AM
on 15th October 2019
in the Department of
English Library, Jammu.
The presence of all
the faculty members
is requested.

Principal
Dr. Deepak Arora
University of Jammu

Head,
Department of English
Dr. Deepak Arora
University of Jammu

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh-Pune 67

Department Of English

(2022-2023)

NOTICE

Date: 17/10/2022

All the faculties of Department of English are hereby informed that the meeting will be held on 18th October 2022 at 11:00 a.m. in DEPARTMENT OF ENGLISH. Kindly attend meeting in time.

Agenda-

- 1) Discussion on Reformation of Exam Reforms
- 2) Implementation of Exam reforms and allotment accordingly.

Faculty-

- 1) Dr. Savita Patil (HoD) - S.P.
- 2) Prof. Sayali Gosavi - S.G.
- 3) Prof. Chandrakant Borude - C.B.

