

**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: 18/02/2021

**NOTICE AND AGENDA OF THE MEETING**

All the Members of DLLE are hereby informed that the 2<sup>nd</sup> meeting is called on 19<sup>th</sup> February 2021 at 7.00 pm on Google Meet to discuss the following agenda:

1. Preparation of required documents of enrolment
2. Distribution of projects undertaken among the Extension Work Teachers
3. Incorporation of online activities suggested by the DLLE, University
4. To organize additional orientation sessions on projects
5. Selection of two Student Managers
6. To create separate Telegram or WhatsApp groups for each project

All are required to attend the meeting without fail using the following link:

Meeting URL: <https://meet.google.com/bki-qtqx-vgt>

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 18<sup>th</sup> February, 2021, the Meeting was held on 19<sup>th</sup> February, 2021 at 7.00 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. Dr. Sunil Gondhali accepted the responsibility of preparing enrollment documents (Annexure 1 to 4 along with covering letter) till Sunday evening. He also informed that the issuing of Demand Draft of Rs.10200/- is in the process.
2. Considering the time constraint, all the members agreed on allocation of projects undertaken by the Department among the Extension Work Teachers. The teacher concerned is responsible for completing the activities suggested by the University. Allocation is as follows:  
Mr. Rounak Atram – Career Project  
Ms. Chetana Visave – Population Education Club  
Mr. Rahul Bharsat – Industry Orientation Project  
Ms. Rakhi Ogale – Survey of Women's Status
3. It is also decided that the online activities suggested by the DLLE University through their Circular No.DLLE/EXT.REG/CIRCULAR dated 09<sup>th</sup> February, 2021 will be covered as soon as possible. These activities are online organization of webinars, paper / report presentation, conferences, academic video making, advertising flyer making, career / survey data collection, online competitions – poetry recitation, elocution, anchoring, etc. with other innovative activities to create awareness about various contemporary social issues.
4. To make students aware about the scope of these online activities an additional orientation session for volunteers will be conducted considering the college examinations. Each faculty will suggest the names of the resource persons.
5. To fill up the information of Student Managers in Annexures-2, the four names of students were finalized.
6. To avoid mess up and conduct activities smoothly, Ms. Chetana Visave suggested to have separate WhatsApp or Telegram Groups project-wise and all agreed to have it.
7. In addition to above discussion, all the members also agreed to create social media pages to promote awareness activities among people once permitted by the principal madam.

The meeting ended at 8.30 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