

**Bharatiya Vidya Bhavan's**  
**M. M. COLLEGE OF ARTS, N. M. INSTITUTE OF SCIENCE AND H. R. J.**  
**COLLEGE OF COMMERCE,**

**BHAVAN'S COLLEGE (AUTONOMOUS)**

Munshi Nagar, Andheri (West), Mumbai – 400058.

**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**

Date: 13/12/2020

**NOTICE AND AGENDA OF THE MEETING**

All the Extension Work Teachers are hereby informed that the 1<sup>st</sup> Meeting of DLLE is scheduled on Monday, 14<sup>th</sup> December, 2020 at 4.00 pm on Google Meet to discuss the following agenda:

1. Review of First Term Training Programme
2. Planning to inform students about DLLE registration
3. Collection of participation charges from students Online
4. Conduct of general orientation programme for students registered
5. To prepare primary registration list for submission to DLLE University
6. Project Selection

All are required to attend the meeting without fail using the Google Meet link that will be shared on DLLE WhatsApp Group 30 minutes before the start of meeting.

Dr. Sunil K. Gondhali  
Co-ordinator, DLLE

Extension Work Teachers:

1. Mr. Rounak Atram
2. Ms. Chetana Visave
3. Mr. Rahul Bharsat
4. Ms. Rakhi Ogale

DATE: 19/02/2021

## MINUTES OF MEETING

As per the notice and agenda circulated among the members on 13<sup>th</sup> December, 2021, the Meeting was held on 14<sup>th</sup> December, 2021 at 4.00 pm. The following members were present for the aforesaid meeting:

1. Dr. Sunil Gondhali
2. Mr. Rounak Atram
3. Ms. Chetana Visave
4. Mr. Rahul Bharsat
5. Ms. Rakhi Ogale

The minutes of the meeting are as follows:

1. The review of First Term Training Programme conducted by the DLLE, University of Mumbai was taken considering the student registration criteria.
2. Dr. Sunil Gondhali informed all the members about the registration notice for students to be drafted. Mr. Rounak Atram accepted the responsibility to prepare the notice for students and Dr. Sunil Gondhali would ask the Principal Madam for approval. Ms. Rakhi Ogale suggested that she would prepare a WhatsApp message to be circulated in students' groups for promotion of the activity.
3. As per University circular, the college DLLE should collect individual participation charges of Rs.200/- either account transfer or Google Pay. Dr. Sunil would ask the Principal Madam for the same.
4. It is decided that the general orientation programme for registered students to be conducted on 24<sup>th</sup> December, 2020 tentatively. Dr. Sunil will address the participating students about the projects available in DLLE. Mr Rounak Atram will furnish the role of the volunteers in undertaking the projects. Ms. Rakhi Ogale and Ms. Chetana Visave will manage the technical part of the orientation programme. Mr. Rahul Bharsat will look after the attendance of the students.
5. Dr. Sunil and Mr. Rahul will create a Google Form to collect an important information from students which is required for university registration and will prepare a primary registration list to be mailed to DLLE, University of Mumbai.
6. Ms. Chetana and Ms. Rakhi are at the opinion that we should obtain the feedback of students on projects selection and it is decided to include this point in the Google Form of registration.

The meeting ended at 5.15 pm.

All these points were discussed in presence of the following members in a virtual meeting through Google-meet:

- 1) Dr. Sunil K. Gondhali
- 2) Mr. Rounak R. Atram
- 3) Ms. Chetana V. Visave
- 4) Mr. Rahul V. Bharsat
- 5) Ms. Rakhi A. Ogale