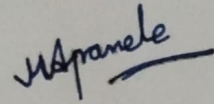


Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.
Department of Statistics

Date :-20/07/2019

Notice

All the staff members and contributory teachers are requested to attend the departmental Meeting on 22/07/2019 at 12 Noon.



Head

Department of Statistics
Department of Statistics
Shivaji Science College
Congress Nagar, Nagpur.

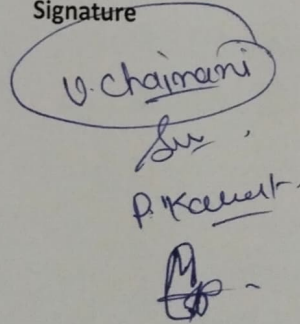
Agenda of the meeting:-

1. Rules and regulations of the department to be followed by staff members.
2. Distribution of workload among staff members.

Staff Members:-

1. Ms. Varsha Chainani
2. Dr. Sheetal Paliwal
3. D. kaurati
4. Mukesh Gotmare

Signature



DATE: 22/07/2019
PAGE NO.

The meeting of staff members was held on 22/07/2019 at 12 Noon in the HOD's office.

Agenda: 1) Rules & Regulations of the dept. to be followed by staff members.

2) Distribution of workload among staff members.

M. Pandey

minutes

Rules to be followed by the dept.

- 1) Take daily attendance.
- 2) Submit the attendance sheet of every month to the HOD.
- 3) Write diary daily and take a signature on every Saturday.
- 4) Do not call directly to students or any lab attendant regarding leave or any other matter related to department & students.

Send ~~no~~ SMS regarding any thing ~~else~~ above mentioned to HOD only.

- 5) Don't entertain students regarding adjustment of theory or practical classes.
- 6) Submit problem sheets of practical before one week for ^{getting} photocopies.

Distribution of Workload:

1. MAP:

- Sem I - Theory & Practical - Paper I
- Sem III - Theory - Paper I + Practical I & II
- Sem V - Theory - Paper I + Practical I & II

2. SSP

- Sem I - Theory & Practical - Paper II
- Sem III - Theory - Paper II

3. VAC

- Sem III - Practical - Paper I
- Sem V - Theory & Practical paper II
Practical paper - I

4. D. Kaurahi

- a) Issue of calculators and biomechanics to the students at the time of practical classes and keeping record of it. on Mon, Tue, Fri, Sat.

- b) ~~Pract~~ Sale of practical sheets to students & keep record of it.
- c) Responsibility of the department

Library (Home issue & reading room) and keeping record of it

- d) Maintaining stock checking registers.

5. Mukesh

- a) Cleaning of laboratory, classroom, Library and HOD's room daily.

- b) Issue of calculator & biometrika to students on Wednesday & Thursday only.

Both are required to do the otherwork like making photocopies & misc. wherever is available.

Following members were present.

1. Dr. Paliwal. Sunny
22/07/19

2) Ms. Chainani → will be joining on 30th July

3) Kaurabi - dsKomal.

4) Mukesh. M.

Madanle

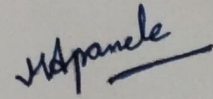
Chainani
30/7/19

Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.
Department of Statistics

Date :-02/10/2019

Notice

All the staff members and contributory teachers are requested to attend the departmental Meeting on 03/10/2019 at 12:30 P.M.



Head

Department of Statistics
Department of Statistics
Shivaji Science College
Congress Nagar, Nagpur.

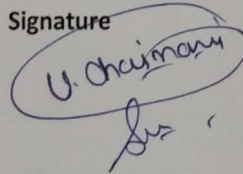
Agenda of the meeting:-

To prepare internal marksheet of students of sem I, sem III and sem V.

Staff Members:-

1. Ms. Varsha Chainani
2. Dr. Sheetal Paliwal

Signature



The meeting of staff members was held on 03/10/2019 at 12.30 p.m. in HOD's office to prepare internal mark sheet of students of sem I, III & V.

Following members were present.

1. Dr. S. S. Palwal.
- 2) Ms. V. A. Chainani.

Sun.
@chainani

Mapande
31/10/19

Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.
Department of Statistics

Date :-28/12/2019

Notice

All the staff members and contributory teachers are requested to attend the departmental on 30/12/2019 at 11:00 A.M.

U. Chainani

Head

Department of Statistics
Department of Statistics
Shivaji Science College
Congress Nagar, Nagpur.

Agenda of the meeting:-

1. Distribution of workload among staff members.
2. Change in time table

Staff Members:-

1. Ms. Varsha Chainani
2. Dr. Sheetal Paliwal

Signature

U. Chainani
Dr. Sheetal Paliwal

The meeting of staff members of the dept. was held on 30/12/2019 at 11.00 a.m in HOD's office.

Agenda: 1. Distribution of workload.
2. Any other matter.

M. Pande
30/12/19

Following members were present.

1. Dr. S. S. Palival. S.S. Palival
2. Miss V. A. Chainani V. A. Chainani

Minutes of the meeting

1. Distribution of workload:

MAP

Sem II - Theory - Paper I

Practical - Paper I

Sem IV - Theory - Paper I; Practical - I

Sem VI - Theory - Paper I + II

SSP.

Sem II : Theory - Paper II

Practical - Paper I + II

VAC.

Sem IV : Practical : Paper I + II

Theory : Paper II

sem VI : Practical : Paper I + II

2. Change in time table.

College timing is changed from 7:30 a.m. to 2 p.m. to 10 a.m. - 5 p.m.

As this time is not suitable to

Dr. S. S. Palival, time table of sem II is revised and it is now

On Wednesday : 8.15 to 9.05 (Theory)
← Thursday. 9.05 to 11.36 (Practical.)

Friday - 9.05 to 9.55 a.m.

M. Pande
30/12/19.

Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.
Department of Statistics

Date :-09/03/2020

Notice

All the staff members and contributory teachers are requested to attend the departmental Meeting on 10/03/2020 at 11: 00 A.M.

M. Panale

Head

Department of Statistics
Department of Statistics
Shivaji Science College
Congress Nagar, Nagpur.

Agenda of the meeting:-

Completion of Syllabus

Staff Members:-

1. Ms. Varsha Chainani
2. Dr. Sheetal Paliwal

Signature

W. Chainani

II - A meeting of staff members was held on 10 March 2020 regarding completion of syllabus at 11:00am in department of statistics. Following members were present

1. Vaisha Chaurani
2. Dr. Sheetal Paliwal

V. Chaurani
[Signature]

[Signature]
10.03.2020