

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	17th June 2022
Time	2:00 PM
Place/ Venue of Meeting	Room no. 304 Old campus
Meeting Chaired By	Dr. Deepa Verma(HOD of Department of Botany)
Total no. of Attendees	10
Minutes Noted by	Madhavi Rane

Agenda of meeting	
1.	Result analysis
2.	Distribution of units for SEM 1, 3 and 5.
3.	Planning for commencing offline lectures and practical
4.	Departmental Activities

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	HOD	
2.	Dr. Rohan Gavankar	Assistant Professor	
3.	Dr. Vaibhav Satvi	Assistant Professor	
4.	Madhulika Yadav	Assistant Professor	
5.	Vinodkumar Didvana	Assistant Professor	
6.	Pratik Jagtap	Assistant Professor	
7.	Hensal Rodrigues	Assistant Professor	
8.	Kiran Chakral	Assistant Professor	
9.	Mansi More	Assistant Professor	
10.	Madhavi Rane	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none">Result analysis concluded to be 100% in all the three classes (F.Y., S.Y. & T.Y.)

Discussion on Agenda 2
<ul style="list-style-type: none">Staff members were allotted the units, and were asked to prepare for offline lectures accordingly.

Discussion on Agenda 3

- Required PPT and teaching material and methods were discussed. Three lectures per day to be conducted for each class.

Discussion on Agenda 4

- Departmental Activities were planned
 1. Methods for compiling the attendance data for preparation of blacklist for respective classes
 2. Planning for field visit for SY and TY classes

End Note

The meeting was conducted successfully and all points of agenda were discussed.



HEAD OF THE DEPARTMENT

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	19 September 2022
Time	2:15 PM
Place/ Venue of Meeting	Room no. 304 Old campus
Meeting Chaired By	Mrs. Madhulika Yadav (HOD of Department of Botany)
Total no. of Attendees	11
Minutes Noted by	Madhavi Rane

Agenda of meeting	
1.	Completion of theory as well as practical syllabus of SY and TY
2.	Preparation of question papers for SY
3.	Conducting practical examination for SY and TY
4.	Teachers accompanying SY and TY students for Field visit

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Madhulika Yadav	HOD	
2.	Dr. Deepa Verma	Assistant Professor	
3.	Dr. Rohan Gavankar	Assistant Professor	
4.	Dr. Vaibhav Satvi	Assistant Professor	
5.	Vinodkumar Didvana	Assistant Professor	
6.	Pratik Jagtap	Assistant Professor	
7.	Hensal Rodrigues	Assistant Professor	
8.	Kiran Chakral	Assistant Professor	
9.	Mansi More	Assistant Professor	
10.	Madhavi Rane	Assistant Professor	
11.	Anand Dagare	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none">Completion of syllabus of SY and TY for theory as well as practical well before the exam. Revision to be done.

Discussion on Agenda 2
<ul style="list-style-type: none">Preparation of question papers by respective paper setters .

Discussion on Agenda 3

- Schedule for conducting the SY and TY practical exam and requirements for the TY practical exam was discussed.

Discussion on Agenda 4

- Respective teachers were asked to accompany the SY and TY students for the Field Visit

End Note

The meeting was conducted successfully and all points of agenda were discussed.



HEAD OF THE DEPARTMENT

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	12 November 2022
Time	2:30 PM
Place/ Venue of Meeting	Room no. 304 Old campus
Meeting Chaired By	Mrs. Madhulika Yadav (HOD of Department of Botany)
Total no. of Attendees	11
Minutes Noted by	Madhavi Rane

Agenda of meeting	
1.	Distribution of units for SEM 2,4, and 6
2.	Smooth conduction of offline lectures and practical
3.	Conducting various activities by Department of Botany

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Madhulika Yadav	HOD	
2.	Dr. Deepa Verma	Assistant Professor	
3.	Dr. Rohan Gavankar	Assistant Professor	
4.	Dr. Vaibhav Satvi	Assistant Professor	
5.	Vinodkumar Didvana	Assistant Professor	
6.	Pratik Jagtap	Assistant Professor	
7.	Hensal Rodrigues	Assistant Professor	
8.	Kiran Chakral	Assistant Professor	
9.	Mansi More	Assistant Professor	
10.	Madhavi Rane	Assistant Professor	
11.	Anand Dagare	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none">Staff members were allotted the units, and were asked to prepare for offline lectures accordingly.

Discussion on Agenda 2
<ul style="list-style-type: none">Required PPT and teaching material and methods were discussed. Three lectures per

day to be conducted for each class.

Discussion on Agenda 3

- Departmental Activities were planned
 1. Mushroom Cultivation
 2. Nisargotsav 2.0

End Note

The meeting was conducted successfully and all points of agenda were discussed.



HEAD OF THE DEPARTMENT

FORMAT FOR MINUTES OF MEETING

Name of Department: BOTANY

Date	11 March 2023
Time	2:00 PM
Place/ Venue of Meeting	Room no. 304 Old campus
Meeting Chaired By	Mrs. Madhulika Yadav (HOD of Department of Botany)
Total no. of Attendees	11
Minutes Noted by	Madhavi Rane

Agenda of meeting	
1.	Completion of theory as well as practical syllabus
2.	Preparation of question papers
3.	Conducting theory and practical examination for FY, SY and TY
4.	Preparation of mark sheets

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Madhulika Yadav	HOD	
2.	Dr. Deepa Verma	Assistant Professor	
3.	Dr. Rohan Gavankar	Assistant Professor	
4.	Dr. Vaibhav Satvi	Assistant Professor	
5.	Vinodkumar Didvana	Assistant Professor	
6.	Pratik Jagtap	Assistant Professor	
7.	Hensal Rodrigues	Assistant Professor	
8.	Kiran Chakral	Assistant Professor	
9.	Mansi More	Assistant Professor	
10.	Madhavi Rane	Assistant Professor	
11.	Anand Dagare	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none">Completion of syllabus for theory as well as practical well before the exam. Revision to be done.

Discussion on Agenda 2
<ul style="list-style-type: none">Preparation of question papers and question bank for respective classes was discussed.

Discussion on Agenda 3

- Schedule for conducting theory and practical exams was discussed.

Discussion on Agenda 4

- Preparation of mark sheets to be done well in time to avoid delay in declaration of results.

End Note

The meeting was conducted successfully and all points of agenda were discussed.



HEAD OF THE DEPARTMENT

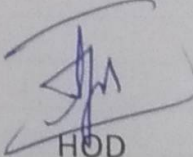
Department meeting

CHEMISTRY DEPARTMENT

th
DATE: 16 June 22

POINTS DISCUSSED :

- 1) UG and PG admissions are planned and duties are allotted to staff member.
- 2) Distribution of tentative workload.
- 3) Regarding sincerity and punctuality of duty was said.
- 4) To take active participation in academic and extra-curricular activities.
- 5) Regarding leaves of staff: staff have to inform HOD prior to leave; CL/ ML forms are to be submitted immediately on resuming the duty.
- 6) Allotment of various duties other than departmental work/ academic work.
- 7) Strictness/discipline: Strictness/discipline should be observed by teachers during practical's any misbehavior will not be tolerated in any case.
- 8) Students should told to wear and display their i-cards compulsory in campus.
- 9) Assignments, tutorials and tests should be taken periodically for betterment of results.
- 10) Staff are advised to do proper preparation and revision of theory lectures before going to class.
Staff are also told to do the practical's in advance and see results before taking it for students.
The medium of communication with students during lectures and practicals will be compulsory in ENGLISH.
- 11) For any help, advice and guidance the staff are told to meet the Head, Department of chemistry.
- 12) Distribution of theory lectures and practical's of UG and PG program.
- 13) Discussion on suggestions regarding academic work by staff


HOD
CHEMISTRY

SR. NO.	NAME OF STAFF	SIGN
1.	Dr. Jayashri G. Naphade	<u>G. Naphade</u>
2.	Rutuja Hemant Sawant	<u>R. Sawant</u>
3.	Sheetal Anil Jaiswal	<u>S. Jaiswal</u>
4.	Dr. Shraddha B. Shamkar	<u>S. Shamkar</u>
5.	Dr. Gayatri Gadre	<u>G. Gadre</u>
6.	Tanvi A. Raul	<u>T. Raul</u>
7.	Priya Baxve	<u>P. Baxve</u>
8.	Chetan Meher	<u>C. Meher</u>
9.	Diphi D. Gherat	<u>D. Gherat</u>
10.	Dr. Sheetal Pawar	<u>S. Pawar</u>
11.	Seema Jadhav	<u>S. Jadhav</u>
12.	Kirti Mhatre	<u>K. Mhatre</u>
13.	Riyan Gardner	<u>R. Gardner</u>
14.	Shailesh Gurav	<u>S. Gurav</u>
15.	Swati S. Dhupal	<u>S. Dhupal</u>
16.	Dr. Pramila Nagpal	<u>P. Nagpal</u>
17.	Dipika Chorghe	<u>D. Chorghe</u>
18.	Deepak A. Pandey	<u>D. Pandey</u>
19.	Rashmita B. Vaychal	<u>R. Vaychal</u>

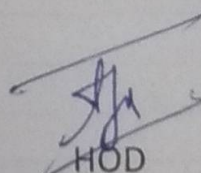
Department meeting

CHEMISTRY DEPARTMENT

DATE: 08th Feb 23

POINTS DISCUSSED :

- 1) UG and PG admissions are planned and duties are allotted to staff member.
- 2) Distribution of tentative workload.
- 3) Regarding sincerity and punctuality of duty was said.
- 4) To take active participation in academic and extra-curricular activities.
- 5) Regarding leaves of staff: staff have to inform HOD prior to leave; CL/ ML forms are to be submitted immediately on resuming the duty.
- 6) Allotment of various duties other than departmental work/ academic work.
- 7) Strictness/discipline: Strictness/discipline should be observed by teachers during practical's any misbehavior will not be tolerated in any case.
- 8) Students should told to wear and display their i-cards compulsory in campus.
- 9) Assignments, tutorials and tests should be taken periodically for betterment of results.
- 10) Staff are advised to do proper preparation and revision of theory lectures before going to class.
Staff are also told to do the practical's in advance and see results before taking it for students.
The medium of communication with students during lectures and practicals will be compulsory in ENGLISH.
- 11) For any help, advice and guidance the staff are told to meet the Head, Department of chemistry.
- 12) Distribution of theory lectures and practical's of UG and PG program.
- 13) Discussion on suggestions regarding academic work by staff


HOD
CHEMISTRY

SR. NO.	NAME OF STAFF	SIGN
1	Rutuja Hemant Samant	Ramant
2	Dr. Jayashri G. Naphade	Glaphade
3	Dr. Ishradha B. Khamkar	Eschamkar
4	Sheetal Anil. Jaiswal	Sheetal
5	Tanvi A. Raut	TH
6	Dr. Gayatri Gadre	Gy Gadre
7	Priya Bawe	Priya
8	Shela Mehar	Shela
9	Sheela Poudar	Sheela
10	Kirti Mhatre	Kirti
11	Dipti D. Chavate	Dipti
12	Riyam R. Gardner	Riyam
13	Seema Tadkar	Seema
14	Shailesh Gurav	Shailesh
15	Swati S. Dhumal	Swati
16	Dr. Pramila Nagpal	P Nagpal
17	Dipika Chorgha	Dipika
18	Rashmita B. Vaychal	Rashmita
19	Deepak A. Pandey	Deepak

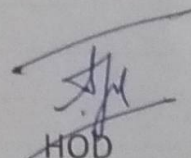
Department meeting

CHEMISTRY DEPARTMENT

DATE: 10th Nov 22

POINTS DISCUSSED :

- 1) UG and PG admissions are planned and duties are allotted to staff member.
- 2) Distribution of tentative workload.
- 3) Regarding sincerity and punctuality of duty was said.
- 4) To take active participation in academic and extra-curricular activities.
- 5) Regarding leaves of staff: staff have to inform HOD prior to leave; CL/ ML forms are to be submitted immediately on resuming the duty.
- 6) Allotment of various duties other than departmental work/ academic work.
- 7) Strictness/discipline: Strictness/discipline should be observed by teachers during practical's any misbehavior will not be tolerated in any case.
- 8) Students should told to wear and display their i-cards compulsory in campus.
- 9) Assignments, tutorials and tests should be taken periodically for betterment of results.
- 10) Staff are advised to do proper preparation and revision of theory lectures before going to class.
Staff are also told to do the practical's in advance and see results before taking it for students.
The medium of communication with students during lectures and practicals will be compulsory in ENGLISH.
- 11) For any help, advice and guidance the staff are told to meet the Head, Department of chemistry.
- 12) Distribution of theory lectures and practical's of UG and PG program.
- 13) Discussion on suggestions regarding academic work by staff


HOD
CHEMISTRY

SR. NO.	NAME OF STAFF	SIGN
1.	Sheetal Anil Jaiswal	<i>Sheetal Jaiswal</i>
2.	Dr. Jayashree G. Naphade	<i>Dr. Jayashree Naphade</i>
3.	Dr. Shradha S. Khamkar	<i>Dr. Shradha Khamkar</i>
4.	Rutuja Hemant Sawant Tanvi Rawal	<i>Rutuja Sawant</i> <i>Tanvi Rawal</i>
6.	Dr. Gayatri Gadre	<i>Dr. Gayatri Gadre</i>
7.	Priya Barve	<i>Priya Barve</i>
8.	Chelan Meher	<i>Chelan Meher</i>
9.	Dipha D Ghorat	<i>Dipha D Ghorat</i>
10.	Dr. Shubal Powar	<i>Dr. Shubal Powar</i>
11.	Kirti Mhatre	<i>Kirti Mhatre</i>
12.	Riyam Gardner	<i>Riyam Gardner</i>
13.	Shailesh Gurav	<i>Shailesh Gurav</i>
14.	Seema Tadhar	<i>Seema Tadhar</i>
15.	Swati S. Dhumal	<i>Swati S. Dhumal</i>
16.	Dr. Promila Nagpal	<i>Dr. Promila Nagpal</i>
17.	Dipika Chorghade	<i>Dipika Chorghade</i>
18.	Rashmita B. Vaychal	<i>Rashmita B. Vaychal</i>
19.	Deepak A. Pandey	<i>Deepak A. Pandey</i>

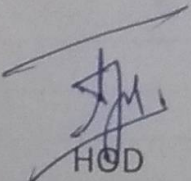
Department meeting

CHEMISTRY DEPARTMENT

DATE: 14th sept 22

POINTS DISCUSSED :

- 1) UG and PG admissions are planned and duties are allotted to staff member.
- 2) Distribution of tentative workload.
- 3) Regarding sincerity and punctuality of duty was said.
- 4) To take active participation in academic and extra-curricular activities.
- 5) Regarding leaves of staff: staff have to inform HOD prior to leave; CL/ ML forms are to be submitted immediately on resuming the duty.
- 6) Allotment of various duties other than departmental work/ academic work.
- 7) Strictness/discipline: Strictness/discipline should be observed by teachers during practical's any misbehavior will not be tolerated in any case.
- 8) Students should told to wear and display their i-cards compulsory in campus.
- 9) Assignments, tutorials and tests should be taken periodically for betterment of results.
- 10) Staff are advised to do proper preparation and revision of theory lectures before going to class.
Staff are also told to do the practical's in advance and see results before taking it for students.
The medium of communication with students during lectures and practicals will be compulsory in ENGLISH.
- 11) For any help, advice and guidance the staff are told to meet the Head, Department of chemistry.
- 12) Distribution of theory lectures and practical's of UG and PG program.
- 13) Discussion on suggestions regarding academic work by staff


HOD
CHEMISTRY

SR. NO.	NAME OF STAFF	SIGN
1.	Dr. Jayashri G. Naphade	<u>G Naphade</u>
2.	Sheetal Anil Jaiswal	<u>Sheetal Jaiswal</u>
3.	Rutuja Hemant Samant	<u>R Samant</u>
4.	Ms. Shradha B. Khamkar.	<u>Shradha Khamkar</u>
5.	Dr. Gayatri Gadre	<u>G Gadre</u>
6.	Tanvi A. Raul	<u>T A Raul</u>
7.	Priya Barve	<u>P Barve</u>
8.	Chetan Meln	<u>C Meln</u>
9.	Dr. Sheetal Powar	<u>Sheetal P</u>
10.	Diphi D. Ghorat	<u>D Ghorat</u>
11.	Riyan R. Gardner	<u>R Gardner</u>
12.	Shailesh Gurav	<u>S Gurav</u>
13.	Seema Tadhar	<u>S Tadhar</u>
14.	Kirti Mhatre	<u>K Mhatre</u>
15.	Swati S. Khumal.	<u>S Khumal</u>
16.	Dr. Promila Naypal	<u>P Naypal</u>
17.	Dipika Chorghe	<u>D Chorghe</u>
18.	Deepak A. Pandey.	<u>D Pandey</u>
19.	Rashmita B. Vaydal	<u>R Vaydal</u>

Date: 15/08/2022

- The meeting started with a welcome addressed by HOD of department.
- Discussion regarding the new syllabus that would be introduced for FYIT, SYCS & S4DS.
- Instruction regarding work culture in department was addressed.
- Number of leaves and working hours was discussed.
- Delivery of lectures, teaching methods and teaching aids were discussed.
- Proper use of lab and projector, maintenance of lab were discussed.
- Discussion of NAAC i.e. collection of data and maintenance were discussed.

Sr. No. Name of the Staff

Signature

1. Jagruti Raut
2. Neha R. Patil.
3. Namita N. Rede
4. Divika V. Keni
5. Shweta K. Yande
6. Sujitha Mohan

(B) Raut
 (N) Patil
 (N) Rede
 (D) Keni
 (S) Yande
 (S) Mohan

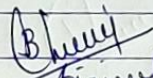
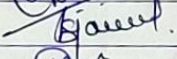
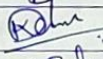
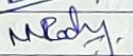
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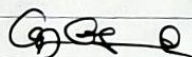
Discussion.

- 1] HOD welcomed all the staff for the beginning of the new academic year.
- 2] Discussion of New Syllabus of FYIT, SYCS, SYDS was done.
- 3] Staff members were instructed about work culture improvement, working hours and number of leaves assigned.
- 4] Discussion regarding delivery of lectures and use of teaching methods were done with the staff members.
- 5] Proper use of labs with projectors, maintenance of computer system were discussed.
- 6] Discussion regarding NAAC, collection of data and maintaining data was made.

Date: 12/08/2022

- Agenda -
- i) To discuss an event related to Azadi ka amrit mahotsav
 - ii) To discuss floor discipline about lectures and practicals.

Sr. No.	Name of the staff	Signature.
1.	Jaguti S. Raut	
2.	Shweta Yande	
3.	Devika Keni	
4.	Namita Rode	



Discussion

- 1] HOD initiated a meeting with discussion of an event 'Azadi Ka Amrit Mahotsav' to be held next week.
- 2] Staff members were assigned responsibilities for conduction of the event.
- 3] Staff members were instructed for proper conduction of lectures and practicals.

Signature

(Signature)
Name
Date

Name of the staff

Name of the staff
Signature
Date

Page No.

Date: 12/09/2022

Agenda:

- 1) To discuss SY and TY syllabus topics completion period.
- 2) To discuss commencement of SY and TY practical and theory exam conduction.
- 3) To discuss pre-requisites for conduction of exam.

Sr. No.	Name of the staff	Sign
1.	Mrs. Jagruti S. Raut	(Bhuvij)
2.	Devika Keni	(Ken)
3.	Manisha Kottkar	(M)
4.	Neha Patil	(Neha)
5.	Shweta Yande	(Shweta)
6.	Namita Rode	(Namita)
7.	Rutuja Gupta	(R)

G. G. D

Discussion.

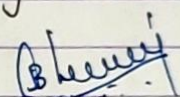

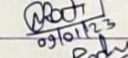
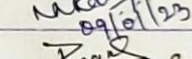
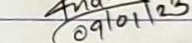
- 1] Syllabus completion of every class was discussed with respective subject teachers.
Last completion data was assigned.
- 2] Staff members were intimated about commencement of SY and TY theory and practical exams.
Proper conduction of practical exams, on time with attendance collection and maintenance was discussed.
- 3] Prerequisites for conduction of practical exams, lab setup were discussed.

Date: 09/01/2023

Time: 11:00am

Agenda:

- 1) To discuss smooth conduction of second half.
- 2) To discuss matter related to lecture adjustment if any - to be intimated to co-ordinators.
- 3) To discuss workload distribution and working hours.
- 4) To discuss matter related to practical conduction.
- 5) To discuss in-depth syllabus coverage.

Sr. No.	Name of the Staff	Signature.
1.	Jaguti Raut	
2.	Darika Keni	
3.	Neha R. Patil.	
4.	Namita N. Rode	
5.	Prajakha Hattkar	

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Discussion.

- 1] HOD welcomed all the staff for beginning of the new Semester.
- 2] Staff members were informed to intimate co-ordination regarding lecture adjustment in case of leave.
- 3] Staff members were informed for smooth conduction of lectures and completion of working hours.
- 4] Staff members were informed for smooth conduction of practical on schedule and proper use of projectors in lab.
- 5] Staff members were informed to cover in-depth syllabus of every subject and conduct doubt-solving lectures.

Date: 15/08/2022

- The meeting started with a welcome addressed by HOD of department.
- Discussion regarding the new syllabus that would be introduced for FYIT, SYCS & S4DS.
- Instruction regarding work culture in department was addressed.
- Number of leaves and working hours was discussed.
- Delivery of lectures, teaching methods and teaching aids were discussed.
- Proper use of lab and projector, maintenance of lab were discussed.
- Discussion of NAAC i.e. collection of data and maintenance were discussed.

Sr. No. Name of the Staff

Signature

1. Jagruti Raut
2. Neha R. Patil.
3. Namita N. Rede
4. Divika V. Keni
5. Shweta K. Yande
6. Sujitha Mohan

(B) Raut
 (N) Patil
 (N) Rede
 (D) Keni
 (S) Yande
 (S) Mohan

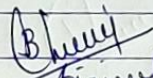
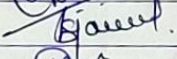
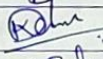
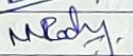
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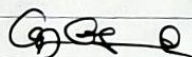
Discussion.

- 1] HOD welcomed all the staff for the beginning of the new academic year.
- 2] Discussion of New Syllabus of FYIT, SYCS, SYDS was done.
- 3] Staff members were instructed about work culture improvement, working hours and number of leaves assigned.
- 4] Discussion regarding delivery of lectures and use of teaching methods were done with the staff members.
- 5] Proper use of labs with projectors, maintenance of computer system were discussed.
- 6] Discussion regarding NAAC, collection of data and maintaining data was made.

Date: 12/08/2022

- Agenda -
- i) To discuss an event related to Azadi ka amrit mahotsav
 - ii) To discuss floor discipline about lectures and practicals.

Sr. No.	Name of the staff	Signature.
1.	Jaguti S. Raut	
2.	Shweta Yande	
3.	Devika Keni	
4.	Namita Rode	



Discussion

- 1] HOD initiated a meeting with discussion of an event 'Azadi Ka Amrit Mahotsav' to be held next week.
- 2] Staff members were assigned responsibilities for conduction of the event.
- 3] Staff members were instructed for proper conduction of lectures and practicals.

Signature

(Signature)
Name
Date

Name of the staff

Name of the staff
Signature
Date

Page No.

Date: 12/09/2022

Agenda:

- 1) To discuss SY and TY syllabus topics completion period.
- 2) To discuss commencement of SY and TY practical and theory exam conduction.
- 3) To discuss pre-requisites for conduction of exam.

Sr. No.	Name of the staff	Sign
1.	Mrs. Jagruti S. Raut	(Bhuvij)
2.	Devika Keni	(Ken)
3.	Manisha Kottkar	(M)
4.	Neha Patil	(Neha)
5.	Shweta Yande	(Shweta)
6.	Namita Rode	(Namita)
7.	Rutuja Gupta	(R)

G. G. D

Discussion.

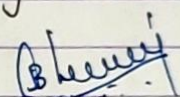

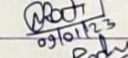
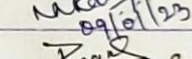
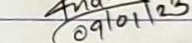
- 1] Syllabus completion of every class was discussed with respective subject teachers.
Last completion data was assigned.
- 2] Staff members were intimated about commencement of SY and TY theory and practical exams.
Proper conduction of practical exams, on time with attendance collection and maintenance was discussed.
- 3] Prerequisites for conduction of practical exams, lab setup were discussed.

Date: 09/01/2023

Time: 11:00am

Agenda:

- 1) To discuss smooth conduction of second half.
- 2) To discuss matter related to lecture adjustment if any - to be intimated to co-ordinators.
- 3) To discuss workload distribution and working hours.
- 4) To discuss matter related to practical conduction.
- 5) To discuss in-depth syllabus coverage.

Sr. No.	Name of the Staff	Signature.
1.	Jaguti Raut	
2.	Darika Keni	
3.	Neha R. Patil.	
4.	Namita N. Rode	
5.	Prajakha Hattkar	

Copy

Discussion.

- 1] HOD welcomed all the staff for beginning of the new Semester.
- 2] Staff members were informed to intimate co-ordination regarding lecture adjustment in case of leave.
- 3] Staff members were informed for smooth conduction of lectures and completion of working hours.
- 4] Staff members were informed for smooth conduction of practical on schedule and proper use of projectors in lab.
- 5] Staff members were informed to cover in-depth syllabus of every subject and conduct doubt-solving lectures.

Date: 15.06.2022

1. The meeting was started with welcome address by HOD.
2. Discussion regarding new syllabus for FYIT was done.
3. Work culture improvement, duty hours, number of leaves was discussed.
4. Delivery of lectures, use of teaching methods discussion were made.
5. Proper use of labs, well projectors, maintenance of computer system were discussed.
6. Discussion regarding NAAC, collection of data and maintaining of data was made.

Sr.No.	Name of the Staff	Signature
1.	Hernant Wani	<u>Hani</u>
2.	Shilpa J. Rodrigues	<u>S. Rodrigues</u>
3.	Pranali D. Thakare	<u>P. Thakare</u>
4.	Mn. Jyoti P. Jadhav	<u>J. P. Jadhav</u>
5.	Mrs. Archana S. Raut	<u>A. S. Raut</u>
6.	Gauri K. Thakur	<u>G. K. Thakur</u>
7.	Mrs. Hemshakti S. Mankar	<u>H. S. Mankar</u>
8.	Anuya H. Patil	<u>A. H. Patil</u>
9.	Mrs. Kshitija A. Palav (Manc)	<u>K. A. Palav</u>
10.	Bimla Shakkar	<u>B. Shakkar</u>
11.	Sonali Salvanikar	<u>S. Salvanikar</u>
12.	Monika Raut	<u>M. Raut</u>
13.	Gayatri P. Karmik	<u>G. P. Karmik</u>
14.	Prjesh Y. Joshi	<u>P. Y. Joshi</u>
15.	Nessie Colao	<u>N. Colao</u>
16.	Dorin Rehelo	<u>D. Rehelo</u>
17.	Priyanka R. Baid	<u>P. R. Baid</u>
18.	Gauri G. Vastak	<u>G. G. Vastak</u>
19.	Gargee J. Mhatre	<u>G. J. Mhatre</u>

20. Jyotsna S. Kannav
21. Sampada Deshmukh

Signature
Date
Page

6666

Discussion:

- 1] HOD welcomed all the staff for the beginning of the new academic year.
- 2] Discussion regarding New Syllabus of FYIT, SYCS and SYDS was done.
- 3] Staff members were instructed about work culture improvement, working hours and number of leaves assigned.
- 4] Discussion regarding delivery of lectures and use of teaching methods were done with the staff members.
- 5] Proper use of labs with projectors, maintenance of computer system were discussed.
- 6] Discussion regarding NAAC, collection of data and maintenance data was made.

Date : 12/08/2022

- Agenda - 1. To discuss an event related to Aradi Va
Amit Mahatma
2. To discuss floor discipline about lectures and
practicals

Sr. No.	Name of the staff	Signature
1.	Dr. Sampada Deshmukh	<u>Smt</u>
2.	Bimla Thakkar	<u>Bimla</u> 12/08/22
3.	Dr. Gauri Vastak	<u>Gauri</u>
4.	Anuja N. Patil	<u>Patil</u> 12-08-22
5.	Mrs. Kshitija A. Palav (Name)	<u>Kshitija</u> 12-08-22
6.	Sneha T. Vaze.	<u>Sneha</u> 12/08/22
7.	Nessie Colaco	<u>Nessie</u> 12/8/22
8.	Suvarna Kannar	<u>Suvarna</u> 12/08/22
9.	Moti Jadhav	<u>Moti</u>
10.	Archana Raut	<u>Archana</u>
11.	Pranali Thakur	<u>Pranali</u> 12/8/22
12.	Gauri Thakur	<u>Gauri</u>
13.	Hemant Wani	<u>Hemant</u>
14.	Dogra Rehema	<u>Dogra</u>
15.	Monika Raut	<u>Monika</u>
16.	Ashlesha Gurav	<u>Ashlesha</u>
17.	Gayatri Karnik	<u>G. Karnik</u>

A.D. Sonawane
J.H.
S.D.

18 Anmol Dip Sonawane
19 Dr. Prayash Y Joshi
20 Anshu Raut

~~Case 1~~

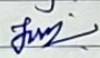
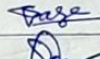
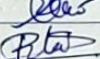
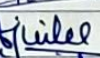
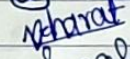

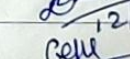


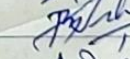
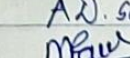
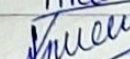



Discussion:

- 1] HOD initiated a meeting with discussion of a event 'Azadi Ka Amrit Mahotsav' to be held next week. Staff members were assigned responsibilities for conduction of the event.
- 2] Staff members were instructed for proper conduction of lectures and practicals.

Date: 12/09/2022

Agenda:

- 1) To discuss SI and TY syllabus completion period.
- 2) To discuss commencement of SI and TY practical and theory exam conduction
- 3) To discuss pre-requisites for conduction of exams.

Sr. No.	Name of the Staff	Sign
1	Hemant Wani	
2	Sheha Vaze	
3	Archana Raut	
4	Rutuja Gupta	
5	Trile Patil	
6	Vrunda Lharat	
7	Sonali Salvanikar	
8	Dorin Rebello	
9	Dr. Gauri Vaetkar	
10	Ms. Binu Thakkar	
11	Ms. Ashlesha Gurav	
12	Dr. Brigesh Joshi	
13	Avinash D. Sonawane	
14	Monika Raut	
15	Mrs. Kshidija Mau Palav (Mau)	

- 16 - Anuja N. Patil
- 17 - Suvarna S. Kannav
- 18 - Jyoti P. Jadhav
- 19 - Pranali D. Thakare
- 20 - Gauri K. Thakur
- 21 - Sampada Deshmukh

Atul
12-09-22
S. Kannav
12-09-22
Jyoti
12-09-22
Gauri
12-09-22
Sampada

Conced

Discussion .

- 1] Syllabus completion of every class was discussed with respective subject teachers.
 • Last Completion date was assigned.
- 2] Staff members were intimated about the commencement of SY and TY theory and practical exams.
 • Proper conduction of practical exams, on time with attendance collection and maintenance was discussed
- 3] Prerequisites for conduction of practicals exams, lab set were discussed.

Date : 09/01/2023

Time : 11:00 am

Venue : Lab 4, 219

Agenda:

- 1) To discuss smooth conduction of second half.
- 2) To discuss matter related to lecture adjustment if any - to be intimated to co-ordinators.
- 3) To discuss workload distribution and working hours.
- 4) To discuss matter related to practical conduction.
- 5) To discuss subject to be covered in-depth.

Sr. No.	Name of the staff	Signature.
1	Janhavi Yatin Naik	JNaik
2	Dr. Sampada Deshmukh	SD
3	Dr. Prateesh Y. Joshi	PY Joshi
4	Anuja M. Patil	APatil
5	Mrs. Kshetiji A. Palav (Hane)	KPalav 09/01/2023
6	Dr. Priyanka R. Baid	PBaid
7	Dr. Gauri Vastak	GVastak
8	Sonali D. Salvarikar	Sonali 09/1/23
9	Avinash D. Sonawane	ADSonawane
10	Gayatri P. Karnik	GPKarnik 9/1/23
11	Sheha T. Vaze	SVaze 9/1/23
12	Hemant Wani	HWani
13	Dorin Rebello	DRebello 9/1/23
14	Gauri Thakur	GThakur
15	Pranali Thakare	PThakare
16	Moli Jadhav	MJadhav

17. Nessie Colaw
18. Vanda Ghazal

Alan
Rahman

Goa

Discussion.

- 1] HOD welcomed all the staff for the beginning of the new semester.
- 2] Staff members were informed to intimate co-ordinators regarding lectures adjustments in case of leave.
- 3] Staff members were informed for smooth conduction of lectures and completion of working hours.
- 4] Staff members were informed for smooth conduction of practical on schedule and proper use of projectors in lab.
- 5] Staff members were informed ~~to~~ to cover in-depth syllabus of every subject and conduct doubt-solving lectures.

The 1st departmental meeting of the academic year 2022-23 was conducted on 15th July 2022 at 10:00 a.m in Room No. 101. Work load was distributed for the Sem I, III, IV to the faculty members. Revised Syllabus for the TYBSc Mathematics Sem V and VI was discussed with the respected faculties. New faculty members were introduced. Tentative dates of upcoming events were discussed. Suggetion from the faculty members were also considered. The meeting was ended at 11:00 am.

- 1) Ms. Rakhee Jadhav
- 2) Ms. Madhu Sharma
- 3) Mr. Praful Ghag.
- 4) Ms. Shreya Taneja
- 5) Ms. Bijoya Sarma
- 6) Ms. Dhanashri Pawar
- 7) Ms. Rinkal Das
- 8) Ms. Komal Naik
- 9) Ms. Manisha Kotkar

Jadhav.

Sharma

Ghag

Taneja

Sarma

Pawar

Das

Naik

Kotkar

AKSHAY

Departmental Meeting

(Room No-101) 6/8/2022

AKSHAY

The 2nd departmental meeting of the academic year 2022-23 was conducted on 6th Aug 2022 at 11.33 am. All the faculty members were welcomed by the Head of the department. Work load was distributed for the sem I, III, V to the faculty members. Revised Syllabus for the 7th BSc mathematics sem IV & VI was discussed with the respected faculties. Tentative dates of upcoming events Quiz Comp- 24th Aug & PPT - 26th Aug 2022 were declared. Suggestion from the faculty members were also considered. The meeting was ended at 12 pm.

- 1) Ms. Rakhee Jadhav
- 2) Ms. Dipashree Vartak
- 3) Ms. Archana D. malpathale
- 4) Mr. Abhay Dhanmehar
- 5) Mr. Praful Gehag.
- 6) Dr. Manish J. Thakalia
- 7) Ms. Komal Naik
- 8) Ms. Rinkal Das
- 9) Ms. Dhanashree Pawar
- 10) Ms. Shreya Taneja
- 11) Ms. Bijaya Sarma

Godhar

Dev 06/08/22

Lampad

Dhanmehar 06/8/22

YD

M

Naik

Rinkal 06/8/22

Pawar

Sh

Bijaya 6/8/22

Good

Departmental Meeting

Room no. 101

23rd Jan 2023

Departmental meeting was started at 11 am in old campus room no. 101. Feb^{ly} activity was discussed in the meeting. Suggest to cover maximum syllabus of SY & Ty in till the end of Feb. Also discussed the department activity for the next academic year. Also inform the faculty members to entry in the register if you are going early due to some reasons. The meeting was ended at 12.05 pm.

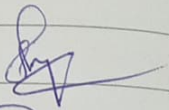
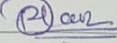
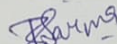
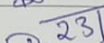






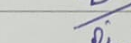

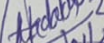
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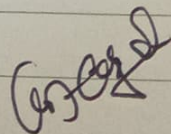
Name of Staff

Signature

S.

1. Shreya Tanuja
2. Dhanashree Pawar
3. Bijoya Sharma
4. Rinkal Das
5. Komal Naik
6. Archana malpathak
7. Pournima Khanapure
8. Swellana Dias
9. Rakhee Jadhav
10. Manisha Kottkar
11. Madhu Sharma
12. Savita Panigrahy
13. Dipashree Vante




23/01/23

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23/01/23



Departmental Meeting

Departmental meeting was started at 11:30am in new campus Room No. 416. Meeting was based on alumni and distributed of lecture. As Swellana ma'am is on medical leave and Abhay's will leave the college. So there is shortage of faculty in BMS, Bcom, Stats Department. So distributed tentative lecture as per faculty members willing and also mentioned that there will be remuneration for extra lecture. The meeting was ended at 12:15 Pm.

S.No.	Name of the staff	Sign
1.	Rakhee Madhav	<u>Rakhee</u> 30/01/23
2.	Madhu Sharma.	<u>Madhu</u> 30/01/23
3.	Alipashvi Vautak.	<u>Alipashvi</u> 30/01/23
4.	Manisha Kotkar	<u>Manisha</u> 30/01/23
5.	Bijaya Sarma	<u>Bijaya</u> 30/01/23
6.	Dhanashree Pawar	<u>Dhanashree</u> 30-01-23
7.	Rinkal A-Das	<u>Rinkal Das</u> 30/01/23
8.	Komal S. Naik	<u>Komal</u> 30/01/23
9.	Pournima S. Khanapure.	<u>Pournima</u> 30/01/23
10.		

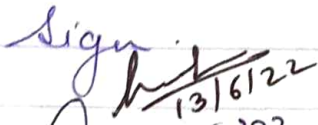
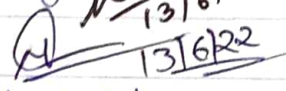
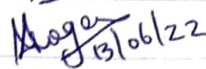
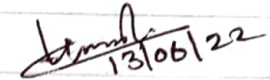

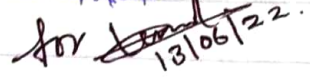
Geetika

Academic Year 2022-23

13th June 2022

Physics Department meeting was conducted on 13th June at 1:00 pm in Room no. 105. The meeting and best wishes from the head of department for the new academic year to all the staff members

Following members are present for the meeting:

Name	Sign
1 Dr. Hemangi A. Raut.	 13/6/22
2 Miss. Niyanta Dave	 13/6/22
3 Mrs. Anushita Moger	 13/6/22
4 Mrs. Karmi Parate	
5 Mr. Umesh Prajapati	 13/6/22
6 Miss. Meenal Daryer	 13/6/22
7 Mrs. Tyoti Gupta.	 13/6/22

The minute of meeting are as follows:

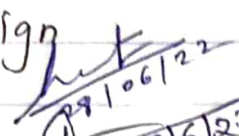
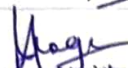
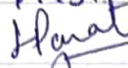
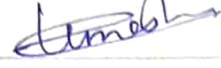

- * Syllabus distribution was done for the F.Y, S.Y, T.Y.B.Sc class and also for M.Sc I & M.Sc II.
- * New Academic time-table was framed according
- * HOD gave instruction for duties of F.Y, S.Y, and T.Y admission.
- * HOD gave instruction to make the 100% attendance in the class.

Department of physics was conducted staff meeting
on 28 June 22 in M.Sc lab at 11:00 am

Name

1. Dr. Hemangi Raut
2. Niyanta Dave
3. Anushita Moger
4. Laxmi Parate
5. Umesh Prayapati
6. Muneal Darjee

Sign


28/6/22.





The minutes of meeting are as follows -

- * HOD allotted a add admission duties to all staff.
- * for F.Y. ~~sta~~ B.Sc. class.
- * Discussion on regular classes and practical of S.Y & T.Y. classes was done.
- * Discussion on departmental activities was done.
It is decided that, we should take a activities in every month.

Department of Physics conducted staff meeting on 28th July 22 in M.Sc lab. at 11 am

Name

1. Dr. Hemangi Raut
2. Niganta Dave
3. Anushila Moger
4. Laxmi Parate
5. Umesh Prayapati
6. Manal Dajer

Sign

28/07/22

28/7/22

Moger

Parate

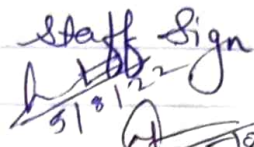
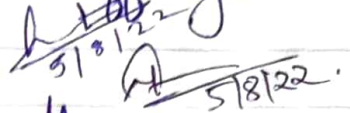
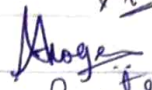
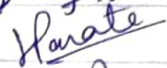
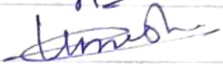

Umesh

Manal Dajer

The minutes of meeting are as follows:

- * HOD talk about the new syllabus of FYBSc (POM)
- * FYBSc Syllabus was distributed among teachers
- * HOD also discuss about the upcoming activities, ie. powerpoint presentation.
- * HOD has allocated duty for the activity to all the staff member.

Department of Physics conducted staff meeting on 5/8/22 in 104 classroom (lab) at 11 am.

- | Name | Staff Sign |
|---------------------|---|
| 1. Dr. Hemangi Raut |  |
| 2. Niganta Dave |  |
| 3. Anushila Moger |  |
| 4. Laxmi Parate |  |
| 5. Umesh Prayapati |  |
| 6. Murali Dajer |  |

- The minutes of meeting are as follows.
- * HOD gave the instruction to start the M.Sc I lectures from 8th August.
 - * Orientation program for F.Y BSc class was decided.
 - * The Duty to all the teachers was given i.e. to prepare the notice, booking of seminar hall, taking feedback & attendance etc.
 - * There was a brief discussion about the program.

Department of Physics conducted staff meeting on 12th Sept. 2022 in M.Sc lab at 12 pm.

Name

1. Dr. Hemangi Raut
2. Niyanta Dave
3. Anushita Moger
4. Laxmi Parate
5. Umesh Prayapati
6. Manuul Dajer

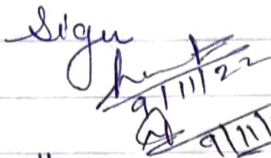

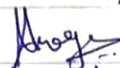
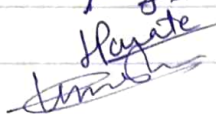
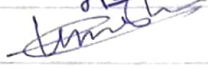

Sign
12/09/22
12/09/22
Anushita
Parate
Umesh
Manuul Dajer

The minutes of the meeting are as follows

- * HOD discuss about the Upcoming examination i.e. of SY BSc & TY BSc
- * Departmental activity was decided on 15th Sept. in online mode.
- * Duty was allocated to the staff members.
- * HOD also discuss about the workload of all staff.

Department of Physics conducted staff meeting on ~~10~~ ~~28~~ 9th November 2022 in M.Sc lab at 11:30 am.

Name
1. Dr. Hemangi Raut
2. Dr. Niyanta Dave
3. Mrs. Anushita Moger
4. Mrs. Laxmi Parate
5. Mr. Umesh Prajapati
6. Mr. Monnal Dajer

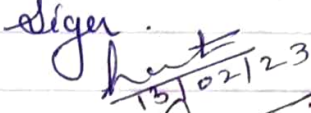
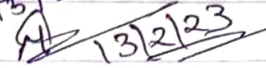
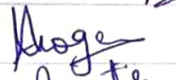
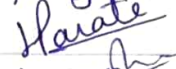

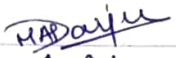
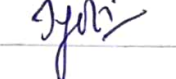
Sign
 9/11/22
 9/11/22
 Anushita Moger
 Laxmi Parate
 Umesh Prajapati
 Monnal Dajer

The minutes of the meeting are as follows
* Syllabus distribution was done for the F.Y B.Y, T.Y.B Sc class and for M.Sc I & II for the even sem.

* Time Table for the even sem was prepared
* HOD also discuss about the F.Y ~~po~~ Sem I paper setting ~~of~~ and its last date.

Physics Department meeting was conducted on 13th Feb 2023 at 11:30 am in Room no. 105.

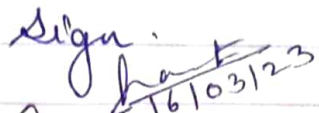
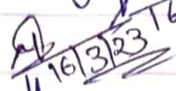
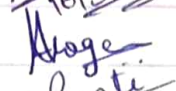
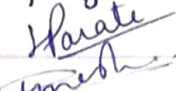
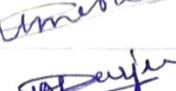
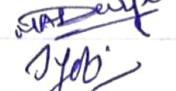
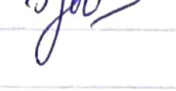
The following members were present for the meeting

Name	Signature
1. Dr. Hemangi Raut	
2. Dr. Niyanta Dave	
3. Mrs. Anushita Moger	
4. Mrs. Laxmi Parate	
5. Mr. Umesh Prajapati	
6. Mrs. Meenakshi Deyar	
7. Mrs. Jyoti Gupta	

The minutes of meeting are as follows.

- * The visit was planned for FY, SY & TY students
- * MSc students was also included.
- * The visit was planned in two different place i.e. Nehru planetarium and Indian Institute of Geomagnetism.
- * FY will visit to planetarium and SY, TY & PG, to Indian Institute of Geomagnetism was decided.
- * Duty & teacher allocation was done for both visit.

Physics Department meeting was conducted on
16th March 2023.

- | Name | Sign. |
|----------------------------------|--|
| 1. Dr. Hemangi Raut |  |
| 2. Dr. Niyanta Dave |  |
| 3. ^{Mrs} Anushita Moger |  |
| 4. Mrs Laxmi Parate |  |
| 5. Mr Umesh Prajapati |  |
| 6. Ms. Meenal Danyee |  |
| 7. Mrs Tyoti Gupta |  |

- The minutes of meeting are as following.
- * HOD discuss about the upcoming even sem examination i.e. of F.Y., SY & TY BSc.
 - * Also NAAC work to be updated for the years 18-19 to 22-23 was also discuss.

2022-2023

Minutes of Meetings.

13/06/22

Meeting regarding syllabus distribution for new academic year 2021-22 & academic calender was held in Biolab old campus.

Sem- VI T.Y.B.Sc.

Paper I - Unit 1 - Principle of Taxonomy - J.V
Unit 2 - Kingdom Animalia I - K.J
Unit 3 - Kingdom Animalia II - S.D
Unit 4 - Type study - Sepia - A.P

Paper II - Unit 1 - Basic Haematology - B.O
Unit 2 - Applied Haematology - S.P S.D
Unit 3 - Basic Immunology - S.S A.K
Unit 4 - Applied Immunology - A.K S.S

Paper III - Unit 1 - Mammalian Histology - A.K
Unit 2 - Toxicology - B.O
Unit 3 - General Pathology - S.S
Unit 4 - Biostatistics - S.P

Paper IV - Unit 1 - Integumentary system & Derivatives - J.V
Unit 2 - Human Osteology - J.A
Unit 3 - Muscles of long bones of Human limbs - A.P
Unit 4 - Developmental biology - SH.

Applied Component - Unit 1 - Oecumenology - S.D
Unit 2 - Crust & Greys - JA
Unit 3 - Major Carp - KJ
Unit 4 - Quality control & packaging - SH

Sem- III S.Y.B.Sc.

Paper I - Unit 1 - Fundamentals of Genetics - S.S
Unit 2 - Chromosomes & Heredity - B.O
Unit 3 - Nucleic acid - A.K.

Paper II - Unit 1 - Nutrition & Excretion - A.P.
 Unit 2 - Respiration & Circulation. - K.J.
 Unit 3 - Control & coordination, Locomotion & Reproduction. - S.P.

Paper III - Unit 1 - Ethology - J.V.
 Unit 2 - Parasitology - S.D.
 Unit 3 - Economic Zoology. - ~~J.A.~~ S.H.

Sem - I F.Y.B.Sc.

Paper I - Unit 1 - Wonders of Animal World J.V.
 Unit 2 - Biodiversity & its conservation. K.J./S.D.
 Unit 3 - Footsteps to follow. J.A./AK

Paper II - Unit 1 - Laboratory Safety & Units of Measurement. S.S./SP
 Unit 2 - Animal Biotechnology. B.O.
 Unit 3 - Instrumentation. A.P./SH

A.K - Dr. Anushri Kini

S.P - Dr. Smita Subramanian.

J.V - Johnson Varkey.

S.S - Sonal Salvi

S.D - Sonal Dandge

A.P - Ankita Patil

B.O - Bhumika Oza.

J.A - Juber Ansari

SH - Shweta Shahasane. Shahasane

KJ - Kaustubh Jadhav. Jadhav

Teacher In-charges.

F.Y.B.Sc - Bhumika. & ~~BA~~ Ankita.

S.Y.B.Sc - Sonal S.

T.Y.B.Sc - Smitha / Johnson.

A.C - Sonal D.

Practical In-charge

Paper-I - Johnson

Paper-II - Sonal S.

Paper-III - Ankita

Paper-IV - Tuber.

A.C - Sonal D.

Excursion In-charge - Johnson, Ankita.

Library In-charge - Shweta S.

Academic calendar -

1) Mangrove visit - Sonal S.

2) Careers in para-medical orientation - Tuber.
(Zoology).

3) T.Y.B.Sc. (Aug. Ending) - Airoli Flamingo
Virar fish market / visit / Zai Beach.

4) S.Y.B.Sc. (Aug. Ending) - Amul Dairy /
Taraporewala / Buryculla
Zoo / Aarey.

5) F.Y.B.Sc. (Zai Beach) / Katraj milk factory /
Katraj Zoo & Snake Park.

6) Aquascaping - Taraporewala. (Cold & New Batch)

~~T.Y.B.Sc. & S.Y.B.Sc. on 13/08/22 - Katraj.~~
(Field visit)

T.Y.B.Sc. & S.Y.B.Sc. on 13/08/22 or 20/08/22.
tentatively F.Y.B.Sc. in month of Sep. (2nd week).

Seminar - ~~Herpetology~~ Herpetology.

Beach cleaning activity post Ganapati.

First-aid workshop. (2 days F-Y / S-Y & F-Y).
↓
Seminar → 2nd Term.

National Nutrition week -

1st - 7th Sep.

Oct 1st - 7th Oct - Wildlife week

Activities.

* World Nutrition Day(week) - 1st - 7th Sep.
Food From waste.

World. Wildlife week - 1st - 7th Oct.
Herpatology Lec.
Omkar Lec.

Animal Theme Mask making competition.
(Biodiversity) Documentary Making 11- 2-3 minutes

Visit to Anath Ashram & Donation.

School teaching - Awareness programme.
Specially for girls Health & hygiene

10th Sep - World first aid day - New college atrium.

Bioinformatics workshop. - 11th Term.

Bridge course on Molecular Biology. (for S.Y.B.Sc.).

First aid demo.

Long Excursion - Coorg - Mysore. (Feb)

C Jan End - feb first week)

F.Y.B.Sc Bird watching - VIVA wetlands

Earn & Learn - Prawn pickle.

01/07/22.

- 1) Video before practical.
- 2) T.Y.B.Sc practical to be windup
- 3) **Inquiry** in fort or ask Ramji. for T.Y.B.Sc within month.
- 4) S.Y.B.Sc Journal to be given for printing (80).
- 5) F.Y.B.Sc 2 practicals a day.
- 6) Seperate attendance register for F.Y, S.Y & T.Y. practical as well as theory.
- 7) Group/Individual practical (max. 2/3 ppl). - Everything mostly to be given on desk/working table.
- 8) Speaker
- 9) Mentor - Mentee.
- 10) Any competition participation, courses done or sports, felicitation etc. to be asked to students.
- 11) Excursion → T.Y.B.Sc long → Coorg - Mysore.
Bugwala Zoo → F.Y.B.Sc (Sem-I) → ~~Katraj National Park~~
S.Y.B.Sc (Sem-III) → Annual Dairy

12) Orientation → T.Y.B.Sc → 9th July 2022
→ 11.00 am

S.Y.B.Sc → 7th July 2022. → 11.00 am

13) ^{whatsapp group} ~~orient~~ Link for S.Y.B.Sc (seperate for zoology).

Mentor - Mentee - Johnson ✓ ~~B~~ Kaustubh
Biodiversity.

Following staff members were present

- 1> Dr. Anushri Kini
- 2> Dr. Smita Subramanian
- 3> Johnson Varkey
- 4> Sonal Salvi
- 5> Sonal Dandge
- 6> Ankita Patil
- 7> Bhumika Oza
- 8> Juber Ansari
- 9> Shweta Shahasane
- 10> Kaustubh Jadhav

Anushri
Smita
Johnson
Sonal
Sonal Dandge
Patil
B.A. Oza
Juber
Shahasane
Jadhav


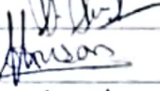
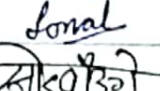
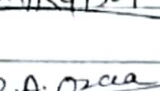
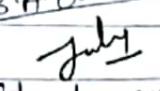
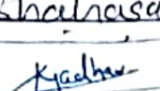



F.Y.B.Sc. Orientation → Date: 22/08/2022

- 1) Flyer design - Tuber A.
- 2) Excursion ppt - Johnson V.
- 3) Scope & Introduction ppt - Shweta S. & Sonal S.
- 4) Syllabus explanation
 - Shruti
 - Shradha
 - Geeta
 - Ameya.
- 5) Saplings. - 03
- 6) Snacks/- Sonal D.
- 7) Attendance & Feedback - Kaustubh.
- 8) Games - fillers
 - Animal identification - Ankita &
 - Apparatus -1- Bhumika.

A Departmental meeting was conducted on 17th August 2022 at biology laboratory at 10.00am. Following points were discussed in the meeting.

- ① Conduction F.Y. B.Sc. Orientation for academic year 2022-23
- ② allotment of duties regarding orientation to the staff members.

Following staff members were present.

- | | |
|--------------------------|--|
| 1) Dr. Anushri Kini |  |
| 2) Dr. Smita Subramanian |  |
| 3) Johnson Varkey |  |
| 4) Sonal Salvi |  |
| 5) Sonal Dandge |  |
| 6) Ankita Patil |  |
| 7) Bhumika Oza |  |
| 8) Tuber Ansari |  |
| 9) Shweta Shahasane |  |
| 10) Kaustubh Jadhav | |

Exam Meeting Sem. I/II/III/IV/V 12/09/22

(Reg. /A.T.K.T)

29~~21~~ - 09 - 22

30 - 09 - 22

01 - 10 - 22

} S.Y.B.Sc (CZ+BZ)

16/09/22
papers
submit

Regular + A.T.K.T paper setting

↓
07/10/22 onwards.
Exam

↓ F.Y & S.Y.

17th Sep

(1 copy only) (soft copy only)

→ submission

22nd Sep onwards A.T.K.T exam

~~7~~

- Paper setter will proof read & sit in new college minimum 30 mins during exams.
- Answerkey compulsory with paper pattern.
- No moderation for S.Y & T.Y.
- F.Y moderation compulsory.

Q1 → Multiple choice - 5
match the foll. - 5
True or false - 5
one word / define / one sentence - 5
} 20

Q2 - Unit 1 A or A 10
B or B 10 } 20

Q3 - Unit 2 -11- 10
-11- 10 } 20

Q4 - Unit 3 -11- 10
-11- 10 } 20

Q5 - S.N. - 20.
(Any 4 out of 8)

A/
F.Y.B.Sc CBZ Div B - Wed/Thur - 11:20 - 3:30
P-I P-II
Div A Fri/Sat

following staff members were present for the meeting.

- | | |
|--------------------------|------------------|
| 1) Dr. Anushri Kini | <u>AAKini</u> |
| 2) Dr. Smita Subramanian | <u>Smita</u> |
| 3) Johnson Varkey | <u>Johnson</u> |
| 4) Sonal Salvi | <u>Sonal</u> |
| 5) Sonal Dandge | <u>AKDandge</u> |
| 6) Ankita Patil | <u>apatil</u> |
| 7) Bhumiika Oza | <u>B.A.Oza</u> |
| 8) Juber Ansari | <u>Juber</u> |
| 9) Shweta Shahasane | <u>Shahasane</u> |
| 10) Kaustubh Jadhav | <u>Kjadhav</u> |

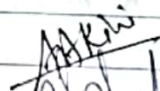
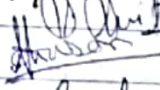
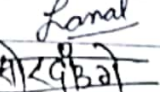
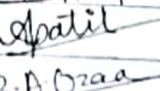
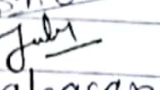
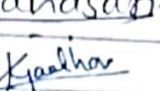
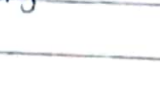


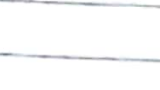
21/11/2022

A departmental meeting was conducted at biolab on 21st Nov. 2022 at 11.00 am

Following points were discussed in the meeting.

- ① T.Y. B.Sc. sem VI syllabus distribution.
- ② S.Y. B.Sc. sem IV syllabus distribution.
- ③ F.Y. B.Sc. sem II syllabus distribution.
- ④ Discussion on departmental activities for second half of academic year.
- ⑤ duty allotments for Zooster events.

Following staff members were present.

- | | |
|--------------------------|---|
| 1) Dr. Anushri Kini |  |
| 2) Dr. Smita Subramanian |  |
| 3) Johnson Varkey |  |
| 4) Sonal Salvi |  |
| 5) Sonal Dandge |  |
| 6) Ankita Patil |  |
| 7) Bhumiika Oza |  |
| 8) Jubin Ansari |  |
| 9) Shweta Shahasane |  |
| 10) Kavstabh Jadhav |  |

14/12/2022

A departmental meeting conducted on 14th
Dec. 2022 at Biolab at 11.00 am

Following points were discussed in meeting.

- ① Discussion on long excursion.
- ② duty allotment regarding excursion to incharge and other staff members.
- ③ ~~Duty allotment for~~

Following staff members were present for the meeting.

- 1) Dr. Anushri Kini
- 2) Dr. Smita Subramanian
- 3) Johnson Varkey
- 4) Sonal Salvi
- 5) Sonal Dandge
- 6) Ankita Patil
- 7) Bhumiika Oza
- 8) Juber Ansari
- 9) Shweta Shahasane
- 10) Kaustubh Jadhav

AKKini
J. Sub
Johnson
Varkey

AKDandge
APatil
B.A. Oza

Juber
Shahasane
K. Jadhav

27/02/2023

A departmental meeting was conducted on 27th Feb 2023 at biolab at 10.00 am

Following points were discussion in the meeting.

- ① F.Y. B.Sc. & S.Y. B.Sc. practical exam duty allotment.
- ② F.Y. B.Sc. & sem II reg exam and sem I a.t.k.T. paper setting duty allotment.
- ③ B.S.Y. B.Sc. sem IV reg. exam and sem III a.t.k.T. exam paper setting duty allotment
- ④ Paper corrections

Following staff members were present for the meeting.

- 1> Dr. Anushri Kini
- 2> Dr. Smita Subramanian
- 3> Johnson Vaskey
- 4> Sonal Salvi
- 5> Sonal Dandge
- 6> Ankita Patil
- 7> Bhumiika Oza
- 8> Juber Ansari
- 9> Shweta Shahasane
- 10> Kawstabh Jadhav

Dr. Anushri Kini
Dr. Smita Subramanian
Johnson Vaskey
Sonal Salvi
Sonal Dandge
Ankita Patil
Bhumiika Oza
Juber Ansari
Shweta Shahasane
Kawstabh Jadhav

MINUTES OF MEETING

Name of Department: Department of Biochemistry

Date	14 th June 2022
Time	10:00am
Place/ Venue of Meeting	Offline
Meeting Chaired By	Dr. Deepa Verma (Coordinator- Dept. of Biochemistry)
Total no. of Attendees	07
Minutes Noted by	Ms. Tanvi Bore

Agenda of meeting	
1.	Meeting was kept for distribution of units and practicals among the teachers(1 st Term)
2.	Planning Departmental activities
3.	Allotting Teacher incharges
4.	Making Google Classroom
5.	Attendance sheet
6.	Timetable

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Mr. Vinodkumar Didwana	HOD	
3.	Ms. Tanvi Bore	Assistant Professor	
4.	Mr. Sunil Jaisawar	Assistant Professor	
5.	Ms. Rahab Ghalib	Assistant Professor	
6.	Dr. Nikhil Teli	Assistant Professor	
7.	Mr. Rohan D'souza	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none">Staff members were allotted the respective units and were told to keep the content ready for lectures and practicals.

Discussion on Agenda 2
<ul style="list-style-type: none">Several departmental activities were asked to be planned for his semester.

Discussion on Agenda 3
<ul style="list-style-type: none">Teacher incharges were decided, also the problems associated with it were discussed.

Discussion on Agenda 4

- Staff members were allotted with the respective Teacher Incharges duties of respective classes.

Discussion on Agenda 5

- Making new google classrooms for the students of respective classes.

Discussion on Agenda 6

- Staff members were allotted to make new attendance sheets of respective classes and the format for the same was discussed.

Discussion on Agenda 7

- Timetables for lectures and practicals were decided.

End note

- The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Date	30 th December 2022
Time	08:30 am
Place/ Venue of Meeting	Online (Google meet)
Meeting Chaired By	Dr. Deepa Verma (Coordinator- Dept. of Biochemistry)
Total no. of Attendees	07
Minutes Noted by	Ms. Tanvi Bore

Agenda of meeting	
1.	Meeting was held to discuss the unit distribution for term 02.

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Mr. Vinodkumar Didwana	HOD	
3.	Ms. Tanvi Bore	Assistant Professor	
4.	Mr. Sunil Jaisawar	Assistant Professor	
5.	Mr. Rohan D'souza	Assistant Professor	
6.	Mr. Devesh Machhi	Assistant Professor	
7.	Mr. Ankit Talekar	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none"> Units were distributed to respective teachers for term 02. Timetables for FY, SY and TY were discussed. Teachers were allocated with their respective slots for sem II,IV and sem VI.

End note
<ul style="list-style-type: none"> The meeting was conducted successfully and all the agendas were discussed.

MINUTES OF MEETING

Date	24 th January 2023
Time	2:00pm
Place/ Venue of Meeting	Offline

Meeting Chaired By	Dr. Deepa Verma (Coordinator- Dept. of Biochemistry)
Total no. of Attendees	08
Minutes Noted by	Ms. Tanvi Bore

Agenda of meeting	
1.	Discuss about teachers duties for BIOBOND 2.0

Attendee List			
Sr. No	Name of the Staff	Designation	Signature
1.	Dr. Deepa Verma	Coordinator	
2.	Mr. Vinodkumar Didwana	HOD	
3.	Ms. Tanvi Bore	Assistant Professor	
4.	Mr. Sunil Jaisawar	Assistant Professor	
5.	Mr. Rohan D'souza	Assistant Professor	
8.	Mr. Devesh Machhi	Assistant Professor	
9.	Mr. Ankit Talekar	Assistant Professor	

Discussion on Agenda 1
<ul style="list-style-type: none"> Teachers were allotted several duties for BIOBOND 2.0 so that the 2 days event is conducted smoothly.

End note
<ul style="list-style-type: none"> The meeting was conducted successfully and all the agendas were discussed.

DEPARTMENT OF COMMERCE

MINUTES BOOK.

COMMERCE

Sr.No	Name	Department	Sign
1	Dr. Rakhee Rakesh Oza-HOD	Commerce Conventional	
2	Ms. Praktana Manoj Kore	Commerce Conventional	
3	Ms. Varda Vilas Kalle	Commerce Conventional	
4	Ms. Archana Ramchandra Patil	Commerce Conventional	
5	Ms. Jinal Chohan	Commerce Conventional	
6	Ms. Nilambari Shidhaye	Commerce Conventional	
7	Ms. Manisha Bhosale	Commerce Conventional	
8	Ms. Nileshwari Vinay Ghumre	Commerce Conventional	
9	Ms. Karishma Kale	Commerce Conventional	
10	Ms. Deepa Dalvi	Commerce Conventional	
11	Ms. Prajakta Prasad Paranjpe	Commerce- SFC	
12	Ms. Vasanti Shenoy	Commerce- SFC	2/15/21/07/22
13	Dr. Roshni Kuldeep Nagar	Commerce- SFC	
14	Ms. Aaradhana R Singh	Commerce- SFC	
15	Ms. Fini Sunny Cheriyan	Commerce- SFC	
16	Ms. Hemangi Mehta	Commerce- SFC	
17	Ms. Nazia Shaikh	Commerce- SFC	
18	Ms. Neha Sanjay Maheshwari	Commerce- SFC	
19	Ms. Neha Tambe	Commerce- SFC	
20	Ms. Princy Tinish	Commerce- SFC	
21	Ms. Priyanka Dinesh Bangera	Commerce- SFC	
22	Ms. Priyanka Singh	Commerce- SFC	
23	Ms. Pushpa Rakesh Barve	Commerce- SFC	
24	Ms. Rashmi S Gurunani	Commerce- SFC	
25	Ms. Sayali Patil	Commerce- SFC	
26	Madhusu Sare	Comm- SFC	

COMMERCE-Interdisciplanray

Sr.No	Name	Subject	Sign
1	Ms. Ambari Patwardhan	Business Law	<i>Ambari Patwardhan</i>
2	Ms. Kavita Vilas Purandare	Business Law	<i>KV</i>
3	Mr. Manoj Sharma (part time)	Business Law	
4	Ms. Sharmila Patil	Business Law	<i>Sharmila Patil</i>
5	Ms. Ashwini Bhoir	Business Law	<i>Ashwini Bhoir</i>
6	Ms. Padmja Joshi	English	<i>Padmja Joshi</i>
7	Ms. Suborna Banerjee	English	<i>Suborna Banerjee</i>
8	Dr. Ms. Zebha Siddqui	English	
9	Mr. Snehal Patil	English	<i>Snehal Patil</i> 21/07/2022
10	Ms. Shivpriya Achari	English	<i>Shivpriya Achari</i>
11	Mr. Avinash Pawar	Evs English	<i>Avinash Pawar</i>
12	Ms. Shruti Patil	Evs	<i>Shruti Patil</i>
13	Ms. Smita Jadhav Khaire	Evs	<i>Smita Jadhav Khaire</i>
14	Ms. Ashlesha Sabhajeet Maurya	Evs	<i>Ashlesha Sabhajeet Maurya</i>
15	Mr. Arjun Vishwakarma	IT/Computer	<i>Arjun Vishwakarma</i>
16	Ms. Neelam Rathore	IT/Computer	<i>Neelam Rathore</i>
17	Ms. Manjushri Oak	IT/Computer	<i>Manjushri Oak</i>
18	Ms. Kalpita Choudhary	IT/Computer	<i>Kalpita Choudhary</i>
19	Ms. Priyanka Rajput	IT/Computer	<i>Priyanka Rajput</i>
20	Ms. Mala Khanchandani	FC	<i>Mala Khanchandani</i>
21	Ms. Seema Sihana	FC	<i>Seema Sihana</i>
22	Ms. Wilma M Dcunha	FC	<i>Wilma M Dcunha</i>
23	Ms Sharmila Raut	FC	<i>Sharmila Raut</i>
24	Mr. Manish Pithadia	Maths	
25	Mr. Prafull Ghag	Maths	<i>Prafull Ghag</i>
26	Ms. Parveensaba Khan	Maths	<i>Parveensaba Khan</i>
27	Mr Rohit Vishwakarma	Maths	<i>Rohit Vishwakarma</i>
28	Ms. Swetlana Dias	Maths	
29	Ms. Sarita Panigrahy	Maths	<i>Sarita Panigrahy</i>

Snehal S. Jadhav (Shirke)

EVS

Shweta chandhary

Jadhav

The following matter was discussed at the meeting:

1. Since there is shifting of workload into conventional and SFC course, the new workload will be provided to staff members.
2. Staff members were informed to hand over the subject smoothly to the succeeding teachers.
3. Staff members were instructed to upload syllabus completion status in the drive that will be provided by the HOD
- and new Time table given will be implemented from Monday that is 25th July 2022.
4. It was instructed by the HOD that in accountancy subjects atleast 5 practical problems to be solved in the class.
5. Professors were told to update the qualification by enrolling for PHD and try clearing NET/ SET and do some research work..
6. Professor also instructed to maintain discipline for students in the classroom and college corridors.
7. It was also instructed to professors about the role of class teachers as class teachers can act as mentor to the students.
- it was also told to keep the record about the same.
8. Instruction was given to update the log book.

The meeting was concluded at 11:45 am with vote of thanks to HOD.

Gokul
Principal



[Signature]
HOD

04/08/2022

Meeting of co-ordinators and class teachers was held on 4th August 2022 at 11 a.m. in room no 403 New Campus. The following was attended for the meeting:-

COORDINATORS FOR ACADEMIC YEAR 2022-23			
Sr. No	Name	Stream	Divisions
1	Ms. Prakranta Kore	TYBCOM	ABCD
2	Ms. Megha Naik	TYBCOM	IKL
3	Dr. Firoz Khan	TYBCOM	EFCH
4	Mr. Kaushik Save	TYBCOM	MNO
5	Ms. Veena Shana	SYBCOM	IKL
6	Ms. Nishwari Ghumre	SYBCOM	MNO
7	CA Megali Mohite	SYBCOM	ABCD
8	Ms. Mezepen Lalani	SYBCOM	EFCH
9	Ms. Padmaja Joshi	FYBCOM	IKL
10	Mr. Anol Vaze	FYBCOM	ABCD
11	Ms. Pallavi Naik	FYBCOM	MNO
12	Ms. Archana Pali	FYBCOM	EFCH
13	Dr. Audin Colaco	BAF	FY
14	Ms. Priyanka Singh	BAF	SY
15	Ms. Bhakti Prandare	BAF	TY
16	Ms. Jagriti Narkar	BAF	FY
17	Dr. Roshani Nagar	BBT	FY
18	Ms. Aaradhana Singh	BBT	SY
19	Ms. Sunila Nair	BBT	TY
20	Ms. Nazia Shaikh	BBT	FY
21	Ms. Kalpana Jain	BBT	SY
22	Mr. Lelesh Keloth	BBT	TY
23	Ms. Surekha Bhargave	BBT	FY
24	Ms. Heena Quershi	BBT	SY
25	Ms. Sneha Shirke	BBT	TY
26	Ms. Rashmi Gurnani	BBT	FY

LIST OF CLASS TEACHERS FOR THE ACADEMIC YEAR 2022-23			
STREAM	CLASS	CLASS TEACHER	Sign
FYBCOM	A	Ms. Shruti Patil	
FYBCOM	B	Ms. Bristi Biswas	
FYBCOM	C	Ms. Neha Tambe	
FYBCOM	D	Ms. Rashmi Mehbobani	
FYBCOM	E	Mr. Praful Ghag	
FYBCOM	F	Ms. Delcy Pereira 2094.5	
FYBCOM	G	Ms. Sharmila Raut	
FYBCOM	H	Ms. Shuborna Banerjee	
FYBCOM	I	Ms. Clarita Lopes	
FYBCOM	J	Ms. Sachin Kadam	
FYBCOM	K	Ms. Swetlana Dias	
FYBCOM	L	Ms. Pushpa Barve	
FYBCOM	M	Ms. Smita Jadhav	
FYBCOM	N	Ms. Ashleshya Maurya	
FYBCOM	O	Ms. Shivpriya	
SYBCOM	A	Ms. Sandra Lopes/Aurora	
SYBCOM	B	Ms. Babli Jha	
SYBCOM	C	Ms. Sweta Chaudhary	
SYBCOM	D	Ms. Varda Katle	
SYBCOM	E	Ms. Sonal Raut	
SYBCOM	F	Ms. Kavita Purandare	
SYBCOM	G	Ms. Deepa Dalvi	
SYBCOM	H	Ms. Abigail Dmello	
SYBCOM	I	Ms. Manisha Bhosale	
SYBCOM	J	Ms. Nazia Shaikh	
SYBCOM	K	Mr. Manoj Sharma	
SYBCOM	L	Ms. Priyanka Bangera	
SYBCOM	M	Ms. Mala Khanchandani	
SYBCOM	N	Ms. Ashwini Bhoir	

A meeting of Co-ordinators and Class teacher of Commerce Faculty was held on 4th August 2022 at 11.00 am in room no -430. The following points were discussed in the meeting:-

The meeting began with Introduction and brief about meeting by Dr (CA) Mabel Lobo. Vice Principal Ms. Prajaktia Paranjpe madam had addressed to the faculty members about their role in the smooth conduct of department.

Dr Rakhee Oza (HOD- comnece) provided detail explanation about the role of coordinators and class teachers. The brief about discussion is as follows:

1. Role of coordinator

- a. Daily adjustments of lectures to be done and recording it in a register.
- b. Assisting in organising department activities.
- c. Overall discipline of classes allotted should be monitored by coordinators.
- d. Analysing results and arranging remedial lectures for students and maintaining the record for the same.
- e. Checking log book and attendance register of teachers monthly.

2. Role of class teacher

- a. Appointment of CR for SYBCOM and TYBCOM.
 - b. Mentoring your respective class and maintaining the record of the same.
 - c. Students leave record to be maintained.
 - d. Recognising advanced learners and slow learners and guiding them and maintaining records for the same.
 - e. Every class teachers should have their own class time table with themselves.
 - f. Department and activities to be conducted by departments.
- At the end of meeting vote of thanks were given by Mrs Padmaja Joshi madam

The meeting ends at 12 p.m. with vote of Thanks by Prof Padmaja Joshi

Date : 04/08/2022

HOD (COMMERCE)




Vice Principal

A meeting of department of Commerce was held on 28th November 2022 at 11:00 am in seminar hall. The meeting was headed by Dr V.S. Adigal, Principal Sir, Dr. Dr Rakhee Oza, HOD-Commerce and (CA) Mabel Lobo, HOD- Accountancy.

List of members present for the meeting is enclosed herewith.

The following points were discussed at the meeting.

1. Complete TYBCOM evaluation in the given period.
2. Be liberal while checking the papers and see the students receive minimum passing marks.
3. Inform senior supervisors and coordinators about exchange of supervisions if any.
4. Staff should be present in the staff room till 10:30 a.m. for any adjustments of the lectures.
5. Details of All India commerce association were given by Principal Sir,

The meeting was over with vote of Thanks to Principal and HOD.

FOR DEPARTMENT OF COMMERCE

DR RAKHEE OZA

HOD



Principal
Principal

COMMERCE

Sr.No	Name	Department	Sign
1	Dr. Rakhee Rakesh Oza-HOD	Commerce	
2	Ms. Prakiana Manoj Kore	Commerce	
3	Ms. Varda Vilas Kale	Commerce	
4	Ms. Archana Ramchandrar Paul	Commerce	
5	Ms. Manisha Bhosale	Commerce	
6	Ms. Niteshwar Vinay Chumre	Commerce	
7	Ms. Deepa Dalvi	Commerce	
8	Ms. Nazia Shaikh	Commerce	
9	Ms. Aardhana R Singh	Commerce	
10	Ms. Sandra Lopes	Commerce	

Self Finance Courses- commerce

Sr.No	Name	Department	Sign
1	Dr. Pranjata Prasad Parampe	Commerce	
2	Dr. Koshni Kuldeep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Nilambhar Shridhaye	Commerce	
5	Ms. Fari Sunny Cherryan	Commerce	
6	Ms. Hemangi Mehta	Commerce	
7	Ms. Neha Janbe	Commerce	
8	Ms. Princy Limsh	Commerce	
9	Ms. Priyanka Singh	Commerce	
10	Ms. Rashmi S Gurunani	Commerce	
11	Ms. Sayali Patil	Commerce	
12	Mr. Snehal Patil	Commerce	
13	Ms. Seema Sihana	Commerce	
14	Ms. Karishma Kale	Commerce	

Department of Accountancy

Sr.No	Name	Department	Sign
1	Dr (CA) Mabel Lobo- HOD	Accountancy	
2	Dr Audrin Colaco	Accountancy	
3	Mr. Amol Vaze	Accountancy	
4	Dr. Firoz Khan	Accountancy	
5	Ms. Babli Jha	Accountancy	
6	Ms. Mezbeen Lalani	Accountancy	
7	Dr Deepakumar Gupta	Accountancy	
8	Ms. Sonal Raut	Accountancy	
9	Ms. Nikita Joglekar	Accountancy	
10	Ms. Julia Patil	Accountancy	
11	Mr. Kaushik Save	Accountancy	
12	Ms. Amrita Patil	Accountancy	
13	Ms. Tejaswini Naik	Accountancy	
14	Ms. Jagruti Naukudkar	Accountancy	
15	Ms. Monali Sankhe	Accountancy	
16	Mr. Sachin Kadam	Accountancy	
17	Ms. Ankita Raut	Accountancy	
18	Ms. Delcy Petreha	Accountancy	

Self Finance Courses- ACCOUNTANCY DEPT.			Sign
1	Ms. Kalpana Jain	Accountancy SFC	
2	Ms. Megha Naik	Accountancy SFC	
3	Mr. Vishal Sawant	Accountancy SFC	
4	Ms. Bhakti Purandare	Accountancy SFC	
5	Ms. Heena Qureshi	Accountancy SFC	
6	Ms. Gauri Yadav	Accountancy SFC	
7	Ms. Shruti Barse	Accountancy SFC	
8	Ms. Pranali Gurav	Accountancy SFC	
9	Mr. Abhishek Vithal Madave	Accountancy SFC	
10	Ms. Janika Patel	Accountancy SFC	
11	Ms. Surekha Bargave	Accountancy SFC	
12	Mr. Kevail Limbachya	Accountancy SFC	
13	Ms. Ashwini Gurav	Accountancy SFC	
14	Ms. Ankita Almeida	Accountancy SFC	
15	Ms. Purnia Rebello	Accountancy SFC	

Inter-disciplinary			Sign
Sr.No	Name	Department	
1	Ms. Padmaja Joshi	Inter-Disciplinary	
2	Ms. Anbari Patwardhan	Inter-Disciplinary	
3	Ms. Kavita Vias Purandare	Inter-Disciplinary	
4	Mr. Manoj Sharma (part time)	Inter-Disciplinary	
5	Ms. Suborna Banerjee	Inter-Disciplinary	
6	Dr. Ms. Zebia Siddiqui	Inter-Disciplinary	
7	Ms. Sheetal Shirke Jadhav	Inter-Disciplinary	
8	Ms. Shruti Patil	Inter-Disciplinary	
9	Ms. Smita Jadhav Khaire	Inter-Disciplinary	
10	Ms. Ashlesha Sahajwari Maurya	Inter-Disciplinary	
11	Mr. Arjun Vishwakarma	Inter-Disciplinary	
12	Ms. Neelam Rahore	Inter-Disciplinary	
13	Ms. Manjushri Oak	Inter-Disciplinary	
14	Ms. Shivpriya Achari	Inter-Disciplinary	
15	Ms. Neha Sanjay Maheshwari	Inter-Disciplinary	
16	Ms. Wilma M Deunha	Inter-Disciplinary	
17	Ms. Abhishek Damello	Inter-Disciplinary	
18	Ms. Sharmila Raut	Inter-Disciplinary	
19	Ms. Puslpa Rakesh Barve	Inter-Disciplinary	
20	Ms. Priyanka Dinesh Banerger	Inter-Disciplinary	

ECONOMICS			Sign
Sr.No	Name	Department	
1	Dr. Nilima Bhargawat	Economics	
2	Ms. Veena Sihana	Economics	
3	Ms. Pallavi Naik	Economics	
4	Ms. Veronica Barla	Economics	
5	Ms. Akkruti Bose	Economics	
6	Ms. Reena Behra	Economics	
7	Ms. Veerama Tevar	Economics	
8	Ms. Brishi Biswas	Economics	
9	Mr. Liges K.	Economics	
10	Ms. Gloria Pereira	Economics	
11	Ms. Sumita Nair	Economics	
12	Ms. Vishaka Sampat	Economics	
13	Ms. Ankita Pandey	Economics	

09/01/2023

A meeting of Department of Commerce was held on 9th January 2023 at 11:00 a.m. in room number 403. List of staff attended the meeting is enclosed herewith. The meeting was headed by Dr Rakhee Oza, HOD- Commerce, Dr (CA) Mabel Lobo, HOD- Accountancy and Prof. Prakana Kore, HOD- Commerce. Discussion was done on following matters:

1. Discipline regarding coming and going to the college of staff members needs to be maintained.
2. Lecture timings to be followed.
3. Post leaves messages before 7:00 am in respective groups.
4. No disclosure about the paper setter to the students should be done and whole syllabus should be taught to the students.
5. Tentative date for completion of syllabus is 28 Feb 2023 for SY and TY classes. For FY classes the date of completion will be communicated in due course.
6. Paper setter need to check the paper after setting the paper and avoid mistakes like repetition of questions.
7. Assessment and moderation of paper should be done on time.
8. Teachers absent due medical conditions so their might be adjustment of lectures for teachers need to be done and co-operation is expected from teachers.
9. During assessment professors take leave and do not take lectures and come for assessment. This practice should be avoided.
10. Excess leave taken by teachers and same will be informed to principal.
11. Give access to library and take books or reference books.

12. Training program for TY students is arranged and for the same cooperation is expected from teachers.

13. NAAC Criteria related information for 2021-22 which is required by criterion members can be communicated to HOD, which can be saved in drive, the link of which will be shared with respective teachers.

After discussion of above matters, the forum was open for the discussion of the teachers. Prof Shivpriya Achari and Prof Reena Behra provided some inputs regarding discipline of students. The same is noted for future purpose.

The meeting was over with vote of Thanks to Principal and HOD.

FOR DEPARTMENT OF COMMERCE

DR RAKHEE OZA
HOD



G. R. S.
Principal

COMMERCE

Sr.No	Name	Department	Sign
1	Dr. Rakhee Kalesh Ora-HOD	Commerce	
2	Ms. Prakranta Anmol Kore	Commerce	
3	Ms. Varda Vilas Kalle	Commerce	
4	Ms. Arjitana Ramchandra Patil	Commerce	
5	Ms. Manisha Bhosale	Commerce	
6	Ms. Niteshwar Vinay Chumre	Commerce	
7	Ms. Deepa Dalvi	Commerce	
8	Ms. Nazia Shaikh	Commerce	
9	Ms. Atulchana R Singh	Commerce	
10	Ms. Sandra Lopes	Commerce	

Self Finance Courses - commerce

Sr.No	Name	Department	Sign
1	Dr. Pratiksha Prasad Paranjpe	Commerce	
2	Dr. Koshini Kulkdeep Nagur	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Niambar Shudhaye	Commerce	
5	Ms. Pim Sunny Cheryan	Commerce	
6	Ms. Hemangi Mehta	Commerce	
7	Ms. Neha Lambhe	Commerce	
8	Ms. Princy Limsh	Commerce	
9	Ms. Priyanka Singh	Commerce	
10	Ms. Rashmi S Gurunani	Commerce	
11	Ms. Sayali Patil	Commerce	
12	Ms. Snehal Patil	Commerce	
13	Ms. Seema Sthana	Commerce	
14	Ms. Karishma Kale	Commerce	

Department of Accountancy

Sr.No	Name	Department	Sign
1	Dr. (CA) Mahesh Lobo- HOD	Accountancy	
2	Dr. Andrin Colaco	Accountancy	
3	Mr. Anmol Vaze	Accountancy	
4	Dr. Firoz Khan	Accountancy	
5	Ms. Babli Jha	Accountancy	
6	Ms. Mezbien Lalani	Accountancy	
7	Dr. Deepakumar Gupta	Accountancy	
8	Ms. Sonal Raut	Accountancy	
9	Ms. Nikita Jogekar	Accountancy	
10	Ms. Juita Patil	Accountancy	
11	Mr. Kausik Save	Accountancy	
12	Ms. Amrita Paul	Accountancy	
13	Ms. Tejaswini Naik	Accountancy	
14	Ms. Jaeruti Naukudkar	Accountancy	
15	Ms. Monali Sankhe	Accountancy	
16	Mr. Sachin Kadam	Accountancy	
17	Ms. Ankita Raut	Accountancy	
18	Ms. Delcy Pereira / CPMO	Accountancy	

Self Finance Courses- ACCOUNTANCY DEPT.

1	Ms. Kalpana Jain	Accountancy SFC	Sign
2	Ms. Megha Naik	Accountancy SFC	Sign
3	Mr. Vishal Sawant	Accountancy SFC	Sign
4	Ms. Bhakti Purandare	Accountancy SFC	Sign
5	Ms. Heena Qureshi	Accountancy SFC	Sign
6	Ms. Gauri Yadav	Accountancy SFC	Sign
7	Ms. Shrut Basre	Accountancy SFC	Sign
8	Ms. Pranali Gujar	Accountancy SFC	Sign
9	Mr. Abhishek Vilhal Madave	Accountancy SFC	Sign
10	Ms. Tarika Patel	Accountancy SFC	Sign
11	Ms. Surekha Barge	Accountancy SFC	Sign
12	Mr. Keyur Limbachhiya	Accountancy SFC	Sign
13	Ms. Ashwini Gujar	Accountancy SFC	Sign
14	Ms. Ankita Almeida	Accountancy SFC	Sign
15	Ms. Plemia Rebello	Accountancy SFC	Sign

Sr.No	Name	Department	Sign
1	Ms. Padma Joshi	Inter-Disciplinary	KE
2	Ms. Anshu Patwardhan	Inter-Disciplinary	
3	Ms. Kavita Vithal Purnikar	Inter-Disciplinary	
4	Ms. Manoj Sharma (part time)	Inter-Disciplinary	
5	Ms. Suborna Banerjee	Inter-Disciplinary	
6	Dr. Ms. Zehra Siddiqui	Inter-Disciplinary	
7	Ms. Sushma Joshi	Inter-Disciplinary	
8	Ms. Sushma Joshi	Inter-Disciplinary	
9	Ms. Anshu Patwardhan	Inter-Disciplinary	
10	Ms. Anshu Patwardhan	Inter-Disciplinary	
11	Ms. Anshu Patwardhan	Inter-Disciplinary	
12	Ms. Anshu Patwardhan	Inter-Disciplinary	
13	Ms. Anshu Patwardhan	Inter-Disciplinary	
14	Ms. Anshu Patwardhan	Inter-Disciplinary	
15	Ms. Anshu Patwardhan	Inter-Disciplinary	
16	Ms. Anshu Patwardhan	Inter-Disciplinary	
17	Ms. Anshu Patwardhan	Inter-Disciplinary	
18	Ms. Anshu Patwardhan	Inter-Disciplinary	
19	Ms. Anshu Patwardhan	Inter-Disciplinary	
20	Ms. Anshu Patwardhan	Inter-Disciplinary	

Sr.No	Name	Department	Sign
1	Dr. Nirmala Bhargava	Economics	KE
2	Ms. Veena Sharma	Economics	
3	Ms. Pallavi Naik	Economics	
4	Ms. Veronica Bhatia	Economics	
5	Ms. Anshu Patwardhan	Economics	
6	Ms. Anshu Patwardhan	Economics	
7	Ms. Anshu Patwardhan	Economics	
8	Ms. Anshu Patwardhan	Economics	
9	Ms. Anshu Patwardhan	Economics	
10	Ms. Anshu Patwardhan	Economics	
11	Ms. Anshu Patwardhan	Economics	
12	Ms. Anshu Patwardhan	Economics	
13	Ms. Anshu Patwardhan	Economics	

Meeting with co-ordinators at 9.30 a.m. on 6th March 2023 in room no. 430. The following faculty members present for the meeting

- 1) Dr. Nirmala Bhargava
- 2) Dr. Roshni Zia (H.O. - Commerce)
- 3) Dr. (CS) Pooja Lata (H.O. - Accountancy)
- 4) Prof. Preetha Kore (H.O. - Commerce)
- 5) Dr. Anil K. Sharma
- 6) Dr. Anil K. Sharma
- 7) Dr. Anil K. Sharma
- 8) Dr. Anil K. Sharma
- 9) Dr. Anil K. Sharma
- 10) Dr. Anil K. Sharma
- 11) Dr. Anil K. Sharma
- 12) Dr. Anil K. Sharma
- 13) Dr. Anil K. Sharma
- 14) Dr. Anil K. Sharma
- 15) Dr. Anil K. Sharma
- 16) Dr. Anil K. Sharma

The following matter was discussed:-

- 1) Lecture adjustment need to be done due to 12th exam. Co-ordinators are requested to put the time table of their class in co-ordinators group so as to make aware other co-ordinators to adjust their lecture
- 2) Keep record of adjustments done and the reason for such adjustments
- 3) Attendance record maintenance is also important. Suggestions are invited for proper attendance system so as to inform attendance committee about the problems faced and suggest.

19/05/2023

19/05/2023

A meeting of co-ordinators of commerce faculty was called to discuss about what related documents to collect. The following was present for meeting.

- 1) Dr. Rabbet Oza H.O.D. (Commerce)
- 2) Dr. CCA (Rabbi) H.O.D. (Accounting)
- 3) Prof. Pawan G. Nair (Coordinator CBEC)
- 4) Dr. Anil Patel (Coordinator)
- 5) Padma N. Joshi (Coordinator)
6. Dr. Kishan Nigam (Coordinator)
7. Megha Malik (Coordinator)
8. Veena Shinde (Coordinator)
9. Niteshwar Chitambar (Coordinator)
10. Dr. Anil K. Thakur (Coordinator)
11. Prof. Karpal Jain (Coordinator)

4) Data regarding 2022-23 need to be collected

Academic calendar → Need to be collected by college

Time table → Available

Room wise → Available

PO/PSO/CO → Available

minutes of Dept. meeting → Available

Lesson Plan → co-ordinators need to take within a week

Work Diary → log book
→ Google form to prepare in first day
→ co-ordinators need to fill the form
to put information in Y&N form

4) Co-ordinators are informed to check syllabus completion status. Revision lectures can be conducted if syllabus completed.

H.O.D.

(Commerce Dept)



Principal

- Roll call list
co-ordinators need to keep list
to save

- master - master file to save

- subject wise form to be taken

- 4/5 sample form to be taken

division wise to maintain 5/10

class teachers to inform last day

co-ordinators to inform June 2023

at collection in 20th June 2023

- Parent - Teacher meeting details

- soft copy to be maintained

- list of students attended with

parent's sign - 20th June 2023

b) Appointment of new staff -> HOD to draft

skill development -> Training programme

c) Internal question paper -> SFC

question bank -> 22-23 folder to prepare

sem 2/- subject wise list

II/III/IV to upload.

Result analysis -> 22-23 To check

d) Project work -> SFC to upload

Field project -> one activity to show

8/4 -> Land - subject - can plan

visit -> court

7/4 -> word Trade Centre / share

market

25/05/23

A meeting of co-ordinators of commercial
and self finance courses was held on
25th May 23 at 10:00 am in main hall

- 1) Dr. Rajasekara (HOD-commerce)
- 2) Pm. Pratima Kae C-11 ->
- 3) Dr. Ch. Mabel Vito (HOD-Accountancy)
- 4) Prof. Kalpana Jagan
- 5) Prof. Palani Naik (F&B cum co-ordinator)
- 6) Dr. Kulkarna Ravi (F&B cum Co-ordinator)
- 7) Paduraja H. Jyoti (F&B cum Co-ordinator)
- 8) Veena Jhanna (C cum co-ordinator)
- 9) Nileshwara Ghurur (S&B cum Co-ordinator)
- 10) Meghin Laloru (S&B cum Co-ordinator)
- 11) Kallale Sare T.T. D. cum co-ordinator for

The meeting was called with respect to
feedback form of students of 2022-23
It was informed to co-ordinators to
prepare class-wise teachers list and
prepare feedback form of respective
teachers through HOD email id.

E) Budget → Requisition book photo to upload.

Infrastructure → To take information

Department Library → To maintain record

Megha Nalk to maintain record.

F) → Feedback : Students → pending

→ co-curricular activities

Faculty of commerce → Folder to prepare

Accountancy Commerce SFC

→ Placement activities → Contact kadamba
→ mail to do.

→ Students qualifying in state / National / international level examination.

Mileshwar ahamre → To do.

→ Google Form to prepare

→ certificate to take

G) FDP Funds / Grants received } Audin air to provide

##



HOD (Commerce Dept)

Principal

ACCOUNTANCY

DEPT

MINUTES BOOK

21/07/2022

Meeting of Accountancy Dept. was held on 21st July 2022 at Room No. 403, New campus. The following members attended meeting:

DEPARTMENT OF ACCOUNTANCY

Sr.No	Name	Department	Sign
1	Dr (CA) Mabel Lobo- HOD	Accountancy	
2	Dr Audrin Colaco	Accountancy	
3	Ms. Babli Jha	Accountancy	
4	Ms. Mezbeen Lalani	Accountancy	
5	Dr. Deepakumar Gupta	Accountancy	
6	Ms. Sonal Raut	Accountancy	
7	Ms. Nikita Joglekar	Accountancy	
8	Ms. Juita Patil	Accountancy	
9	Mr. Kaushik Save	Accountancy	
10	Ms. Sandra Lopes	Accountancy	
11	Mr. Amol Vaze	Accountancy	
12	Ms. Kalpana Jain	Accountancy	
13	Ms. Megha Naik	Accountancy	
14	Mr. Vishal Sawant	Accountancy	
15	Ms. Amita Patil	Accountancy	
16	Ms. Tejaswini Naik	Accountancy	
17	Ms. Monali Sankhe	Accountancy	

18. Dr. Feroz Khan

Accountancy

Sr.No	Name	Department	Sign
1	Ms. Heena Qureshi	Accountancy SFC	
2	Ms. Gauri Yadav	Accountancy SFC	
3	Ms. Shruti Basre	Accountancy SFC	
4	Mr. Sachin Kadam	Accountancy SFC	
5	Ms. Pranali Gurav	Accountancy SFC	
6	Mr. Abhishek Vithal Madaye	Accountancy SFC	
7	Ms. Ankita Raut	Accountancy SFC	
8	Ms. Jagruti Nargudkar	Accountancy SFC	
9	Ms. Tarika Patel	Accountancy SFC	
10	Ms. Surekha Bargave	Accountancy SFC	
11	Mr. Keyur Limbachiya	Accountancy SFC	
12	Ms. Bhakti Purandare	Accountancy SFC	
13	Mr. Feroz Khan	Accountancy SFC	
14	Ms. Ashwini Gurav	Accountancy SFC	
15	Ms. Ankita Almeida	Accountancy SFC	
16	Ms. Plemia Rebello	Accountancy SFC	
17	Ms. Abigel Dmello	Accountancy SFC	

The following matter was discussed at the meeting:

1. Since there is shifting of workload into conventional and SFC course, the new workload will be provided to staff members.
2. Staff members were informed to hand over the subject smoothly to the succeeding teachers.
3. Staff members were instructed to upload syllabus completion status in the drive that will be provided by the HOD and new Time table given will be implemented from Monday that is 25th July 2022.
4. It was instructed by the HOD that in accountancy subjects atleast 5 practical problems to be solved in the class.
5. Professors were told to update the qualification by enrolling for PHD and try clearing NET/SET and do some research work..
6. Professor also instructed to maintain discipline for students in the classroom and college corridors.
7. It was also instructed to professors about the role of class teachers as class teachers can act as mentor to the students.
8. It was also told to keep the record about the same.
8. Instruction was given to update the log book.

The meeting was concluded at 11:45 am with vote of thanks to HOD.

Geeta
Principal



Whebo
HOD

04/08/2022
Meeting of co-ordinators and class Teacher was held on 4th August 2022 at 11 a.m. in room no. 403, New Campus. The following was attende for the meeting.

Sr. No	Name	Stream	Divisions	Sign
1	Ms. Prakrati Kore	TYBCOM	ABCD	<i>Pr.</i>
2	Ms. Megha Naik	TYBCOM	UKL	<i>Pr.</i>
3	Dr. Firoz Khan	TYBCOM	EFCH	
4	Mr. Kaushik Save	TYBCOM	MNO	<i>Save</i>
5	Ms. Veena Shana	SYBCOM	UKL	<i>Shana</i>
6	Ms. Niteshwari Ghumre	SYBCOM	MNO	<i>Ghumre</i>
7	CA Morali Mohite	SYBCOM	ABCD	<i>Mohite</i>
8	Ms. Mezbien Lalani	FYBCOM	EFCH	<i>Lalani</i>
9	Ms. Padma Joshi	FYBCOM	UKL	<i>Joshi</i>
10	Mr. Anil Vaze	FYBCOM	MNO	<i>Vaze</i>
11	Ms. Pallavi Naik	FYBCOM	EFCH	<i>Naik</i>
12	Ms. Archana Patil	BAF		<i>Patil</i>
13	Dr. Audin Colaco	BAF	FY	<i>Colaco</i>
14	Ms. Priyanka Singh	BAF	SY	<i>Singh</i>
15	Ms. Bhakti Prandare	BAF	TY	<i>Prandare</i>
16	Ms. Jagruti Narguekar	BAF		<i>Narguekar</i>
17	Dr. Roshani Nagar	BBI	FY	<i>Nagar</i>
18	Ms. Aaradhana Singh	BBI	SY	<i>Singh</i>
19	Ms. Sunita Nair	BBI	TY	<i>Nair</i>
20	Ms. Nazia Shaikh	BFM		<i>Shaikh</i>
21	Ms. Kalpana Jain	BFM	FY	<i>Jain</i>
22	Mr. Lelesh Kelch	BFM	SY	<i>Kelch</i>
23	Ms. Surekha Bhargave	BFM	TY	<i>Bhargave</i>
24	Ms. Heena Quersthi	BEWE		<i>Quersthi</i>
25	Ms. Snehal Shirke	BFMG, BIM		<i>Shirke</i>
26	Ms. Rashmi Gurunani	BFMG, BIM		<i>Gurunani</i>

LIST OF CLASS TEACHERS FOR THE ACADEMIC YEAR 2022-23			
STREAM	CLASS	CLASS TEACHER	Sign
SYBCOM	A	Mr. Manoj Sharma	
SYBCOM	B	Ms. Mala Khanchandani	Hale
SYBCOM	C	Ms. Karishma Kale	
SYBCOM	D	Ms. Nikita Jogle	
SYBCOM	E	Ms. Manisha Bhosale	
SYBCOM	F	Ms. Varda Kalle	
SYBCOM	G	Ms. Sharmila Patil	
SYBCOM	H	Ms. Ashwini Bhoir	
SYBCOM	I	Ms. Vishaka Sampat	
SYBCOM	J	Ms. Sandra Lopes	
SYBCOM	K	Ms. Valarmati Tewar	
SYBCOM	L	Ms. Sonal Raut	
SYBCOM	M	Ms. Kavita Purandare	
SYBCOM	N	Ms. Ankita Pandey	
SYBCOM	O	Ms. Babil Jha	
TYBCOM	A	Mr. Deepak Gupta	
TYBCOM	B	Mr. Arjun Vishwakarma	
TYBCOM	C	Dr. Akruhi Bose	
TYBCOM	D	Ms. Neelam Rathore	
TYBCOM	E	Ms. Amita Patil	
TYBCOM	F	Ms. Juita Patil	
TYBCOM	G	Ms. Manjushree Oak	
TYBCOM	H	Mr. Glorita Pereira	
TYBCOM	I	Mr. Vishal Sawant	
TYBCOM	J	Ms. Kalpita Chaudhary	
TYBCOM	K	Ms. Tejaswini Naik	
TYBCOM	L	Ms. Nilambari Sidhye	
TYBCOM	M	Ms. Veronica Barla	
TYBCOM	N	Mr. Kaushik Save	
TYBCOM	O	Ms. Jinal Chavan	

SYBAF	A	Ms. Ambari Patwardhan	
SYBAF	B	Mr. Leejesh Keloth	
SYBAF	C	Ms. Princy Tanish	
TYBAF	A	Ms. Nazia Shaikh	
TYBAF	B	Ms. Jagruti Nargudkar	
TYBAF	C	Ms. Surekha Bhargave	
SYBBI	A	Ms. Plemia Rebelio	
SYBBI	B	Ms. Tarika Patel	
SYBBI	C	Ms. Aaradhana Singh	
TYBBI	A	Mr. Keyur Limbachiya	
TYBBI	B	Ms. Gauri Yadav	
TYBBI	C	Ms. Neha Tambe	
SYBFM	A	Ms. Seema Sihana	
SYBFM	B	Mr. Aabhishek Madhe	
TYBFM	A	Ms. Pushpa Barve	
TYBFM	B	Ms. Ashwini Gurav	
SYIMG	A	Ms. Priyanka Bangera	
TYIMG	A	Ms. Abigel Dmello	
SYFMG	A	Ms. Shruti Basre	
TYFMG	A	Ms. Ankita Almeida	
SYEME	A	Ms. Neha Maheshwari	
TYEME	A	Ms. Ashlesha Maurya	




Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College Of Science,
Yashwantrao Keshav Patil College Of Commerce,
Vidhya Dayanand Patil College Of Arts,
(Viva College)
(Affiliated to University of Mumbai)
NAAC ACCREDITED WITH "B" GRADE (CGPA 2.69)

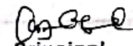
Notice No./VC/P/27/2022-23

Date: 02nd August 2022

NOTICE
(Degree College)

All the Co-ordinators and class teachers of Commerce Faculty are
Informed to Attend a meeting on Thursday, 04th August 2022 in
Room No. 403 at 11 a.m.


HOD Accountancy
Dr. (C.A) Mabel Lobo


Principal
Dr. V. S. Adigal

Copy to:

1. Vice Principals
2. Registrar
3. IQAC

Viva College Road, Virar (West) Pin - 401 303
Tel. : (0250) 2515276 / 2515278 / 6518808.

A meeting of Co-ordinators and Class teacher of Commerce Faculty was held on 4th August 2022 at 11.00 am in room no 430. The following points were discussed in the meeting.

The meeting began with Introduction and brief about meeting by Dr (CA) Mabel Lobo. Vice Principal Ms. Prajakta Paranjpe madam had addressed to the faculty members about their role in the smooth conduct of department.

Dr Rakhee Oza (HOD- commerce) provided detail explanation about the role of coordinators and class teachers. The brief about discussion is as follows:

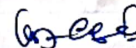
1. Role of coordinator


- a. Daily adjustments of lectures to be done and recording it in a register.
- b. Assisting in organising department activities.
- c. Overall discipline of classes allotted should be monitored by coordinators.
- d. Analysing results and arranging remedial lectures for students and maintaining the record for the same.
- e. Checking log book and attendance register of teachers monthly.

2. Role of class teacher

- a. Appointment of CR for SYBCOM and TYBCOM.
 - b. Mentoring your respective class and maintaining the record of the same.
 - c. Students leave record to be maintained.
 - d. Recognising advanced learners and slow learners and and guiding them and maintaining records for the same.
 - e. Every class teachers should have their own class time table with themselves.
 - f. Department and activities to be conducted by departments.
- At the end of meeting vote of thanks were given by Mrs Padmaja Joshi madam

The meeting ends at 12 p.m. with vote of Thanks by Prof Padmaja Joshi


Principal


HOD (ACCOUNTANCY)

Date : 04/08/2022



30/08/2022

SYBCOM Meeting

Date - 30th August 2022

Time- 11am- 11.30am

Venue- Room 403(New VIVA college)

Minutes of the Meeting

- Teachers have to Upload data on SYBCOM Drive.
- Academic Advisors have to make Word File on the drive to keep record of guidance or mentoring done by them.
- Attendance record should be uploaded in the drive
- FDP, research publication, paper presented, seminar or workshops attended records have to be filled in the respective folders in the drive.
- Teaching plan has to be uploaded by the respective subject teachers.
- Academic advisors have to make a folder on the drive for maintaining information for slow and advanced learner students. They need to keep a record of the work done by them for such students and any task assigned to them.
- PTA meeting of SYBcom Defaulter students will be held on 17 September 2022.
- Class teachers have to prepare minutes of PTA and take undertaking and signature of the parents.



Good

Heaven
H.O.D.

A meeting of department of Accountancy was held on 28th November 2022 at 11:00 a.m. in seminar hall. The meeting was headed by Dr V.S. Adigal, Principal Sir, Dr (CA) Mabel Lobo, HOD- Accountancy, Dr Rakhee Oza, HOD-Commerce. List of members present for the meeting is enclosed herewith.

The following points were discussed at the meeting.

1. Complete TYBCOM evaluation in the given period.
 2. Be liberal while checking the papers and see the students receive minimum passing marks.
 3. Inform senior supervisors and coordinators about exchange of supervisions if any.
 4. Staff should be present in the staff room till 10:30 a.m. for any adjustments of the lectures.
 5. Details of All India commerce association were given by Principal Sir,
- The meeting was over with vote of Thanks to Principal and HOD.

FOR DEPARTMENT OF ACCOUNTANCY

DR(CA) MABEL LOBO

HOD



(Signature)

DEPARTMENT OF ACCOUNTANCY			
Sr.No	Name	Department	Sign
1	Dr (CA) Mabel Lobo HOD		
2	Dr. Arundhata Colaco	Accountancy	
3	Mr. Anil Vaze	Accountancy	
4	Dr. Feroz Khan	Accountancy	
5	Ms. Meenakshi Lalit	Accountancy	
6	Dr. Deepakumar Gupta	Accountancy	
7	Ms. Sonali Paril	Accountancy	
8	Ms. Nikita Jogalekar	Accountancy	
9	Ms. Julia Paul	Accountancy	
10	Mr. Karan Singh	Accountancy	
11	Ms. Anita Paril	Accountancy	
12	Ms. Tanya Paril	Accountancy	
13	Ms. Jagruti Kulkarni	Accountancy	
14	Ms. Mohini Sankar	Accountancy	
15	Mr. Sachin Kadam	Accountancy	
16	Ms. Anika Raut	Accountancy	
17	Ms. Deivyashree	Accountancy	
18	Babli Shinde	Accountancy	

SELF FINANCE COURSES- ACCOUNTANCY DEPT.

Sr.No	Name	Department	Sign
1	Ms. Kalyani Jain	Accountancy SFC	
2	Ms. Megha Malik	Accountancy SFC	
3	Mr. Vishal Sawant	Accountancy SFC	
4	Ms. Bhakti Purandare	Accountancy SFC	
5	Ms. Heena Dursani	Accountancy SFC	
6	Ms. Gauri Yadav	Accountancy SFC	
7	Ms. Simran Bane	Accountancy SFC	
8	Ms. Pranali Gurav	Accountancy SFC	
9	Mr. Abhishek Vinay Madave	Accountancy SFC	
10	Ms. Tanika Patel	Accountancy SFC	
11	Ms. Surekha Bargave	Accountancy SFC	
12	Mr. Keyur Limbachya	Accountancy SFC	
13	Ms. Ashwini Gurav	Accountancy SFC	
14	Ms. Anika Almeida	Accountancy SFC	
15	Ms. Pema Rapello	Accountancy SFC	

Madhura Sane

SFC (Commerce)

(Signature)

COMMERCE			
Sr No	Name	Department	Sign
1	Dr. Ramesh Prasad Oza MD	Commerce	
2	Ms. Pranjana Manoj Kore	Commerce	
3	Ms. Vidya Vilas Katre	Commerce	
4	Ms. Archana Ramchandra Padi	Commerce	
5	Ms. Manisha Bhaskar	Commerce	
6	Ms. Nishwan Viraj Gurnani	Commerce	
7	Ms. Divya Davi	Commerce	
8	Ms. Nisha Shukla	Commerce	
9	Ms. Anuradha R Singh	Commerce	
10	Ms. Sarada Lokesh	Commerce	

SELF STUDY COURSES - COMMERCE

Signature

Sr.No	Name	Department	Sign
1	Dr. Pratyak Prasad Paragipe	Commerce	
2	Dr. Rishu K. Deep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Narmada Shukla	Commerce	
5	Ms. Fara Sunny Chatteryan	Commerce	
6	Ms. Himang Matha	Commerce	
7	Ms. Neha Tardie	Commerce	
8	Ms. Priya Tosh	Commerce	
9	Ms. Priyanka Singh	Commerce	
10	Ms. Rashmi Gauram	Commerce	
11	Ms. Saral Pall	Commerce	
12	Mr. Gopal Pall	Commerce	
13	Ms. Seema Sharma	Commerce	
14	Mr. Mahesh Kumar	Commerce	

Sr.No	Name	Department	Sign
1	Ms Padma Joshi	Inter-Disciplinary	
2	Ms Anshul Pawarman	Inter-Disciplinary	
3	Ms Kavita Vyas Purwadare	Inter-Disciplinary	
4	Mr Manoj Sharma (part time)	Inter-Disciplinary	
5	Ms Suwarna Bawerjee	Inter-Disciplinary	
6	Dr Ms Zehra Siddiqui	Inter-Disciplinary	
7	Ms Sireeta Shinde Jadhav	Inter-Disciplinary	
8	Ms Smriti Pillai	Inter-Disciplinary	
9	Ms Smriti Jadhav Khane	Inter-Disciplinary	
10	Ms Anshika Sahasrabai Maurya	Inter-Disciplinary	
11	Mr Arjun Vashwankar	Inter-Disciplinary	
12	Ms Neelam Rathore	Inter-Disciplinary	
13	Ms Manushi Oak	Inter-Disciplinary	
14	Ms Shripriya Achari	Inter-Disciplinary	
15	Ms Neha Bhaty Maheshwari	Inter-Disciplinary	
16	Ms Vidya M Dandana	Inter-Disciplinary	
17	Ms Abhishek Dandekar	Inter-Disciplinary	
18	Ms Sharmila Raut	Inter-Disciplinary	
19	Ms Pooja Ramesh Bawar	Inter-Disciplinary	
20	Ms Pooja Dinesh Bawar	Inter-Disciplinary	
21	Ms Pooja Dinesh Bawar	Inter-Disciplinary	

Svetlana Dias

1. Dr. Shweta Chakraborty

Abhinavi Bhar
Claretta

COMMERCE			
Sr No	Name	Department	Sign
1	Dr. Ramesh Prasad Oza MD	Commerce	
2	Ms. Pranjana Manoj Kore	Commerce	
3	Ms. Vidya Vilas Katre	Commerce	
4	Ms. Archana Ramchandra Padi	Commerce	
5	Ms. Manisha Bhaskar	Commerce	
6	Ms. Nishwan Viraj Gurnani	Commerce	
7	Ms. Divya Davi	Commerce	
8	Ms. Nazim Shaikh	Commerce	
9	Ms. Anuradha R Singh	Commerce	
10	Ms. Sarada Lokesh	Commerce	

SELF STUDY COURSES - COMMERCE

Signature

Sr.No	Name	Department	Sign
1	Dr. Pratyak Prasad Paragipe	Commerce	
2	Dr. Rishu K. Deep Nagar	Commerce	
3	Ms. Jinal Chohan	Commerce	
4	Ms. Narmada Shukla	Commerce	
5	Ms. Fara Sunny Chatteryan	Commerce	
6	Ms. Himang Matha	Commerce	
7	Ms. Neha Tardie	Commerce	
8	Ms. Priya Tosh	Commerce	
9	Ms. Priyanka Singh	Commerce	
10	Ms. Rashmi Gauram	Commerce	
11	Ms. Saral Pall	Commerce	
12	Mr. Gopal Pall	Commerce	
13	Ms. Seema Sharma	Commerce	
14	Mr. Mahesh Kumar	Commerce	

Sr.No	Name	Department	Sign
1	Ms Padma Joshi	Inter-Disciplinary	
2	Ms Anshul Pawarman	Inter-Disciplinary	
3	Ms Kavita Vyas Purwadare	Inter-Disciplinary	
4	Mr Manoj Sharma (part time)	Inter-Disciplinary	
5	Ms Suwarna Bawerjee	Inter-Disciplinary	
6	Dr Ms Zehra Siddiqui	Inter-Disciplinary	
7	Ms Sireeta Shinde Jadhav	Inter-Disciplinary	
8	Ms Smriti Pillai	Inter-Disciplinary	
9	Ms Smriti Jadhav Khane	Inter-Disciplinary	
10	Ms Anshika Sahasrabai Maurya	Inter-Disciplinary	
11	Mr Arjun Vashwankar	Inter-Disciplinary	
12	Ms Neelam Rathore	Inter-Disciplinary	
13	Ms Manushi Oak	Inter-Disciplinary	
14	Ms Shripriya Achari	Inter-Disciplinary	
15	Ms Neha Bhaty Maheshwari	Inter-Disciplinary	
16	Ms Vidya M Dandana	Inter-Disciplinary	
17	Ms Abhishek Dandekar	Inter-Disciplinary	
18	Ms Sharmila Raut	Inter-Disciplinary	
19	Ms Pooja Ramesh Bawar	Inter-Disciplinary	
20	Ms Pooja Dinesh Bawar	Inter-Disciplinary	
21	Ms Pooja Dinesh Bawar	Inter-Disciplinary	

Svetlana Dias

1. Dr. Shweta Chakraborty

Abhinavi Bhar
Claretta



09/01/23

A meeting of Department of Accountancy was held on 9th January 2023 at 11:00 am, in room number 403. List of staff attended the meeting is enclosed herewith. The meeting was headed by Dr (CA) Mabel Lobo, HOD- Accountancy, Dr Rakhee Oza, HOD- Commerce and Prof. Prakiana Kore, HOD- Commerce. Discussion was done on following matters:

1. Discipline regarding coming and going to the college of staff members needs to be maintained.
2. Lecture timings to be followed.
3. Post leaves messages before 7:00 am in respective groups.
4. No disclosure about the paper setter to the students should be done and whole syllabus should be taught to the students.
5. Tentative date for completion of syllabus is 28 Feb 2023 for SY and TY classes. For FY classes the date of completion will be communicated in due course.
6. Paper setter need to check the paper after setting the paper and avoid mistakes like repetition of questions.
7. Assessment and moderation of paper should be done on time.
8. Teachers absent due medical conditions so their might be adjustment of lectures for teachers need to be done and co-operation is expected from teachers.
9. During assessment professors take leave and do not take lectures and come for assessment. This practice should be avoided.
10. Excess leave taken by teachers and same will be informed to principal.
11. Give access to library and take books or reference books.

12. Training program for TY students is arranged and for the same cooperation is expected from teachers.

13. NAAC Criteria related information for 2021-22 which is required by criterion members can be communicated to HOD, which can be saved in drive, the link of which will be shared with respective teachers.

After discussion of above matters, the forum was open for the discussion of the teachers. Prof Shivpriya Achari and Prof Reena Behra provided some inputs regarding discipline of students. The same is noted for future purpose.

The meeting was over with vote of Thanks to Principal and HOD.

FOR DEPARTMENT OF ACCOUNTANCY

DR (CA) MABEL LOBO

HOD



Agge D
Principal

Attendance sheet of meeting held on 9th
at 11 a.m. in room no 403.

COMMERCE

Sr No	Name	Department	Signature
1	Dr. Mahesh Kumar Goud HOD	Commerce	
2	Dr. Mahesh Kumar Goud	Commerce	
3	Dr. Mahesh Kumar Goud	Commerce	
4	Dr. Mahesh Kumar Goud	Commerce	
5	Dr. Mahesh Kumar Goud	Commerce	
6	Dr. Mahesh Kumar Goud	Commerce	
7	Dr. Mahesh Kumar Goud	Commerce	
8	Dr. Mahesh Kumar Goud	Commerce	
9	Dr. Mahesh Kumar Goud	Commerce	
10	Dr. Mahesh Kumar Goud	Commerce	
11	Dr. Mahesh Kumar Goud	Commerce	
12	Dr. Mahesh Kumar Goud	Commerce	
13	Dr. Mahesh Kumar Goud	Commerce	
14	Dr. Mahesh Kumar Goud	Commerce	
15	Dr. Mahesh Kumar Goud	Commerce	
16	Dr. Mahesh Kumar Goud	Commerce	
17	Dr. Mahesh Kumar Goud	Commerce	
18	Dr. Mahesh Kumar Goud	Commerce	
19	Dr. Mahesh Kumar Goud	Commerce	
20	Dr. Mahesh Kumar Goud	Commerce	

Department of Accountancy

Sr No	Name	Department	Signature
1	Dr. Mahesh Kumar Goud HOD	Accountancy	
2	Dr. Mahesh Kumar Goud	Accountancy	
3	Dr. Mahesh Kumar Goud	Accountancy	
4	Dr. Mahesh Kumar Goud	Accountancy	
5	Dr. Mahesh Kumar Goud	Accountancy	
6	Dr. Mahesh Kumar Goud	Accountancy	
7	Dr. Mahesh Kumar Goud	Accountancy	
8	Dr. Mahesh Kumar Goud	Accountancy	
9	Dr. Mahesh Kumar Goud	Accountancy	
10	Dr. Mahesh Kumar Goud	Accountancy	
11	Dr. Mahesh Kumar Goud	Accountancy	
12	Dr. Mahesh Kumar Goud	Accountancy	
13	Dr. Mahesh Kumar Goud	Accountancy	
14	Dr. Mahesh Kumar Goud	Accountancy	
15	Dr. Mahesh Kumar Goud	Accountancy	
16	Dr. Mahesh Kumar Goud	Accountancy	
17	Dr. Mahesh Kumar Goud	Accountancy	
18	Dr. Mahesh Kumar Goud	Accountancy	
19	Dr. Mahesh Kumar Goud	Accountancy	
20	Dr. Mahesh Kumar Goud	Accountancy	

Self Finance Courses- ACCOUNTANCY DEPT.

Sr No	Name	Department	Signature
1	Dr. Mahesh Kumar Goud HOD	Accountancy	
2	Dr. Mahesh Kumar Goud	Accountancy	
3	Dr. Mahesh Kumar Goud	Accountancy	
4	Dr. Mahesh Kumar Goud	Accountancy	
5	Dr. Mahesh Kumar Goud	Accountancy	
6	Dr. Mahesh Kumar Goud	Accountancy	
7	Dr. Mahesh Kumar Goud	Accountancy	
8	Dr. Mahesh Kumar Goud	Accountancy	
9	Dr. Mahesh Kumar Goud	Accountancy	
10	Dr. Mahesh Kumar Goud	Accountancy	
11	Dr. Mahesh Kumar Goud	Accountancy	
12	Dr. Mahesh Kumar Goud	Accountancy	
13	Dr. Mahesh Kumar Goud	Accountancy	
14	Dr. Mahesh Kumar Goud	Accountancy	
15	Dr. Mahesh Kumar Goud	Accountancy	
16	Dr. Mahesh Kumar Goud	Accountancy	
17	Dr. Mahesh Kumar Goud	Accountancy	
18	Dr. Mahesh Kumar Goud	Accountancy	
19	Dr. Mahesh Kumar Goud	Accountancy	
20	Dr. Mahesh Kumar Goud	Accountancy	

Dr. Mahesh Kumar Goud
HOD

SFC

Signature

Sr No	Name	Department	Signature
1	Dr. Mahesh Kumar Goud HOD	Commerce	
2	Dr. Mahesh Kumar Goud	Commerce	
3	Dr. Mahesh Kumar Goud	Commerce	
4	Dr. Mahesh Kumar Goud	Commerce	
5	Dr. Mahesh Kumar Goud	Commerce	
6	Dr. Mahesh Kumar Goud	Commerce	
7	Dr. Mahesh Kumar Goud	Commerce	
8	Dr. Mahesh Kumar Goud	Commerce	
9	Dr. Mahesh Kumar Goud	Commerce	
10	Dr. Mahesh Kumar Goud	Commerce	
11	Dr. Mahesh Kumar Goud	Commerce	
12	Dr. Mahesh Kumar Goud	Commerce	
13	Dr. Mahesh Kumar Goud	Commerce	
14	Dr. Mahesh Kumar Goud	Commerce	
15	Dr. Mahesh Kumar Goud	Commerce	
16	Dr. Mahesh Kumar Goud	Commerce	
17	Dr. Mahesh Kumar Goud	Commerce	
18	Dr. Mahesh Kumar Goud	Commerce	
19	Dr. Mahesh Kumar Goud	Commerce	
20	Dr. Mahesh Kumar Goud	Commerce	

Department of Economics

Sr No	Name	Department	Signature
1	Dr. Mahesh Kumar Goud HOD	Economics	
2	Dr. Mahesh Kumar Goud	Economics	
3	Dr. Mahesh Kumar Goud	Economics	
4	Dr. Mahesh Kumar Goud	Economics	
5	Dr. Mahesh Kumar Goud	Economics	
6	Dr. Mahesh Kumar Goud	Economics	
7	Dr. Mahesh Kumar Goud	Economics	
8	Dr. Mahesh Kumar Goud	Economics	
9	Dr. Mahesh Kumar Goud	Economics	
10	Dr. Mahesh Kumar Goud	Economics	
11	Dr. Mahesh Kumar Goud	Economics	
12	Dr. Mahesh Kumar Goud	Economics	
13	Dr. Mahesh Kumar Goud	Economics	
14	Dr. Mahesh Kumar Goud	Economics	
15	Dr. Mahesh Kumar Goud	Economics	
16	Dr. Mahesh Kumar Goud	Economics	
17	Dr. Mahesh Kumar Goud	Economics	
18	Dr. Mahesh Kumar Goud	Economics	
19	Dr. Mahesh Kumar Goud	Economics	
20	Dr. Mahesh Kumar Goud	Economics	

Dr. Mahesh Kumar Goud

SFC

Signature

06/03/2023

Meeting with co-ordinators at 9:30 a.m.
on 6th March 2023 in room no. 430.
The following faculty members present
for the meeting

- 1) Dr. Nilima Bhargava (H.O.D. - Commerce) *[Signature]*
- 2) Dr. Ratna Datta (H.O.D. - Accountancy) *[Signature]*
- 3) Dr. (CA) Mabel Lobo (H.O.D. - Commerce) *[Signature]*
- 4) Prof. Pratiksha Kore (H.O.D. - Commerce) *[Signature]*
- 5) Dr. Pooja Kulkarni *[Signature]*
- 6) Dr. Lakshmi S. Gadgil *[Signature]*
- 7) Dr. Krunal N. Sare *[Signature]*
- 8) Dr. Aruna Patil *[Signature]*
- 9) Dr. Megha Lalani *[Signature]*
- 10) Dr. Monica Sankar *[Signature]*
- 11) Dr. Rishu Nagas *[Signature]*
- 12) Dr. Megha Naik *[Signature]*
- 13) Dr. Rashmi Gauram *[Signature]*
- 14) Dr. Pallavi Naik *[Signature]*
- 15) Dr. Nilishari Chavre *[Signature]*
- 16) Dr. Shubhi S. Chavre *[Signature]*
- 17) Dr. Anurag W. Vaze *[Signature]*

The following matter was discussed:-

Lecture adjustment need to be done due to 12th exam. Co-ordinators are requested to put the time table of their class in co-ordinators' group so as to make aware other co-ordinators to adjust their lecture.

Keep record of adjustments done and the reason for such adjustments.

Attendance record maintenance is also informed. Suggestions are invited for proper attendance system so as to inform Attendance Committee about the problems faced and suggestions.

4) Co-ordinators are informed to check syllabus completion status. Revision lectures can be conducted if syllabus completed.

[Signature]
H.O.D. - Accountancy. *[Signature]*
Principal



A meeting of F.Y.B.com Accountancy teachers was held on 5th April 2023 at 11:30 a.m. in room no. 623. The following teachers attended the meeting:-

- 1) Dr. CND Patel lobo H.O.D. Mohd
- 2) Prof. Anmol Vaze
- 3) Dr. Suresh Khan
- 4) Prof. Rishi Jha
- 5) Dr. Deepak Gupta
- 6) Prof. Anitha Pabli
- 7) Prof. Meenaben Lalani
- 8) Prof. Dileep Desai

The meeting was called to discuss the paper pattern of FYBcom Accountancy paper. It was urged to the paper setter to discuss the questions drafted in the question paper. Other teachers are also informed to check the coverage of syllabus in their division.

The meeting was over with vote of thanks.

Mohd

Dr. CND Patel lobo.

Signature
Principal



19/05/2023

A meeting of co-ordinators of commerce faculty was called to discuss about NMC related documents to collect. The following was present for meeting

- 1) Dr. Rakesh Ora H.O.D (commerce)
- 2) Dr. CND Patel lobo H.O.D (Accountancy) Mohd
- 3) Prof. Pawan G Nale Co-ordinator CBES Shir
- 4) Dr. Anil Kumar Patil Co-ordinator Shir
- 5) Padma N. Joshi Co-ordinator Shir
- 6) Dr. Kishan Nagan Co-ordinator Shir
- 7) Megha Nale Co-ordinator Shir
- 8) Veena Sibera Co-ordinator Shir
9. Nitish Kumar Chatur Co-ordinator Shir
10. Dr. Suresh Khan Co-ordinator Shir
11. Prof. Kishan Jain Co-ordinator Shir

4) Data regarding 2022-23 need to be collected

Academic calendar → Need to be collected by college

Time table - Available

Room wise - " -

PO/PSO / CO - " -

minutes of Dept. meeting - " -

Lesson Plan. → co-ordinators need to take within a week.

Work Plan → log book 2 in first day

→ Google form to prepare report of

→ co-ordinator need to fill the form

to put information in yearbook form

- Roll call list
co-ordinators need to keep list

- Mentor-Mentee File to save

- Student Attendance details
A/S sample form to be taken
divisionwise to be taken
class teachers to maintain file
co-ordinators to inform last date
of collection i.e. 20th June 2023

- Parent-Teacher meeting details
soft copy to be maintained
- list of students attended with
parent's sign - 20th June 2023

b) Appointment of new staff → HOD to check

Skill development → Training programme

c) Internal question paper → SFC

Question bank → 22-23 folders to prepare
Sem I/- Subjectwise list
II/III/IV to upload.

Result analysis → 22-23 to check

2) Project work → SFC to upload

Field project → one activity to show

Sy → Lab → Subject → can plan

visit → court

TY → world Trade Centre / share
market

e) Budget → Requisition book photo
to upload.

Infrastructure → to take information

Department Library → to maintain record

Megha Mark to maintain record.

f) → Feedback: students → pending

→ Co-curricular activities

Faculty of commerce → Folder to

prepare
[Accountancy] [Commerce] [SFC]

→ Placement activities → Contact Kadambari
→ mail to do.

→ Students qualifying in state / National /
international level examination.

Nilashwari Ghumre → to do.

→ Google form to prepare

→ certificate to take

g) FDP
Funds / Grants received } Audin sir to
provide

#

~~Neelam~~



HOD (Accountancy)

(Principal)


6060

25/05/23

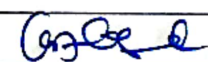
A Meeting of co-ordinators of conventional and self finance courses was held on 25th May 23 at 10:00 a.m. in room no 421

- 1) Dr. Rathee Dora (HOD - commerce)
- 2) Prof. Prakhya Kore (- " -)
- 3) Dr. C(A) Mabel Lobo (HOD - Accountancy)
- 4) Prof. Kalpana Jain
- 5) Prof. Pankaj Naik (FYBcom co-ordinator)
- 6) Dr. Anjana Patil (FYBcom Co-ordinator)
- 7) Padmaja N. Joshi (FYBcom - co-ordinator)
- 8) Veena Sihanra (SYBcom co-ordinator)
- 9) Nileshwarai Ghumre (SYBcom Co-ordinator)
- 10) Neelam Lalani (SYBcom ")
- 11) Koushik Sane T.Y. B. Com co-ordinator

The meeting was called with respect to feedback form of students of 2022-23. It was informed to co-ordinators to prepare class-wise teachers' list and prepare Feedback form of respective teachers through HOD email id.


(H.O.D. - Accountancy)




(Principal)

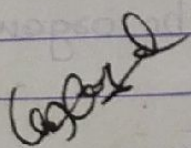
Minutes of Meeting

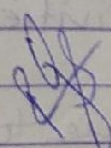
05th Aug, 2022

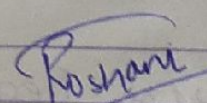
Agenda :-

1. 1st meeting of Self-finance.
2. Welcomed and Congratulated to all Staff and New Co-ordinators.
3. Co-ordinators and Class Teachers appointed.
4. Black list Submission must be in proper time and to update to class teacher and Co-ordinators.
5. Teaching plan course output should be updated and to upload in a file folder.
6. Upload achievement in folderⁱⁿ which link will be share.
7. Reimbursement of workplace shop, Refresher course, FDP will be get at A/c Dept.
8. Organise activities in dept. wise.
i.e, BAF, BBI, IM, FM, FMG and EME
9. Department wise activities should be organise.
10. Yearwise Teachers have to contact Co-ordinators as well as activities.

11. 10th August F.Y will start with Activities.
12. Planning according to Time Table, Cooperate with Co-ordinators for Activities.
13. Competitions are related with 15th August Independence Day.
14. NGO - Meet
15. (Names are welcomed for going to NGO.) Those who are coming to visit NGO can give their names to Co-ordinators.
16. Google form, WhatsApp group — Abhishek Sir
17. Registration for Activities and Rules for Activities told by Dr. Rashmi Madam.
18. Activities are in one day so duties are allotted to teachers.
19. Teacher having Idea regarding activities give to Co-ordinators.
20. Maintain Google classroom subject wise and concentrate only subjects.


Principal


HOD


Co-ordinator Sign

Teacher's Signature

Dr. Roshni. N. Roshni

Sucha Patil. SP

Aasadhana. S. Asadhana

Sumita. N. Sumita

Jyoti. Y.

Jyoti

Tarika Tarika

Divapenja. S.

Divapenja

Karishma. K. Karishma

Hesha. D.

Hesha

Prizanka. B. Prizanka

Jagriti. K.

Jagriti

Vishaka. Vishaka

Kalpna Jain

Kalpna

Abhishek. M. Abhishek

Keyur. L.

Keyur

Aukita. P.

Aukita

Nilambaxi

Nilambaxi

Ashwini. Y.

Ashwini

Plenia

Plenia

Hemangi

Hemangi

Pranali. G.

Pranali

Komal. N.

Komal

Princy. T.

Princy

Megha.

Megha

Prizanka. R.

Prizanka

Neha. M.

Neha

Rashmi. G.

Rashmi

Neha. T.

Neha

Reena. B.

Reena

Satish. P.

Satish

Vasanthi. S.

Vasanthi

Minutes of Meeting

(Agenda)

12th Sep, 2022

1. Internal Examination Marklist Out of 25 marks.

BB1 - SYBB1 - Sumita Nair / Struti B / Prayanka B

TYBB1 - Nazia S / Ankita A / Abigal / H

- * Score Less Marks (Assignment)
 - * Mark Not Less than 16 for SYBB1
 - * Mark ^{not} 21 for TYBB1
 - * Marklist should be blank.
- } Out of 25 marks

2. Absent students given more work.

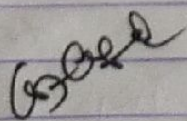
- Absent write with pencil.
- External marks checklist absent number.
- Responsibility lie with subject Teacher.
- Data submit to Co-ordinator.

3. Syllabus Completion for SYBB1 / TYBB1 - 30th Sept.

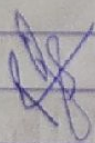
4. SYBB1 and TY'S Teachers, Question Bank, Unit wise, Chapter ^{wise}, Short note (Big) - 15

5. Third year - Test Series, E-Book.

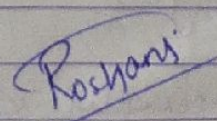
- * Attendance Sheet
- * Test Question Data



Principal



HOD



Coordinator Sign

Teacher's Signature

Dr. Koshni N.

Koshni

Smahal P.

Sm

Asadhana S.

Asadhana

Sumita N.

Sumita

Jaurei Y

Jaurei

Tarika

Tarika

Sivapriya S.

Sivapriya

Karishma K.

Karishma

Heena D.

Heena

Priganka B.

Priganka

Jagriti N

Jagriti

Vishaka

Vishaka

Kalpana J.

Kalpana

Abhishek M

Abhishek

Keyur L.

Keyur

Aukita P.

Aukita

Nilambari

Nilambari

Ashwini G.

Ashwini

Plenia

Plenia

Hemangi

Hemangi

Banali G.

Banali

Megha

Megha

Princy T.

Princy

Neha M.

Neha

Priganka R.

Priganka

Neha T.

NT

Rashmi G.

Rashmi

Leena B

Leena

Sailiy P.

Sailiy

Vasanthi S.

VRs

Shamila R.

Shamila

VIVA COLLEGE OF ARTS, COMMERCE and SCIENCE

(NAAC ACCREDITED 'B' GRADE, CGPA 2.69)

INDUCTION PROGRAMME

2022-23

→

SELF FINANCE COURSE

→

Financial Markets (BFM)

Financial Management (BFMG)

Investment Management (BIM)

Total Number of students →

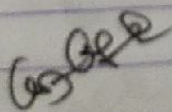
Resource Person / Chief Guest

Name of the Resource Person

1. Dr. Adigal
2. Dr. Prajakta . P.
3. Dr. Deepa . V.
4. Dr. Rakhee . O

Convener of Programme → Dr. Roshni Nagar

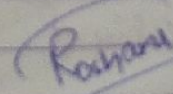
→



Principal



HOD



Coordinator

Induction program in an Educational Institution for a new batch of students enrolling in a particular study program is primarily a hand-holding them through the initial period to calm the nerves, and to get them warmed up for the challenges that lie ahead.

Here goes our Induction Program of class FYBBI —

This program is organised by self-finance Department and welcomed the New Batch of the students.

Arrival of all dignitaries and chief guest and Teachers and beloved the students. Our colleague Mrs. Anbari sang the prayer and guest lighted the lamp.

Anchor Mrs. Aradhana Singh introduced and welcomed all the members/participants in the given program. She called upon Dr. Roshni Nagar to explain about (CBI).

We moved forward to our next Anchor Aradhana Singh introduced our guest with their experience qualification with following PPT :—

- Dr. Rakhee. Oza
- Dr. Mabel. Lobo
- Dr. Prajakta P.
- Dr. Deepa. V
- Dr. V. S. Adigal

Everyone was welcomed by Tulsi plant and gave the valuable speech. Our Anchor introduced our beloved co-ordinators — Dr. Roshni N.

- Mrs. Kalpana Jain — Ms. Audin C.
- Mrs. Rashmi G. — Mrs. Snehal S. with token of love.

Last not the least Mrs. gave the vote of thanks and our chief guest were left on their way.

Next the Anchor Mrs. Aadhana S. introduced our self-finance courses Coordinator with their experience and their PPT, called upon the stage and welcomed, same honoured given to the Respected class Teachers.

Mrs.

Mrs. Neha M.

Our Co-ordinators explained about the exam pattern to the students. Anchor introduced the college and its premises and Infrastructures like :-

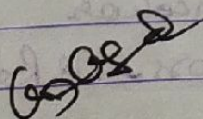
Library

Gymkhana

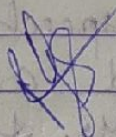
Canteen

Committees etc

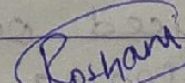
Our Co-ordinators had fun and games with our students and at last photo sessions held. This was the end of the Induction programme.



Principal



HOD



Co-ordinator Sign

Teacher's signature

Dr. Roshni. N.

Roshni

Sneha. P.

SP

Aasadhana. S.

Asadhana

Sumita. N.

SN

Jayni. Y.

JY

Tarika

TR

Sivapriya. S.

SP

Karishma. K.

KK

Heena. O.

HO

Priganka. B.

Bangera

Jagriti. K.

JK

Vishaka.

VK

Kalpna. J.

KJ

Abhishek. M.

AM

Kayen. L.

KL

Ankita. P.

AP

Nilambai

Nilambai

Ashwini. G.

AG

Prenia

Prenia

Hemangi

Hemangi

Panali. J.

PJ

Negha. K.

NPK

Princy. T.

PT

Neha. M.

NM

Priganka. R.

PR

Neha. T.

NT

Rashmi. G.

RG

Reena. B.

RB

Saili. P.

SP

Vasanthi. S.

VS

Shamila. R.

SR

Minutes of Meetings

— 17th Oct, 2022

Agenda.

Date - 17th Oct, 2022

After Diwali Vacation

Typed Questioned - Header

- True / False

- One sentence Answered

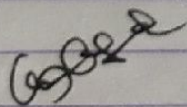
- Short Notes.

Submission on - Thursday.

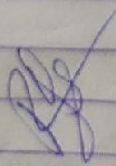
- 20th Oct, 2022.

- Children should pass in all the exams
- Given the Question Bank.
- Given the Assignment.

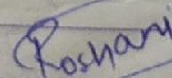
Meeting was taken by the Coordinator and their team staffs.



Principal



HOD



Co-ordinator Sign

Teacher's Signature

Dr. Poshni. N.	<u>Roshani</u>	Shelal. P.	<u>SN</u>
Aradhana. S.	<u>[Signature]</u>	Sumta. N.	<u>[Signature]</u>
Gauri. Y.	<u>[Signature]</u>	Tarika.	<u>[Signature]</u>
Swapeenya. S.	<u>[Signature]</u>	Karishma. K.	<u>KSCA</u>
Heena. D.	<u>[Signature]</u>	Penjanka. B.	<u>Bangera</u>
Izmiti. A.	<u>[Signature]</u>	Vishaka.	<u>[Signature]</u>
Kalpana. J.	<u>[Signature]</u>	Abhishek. M.	<u>[Signature]</u>
Kayur. L.	<u>[Signature]</u>	Ankita. P.	<u>[Signature]</u>
Nilambari	<u>JSwistate</u>	Ashwini. G.	<u>[Signature]</u>
Pleena	<u>Ponello</u>	Harangi	<u>[Signature]</u>
Pandeli. G.	<u>[Signature]</u>	Megha. K.	<u>MPK</u>
Princy. T.	<u>[Signature]</u>	Neha. M.	<u>[Signature]</u>
Pritya. R.	<u>[Signature]</u>	Neha. T.	<u>NT</u>
Rashmi. G.	<u>[Signature]</u>		
Reena. B.	<u>[Signature]</u>		
Sailiy. P.	<u>[Signature]</u>		
Vasanthi. S.	<u>VR</u>		
Sharmila. R.	<u>[Signature]</u>		

Minutes of Meetings.

Jan, 2023

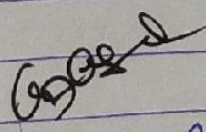
Date - 20th Jan, 2023

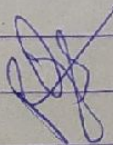
Day - Friday.

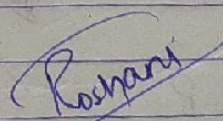
Agenda

- Completion of Syllabus.
- Second term Internal Exam.
- Need to give question bank.
- Holidays taken by staffs. (More)
- Students discipline.
- Paper setting as per the subjects given to teachers.

As the Co-ordinator of (CBSE) had meeting towards the BSE's staff in Room No. 403.


Principal


HOD


Co-ordinator Sign

Teacher's Signature

A. Koshni. N.

Roshani

Shuchel. P.

Bm

Asadulana. S.

Asad

Sumita. N.

Sumita

Gauri. Y.

Gauri

Tarika.

Tarika

Swapnita. S.

Swapan

Karishma. K.

Karishma

Heena. A.

Heena

Prinanka. B.

Prinanka

Jaganti. A.

Jaganti

Vishaka.

Vishaka

Kalpans. J.

Kalpans

Abhishek. M.

Abhishek

Keyur. Z.

Keyur

Aurita. P.

Aurita

Nilambari

Nilambari

Ashwini. G.

Ashwini

Pleena

Pleena

Heerangi

Heerangi

Pranali. G.

Pranali

Megha K

Megha K

Prinay. T.

Prinay

Neha. M.

Neha

Prinanka. R.

Prinanka

Neha. T.

NT

Rashmi. G.

Rashmi

Keena. B.

Keena

Sailij. P.

SPatil

Minutes of Meetings

13th March, 2023

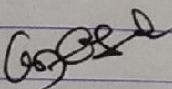
Date - 13th March, 2023

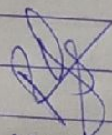
Day - Monday

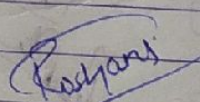
Agenda

- Syllabus Completion
- Students discipline
- Question Bank should provide to students.
- Holiday taken by staffs. (More)
- Punctual on time to college.

The meeting was conducted by the Coordinator and accompanied by staffs.


Principal


HOD


Coordinator Sign

Teacher's Signature

Dr. Koshni N. Roshani

Aradhana S. Aradhana

Gauri Y. Gauri

Sushruti A. Sushruti

Heena Q. Heena

Jyoti A. Jyoti

Kalpna J. Kalpna

Keyu L. Keyu

Nilambari Nilambari

Pooja Pooja

Pranali G. Pranali

Princy T. Princy

Priyanka R. Priyanka

Rashmi G. Rashmi

Heena B. Heena

Saily P. Saily

Shamita R. Shamita

Sushel P. Sushel

Sumita N. Sumita

Tarika Tarika

Karishma K. Karishma

Priyanka B. Priyanka

Vishaka Vishaka

Abhishek M. Abhishek

Ankita P. Ankita

Ashwini G. Ashwini

Heerangi Heerangi

Megha K. Megha

Neha M. Neha

Neha T. Neha

B. Biswas B. Biswas

Bachelor of Financial Markets (BFM)

2022-2023

MINUTES OF MEETING.
Eg
INDUCTION REPORT.

MINUTES OF MEETING

= 05th Aug, 2022

Agenda :-

1st meeting of self-finance.

Welcomed and Congratulated to all Staff and New Co-ordinators.

Co-ordinators and Class Teachers appointed.

Black List Submission must be in proper time and to update to class teacher and coordinator.

Teaching Plan

Course Output should be updated and to upload in a folder.

Upload achievement in folder in which link will be share.

Reimbursement of workshop, Refresher Course, FDP Programme will be get at A/C Dept.

Organise activities in dept. wise.

i.e, BAF, BBI, IM, FM, FMG and EME

Department wise activities should be organise.

Yearwise Teachers have to contact Coordinators as well as activities.

10th August F.Y will start with Activities.

Planning according to Time Table, Co-operate with Co-ordinators for activities.

Competitions are related with 15th August Independence Day.

NGO-Meet

(Names are welcomed for going to NGO)

Those who are coming to visit NGO can give their names to Co-ordinators.

Google form

WhatsApp App group — Abhishek Sir

Registration for Activities and Rules for Activities told by Dr. Rashmi Madam.

Activities are in one day so duties are allotted to teachers.

Teacher having Idea regarding activities given to Co-ordinator.

Maintain Google classroom subject wise and concentrate only subjects.



HOD

Dr(CA) Mabel Lobo

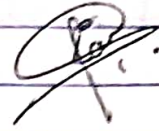


Principal.

Dr. V.S. Adigal

Teacher's Signature

Kalpana Jain
(Co-ordinator)
Heena Q.

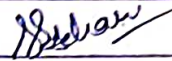


Heena

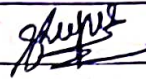
Beishiti. B.



S. Sivapriya A.



Keyur. L.



Leijesh. K.



Vansanthi. S.

VR S
23/06/2023

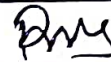
Surekha. B



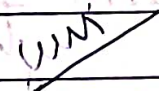
Dr. Mabel Lobo



Priyanka Singh.



Gauri



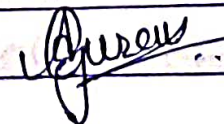
Bhakti Puwandare



Neha Tambre



Ashwini Gurav



Priyanka Rajput

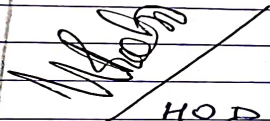


Minutes of Meeting

— 12th Sep, 2022

<Agenda>

1. Internal Examination Marklist out of 25 marks.
BBI — SYBBI — Sumita Naik / Shanti .B / Parvati .B
TYBBI — Nazia .S / Ankita .A / Abigal
 - * Score Less Marks (Assignment)
 - * Mark Not Less than 16 for SYBBI
21 for TYBBI } out of 25 marks.
 - * Marklist should not be blank.
2. Absent Students given more work.
Absent write with pencil.
External Marks checklist absent number.
Responsibility lie with Subject Teacher.
Data Submit to Coordinator.
3. Syllabus Completion for SYBBI / TYBBI — 30th Sept.
4. SYBBI and TYB Teachers Question Bank,
unit wise, chapter wise, short Note. (Big) — 15
5. Third year — Test Series, E-Book
* Attendance sheet.
* Test Question Data


HOD.

Dr. (CA) Mabel Lobo.



Principal.

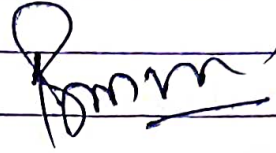
Dr. V.S. Adigal.

Teacher's Signature

Kalpna Jain
(Co-ordinator)
Heena. S.


Heena

Bevisti. B



Swapnija. S.



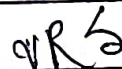
Keyur. L.



Tejesh. K.



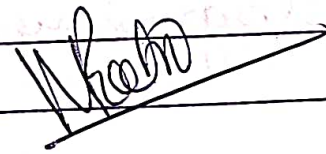
Vasanthi S.



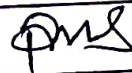
Surekha. B



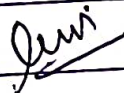
Dr. Mabel L.



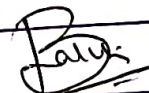
Priyanka Singh.



Gauri



Bhakti Purandare

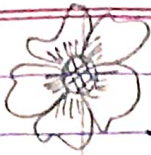


Ashwini Jyoti



Priyanka Rajput





INDUCTION REPORT

Induction Programme of BFM/EMG/IM

Date —

Day —

Total Participants of all the FYBFM

Resource Person / Chief Guest

Name of the Resource Person

Affiliation

1. Dr. Adigal	Principal		
2. Dr. Bajakta. P	Vice-Principal		
3. Dr. Deepa. V.	Vice-Principal		
4. Dr. Rakhee. D	Head of Dept		

Convener of Programme — Kalpana Jain

— Rashmi Gusani

HOD

Dr. (CA) Mabel Lobo.

Principal.

Dr. V. S. Adigal.

Induction program in an educational institution for a new batch of students enrolling in a particular study program is primarily a hand holding them through the initial period to calm the nerves and ^{to} get them warmed up for the challenges that lie ahead.

Here goes our Induction Program of class.

FYBFM →

FYFMG →

FYIM →

This program is organised by Self-finance Department and welcomed the New Batch of the students.

Arrival of all dignitaries and chief guest and Teachers and beloved the students. Our Colleague Mrs. Ambari Sang the prayer and guest lighted the lamp.

Anchor Number One - Mrs. Aradhana Singh introduced and welcomed all the members/ participants in the given program. She called upon Mrs. Kalpana Jain to explain about (BFM) and the Mrs. Rashmi Guzanani to explain about (FMG/IM)

We moved forward Our next Anchor Priyanka Tish introduced our guest with their experience and qualification with following PPT -

- Dr. Rakhee Oza
- Dr. Mabel Lobo
- Dr. Priyanka P.
- Dr. Deepa Verma
- Dr. V. S. Adigal

Everyone was welcomed by Tulsi Plant and gave the valuable speech. Our Anchor introduced our beloved Co-ordinators.

- Mrs. Kalpana Jain
- Mrs. Rashmi Guzanani with token of love.

Last not the least Mrs. Ashwini Singh gave the vote of thanks and Our chief guest were left on their way.

Next the anchor Mrs. Abadhana Singh introduced our self-finiance courses Co-ordinator with their experience and their PPT, called upon the stage and welcomed, same honoured given to the stage and welcomed, same honoured given to the respected class Teachers.

Mrs. S. Sivapurni Achari

Mrs. Sayali Patil

Mrs. Seema Sinha.

Our Co-ordinators explained about the exam pattern to the students. Anchors introduced the college and its premises and Infrastructures like :-

- Library

- Gymkhana


- Canteen

- Committee etc.

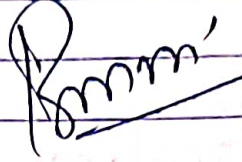
Our Co-ordinators had fun and games with our students and at last photo sessions held. This was the end of the Induction Programme.

Teachers List

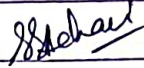
Kalpna Jain
(Co-ordinator)
Heena S.


Heena

Beisti.B



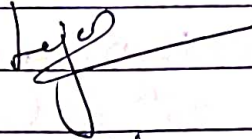
Sivapunya .S.



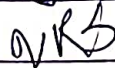
Keeru .L.



Lejesh .K.



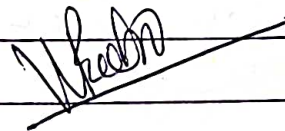
Vasanthi .S.



Susekha .B



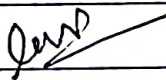
Dr. Nabel .L.



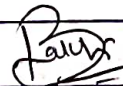
Priyanka Singh



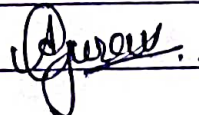
Gauri



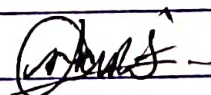
Bhakti Puandare



Ashwini Juvav



Priyanka Rajput



Minutes of Meetings

— 17th oct, 2022

Internal Exam

Date = 17th oct, 2022.

After Diwali Vacation

Typed Questioned — Header

— True/False

— One Sentence Answered

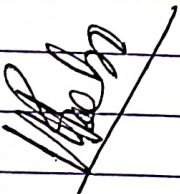
— Short Notes.

Submission on — Thursday

— 25th oct, 2022

- Children should pass in all the exams.
- Given the Question bank.
- Given the Assignment.

Meeting was taken by the Coordinator and their Stream Staffs.



HOD.

Dr (CA) Mabel Lobo.

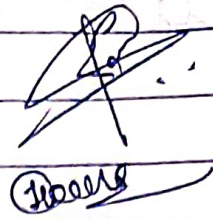


Principal.

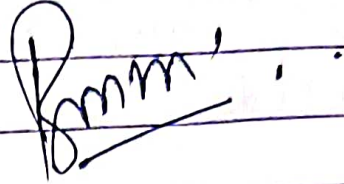
Dr. V.S. Adigal.

Teacher's Signature

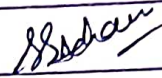
Kalpna Jain
(Co-ordinator)
Heena D.



Baruti. B.



Sivapurna. S.



Keyur. L.



Leyesh. K.



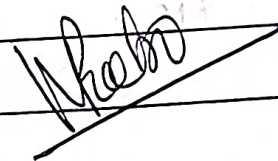
Vasanthi. S.



Surutha. B.



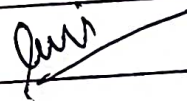
Dr. Habel. L.



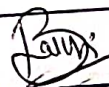
Pranjana Singh



Genvi



Bhakti Purandare



Prinyanka Rajput



Minutes of Meetings

Jan, 2023

Date: - 20th Jan, 2023

Day: - Friday

Agenda

- Completion of Syllabus.
- Second Term Internal Exam
- Need to given question bank.
- Holidays taken by staffs. (more)
- Students discipline
- Paper setting as per the subjects given to Teachers

As the Co-ordinator of (BFM) had meeting towards the BFM's staff in Room No. 3403

~~Principal~~

Principal.
Dr. V.S. Adigal.

~~HOD~~

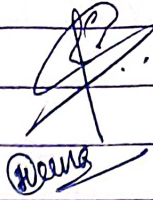
Dr. (CA) Mabel Lobo

~~Co-ordinator~~

Co-ordinator Sign
Kalpana Jain

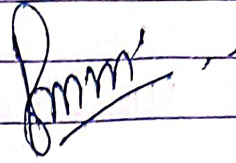
Teacher's Signature

Kalpana Jain

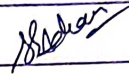


Heena G.

Beisti. B.



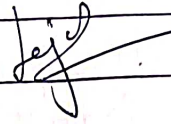
Sivapriya S.



Keyur. L.



Tejesh. K.



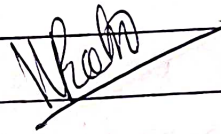
Vansanthi S.



Surekha. B.



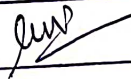
Dr. Nabel L.



Priyanka



Gauri



Priyanka Rajput



Minutes of Meetings

13th March, 2023

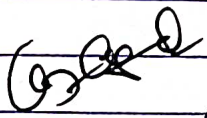
Date :- 13th March, 2023

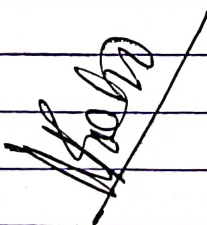
Day :- Monday.

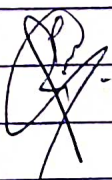
Agenda

- Syllabus Completion
- Students discipline
- Question Bank should provide to students.
- Holiday taken by staffs. (chose)
- Punctual on Time to college.

The meeting was conducted by the coordinator and accompanied by staffs.


Principal.
Dr. V.S. Adigal.


H.O.D.
Dr. (CA) Mabel Lobo.


Co-ordinator.
Kalpana Jain

Teacher's Signature

Kalpana Jain

(Co-ordinator)

Heena . B.

Beisti . B.

Sivapriya . S.

Keyul . L.

Tejesh . K.

Vasanthi . S.

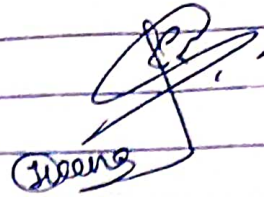
Surekha . B.

Dr. Mabel . L.

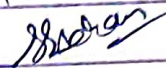
Brijanka

Gauri

Priyanka Rajput

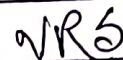

Kalpana


Beisti


Sivapriya


Keyul

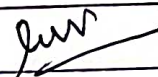

Tejesh



Vasanthi


Surekha


Dr. Mabel


Brijanka


Gauri


Priyanka

18/06/2022

MINUTES OF THE MEETING.

Agenda: Meeting on workload distribution.

→ BAF

10.30 am FYBAF

SYBAF

TYBAF

10.40 am → Workload assigned to respective Teachers as per their subjects.

→ Time Table Alloted.

10.55 am → Submission of Personal Time Table.

→ Submission of Teaching Plan.

→ Creation of Google Classroom as per subjects.

11.15 am → Uploading the subject matters.

- Meeting was conducted for the academic year 2022-23.
- Workload was distributed to all the teachers.
- Teachers were alloted with their Personal Time
- Teachers were asked to upload their Teaching Plan & TimeTable on Google Drive.
- Teachers are instructed to create google Classroom for their respective subjects.

1. Prin. Dr. V.S. Adigal
2. Dr. Audrin Colaco.

Adigal
Colaco

3. Dr. Priyanka Singh.
4. Bhakti Puandare.
5. Reena Behera
6. Ankita Almeida
7. Ambaji Patwardhan
8. Ankita Pandey
9. Legesh Keloth
10. Ashwini Gurav.

Priyanka
Bhakti
Reena
Ankita

Ambaji
Ankita

11. Plemia Rebello
12. Princy Tinich
13. Priyanka Rajput
14. Tarika Patel.

Tarika

15. Shndi Basre
16. Brist Biswas
17. Akriti Bose
18. Seema Sihana
19. Snehal Patil

20. Sachin Kadam
21. Keyur Limbachia.

Keyur

22. Abhishek Madhaye
23. Surekha Bhargav.

24. Ankita Raut.

Ankita

25. Nazia Shaikh.

17/08/2022

MINUTES OF MEETING

Agenda:

- Review of syllabus & completion for Internals Exams. (SY & TY)
 - Discussing Paper Pattern of Internals.
 - Assigning Paper setters.
 - Blacklist to be submitted before Ganpati Vacation. (SY/TY)
 - Discussion on FYBAF Induction Programme.
-
- Internal Exams dates were decided.
 - Review was taken by the Coordinators of SY/TY Teachers.
 - Paper Pattern was discussed.
 - Q1. Objectives 05 marks.
 - Q2. Answer in one sentence 05 marks.
 - Q3. Short Notes 10 marks.
 - SY/TY teachers are instructed to submit blacklist for the month of July to the Coordinator before 30/08/2022.
 - FYBAF lectures to begin from 22nd August, 2022 Induction Programme to be conducted on 8th September, 2022.
 - Departmental Activity to be conducted in September.

1. Principal. Dr. V.S. Adiga

Adiga

2. Dr. Audrin Colaco.

Colaco

3. Bhakti Vilas Puandare.

Puandare

4. Piyanka Singh

Singh

5. Reena Behara

Behara

6. Bristi Biswas

7. Surekha Bhargav

8. Tarika Patel

Patel

9. Aknadi Base

10. Abhishek Madhaye.

11. Sachin Kadam.

12. Lejesh Keloth.

13. Sneha Patil

14. Plernia Rebello.

15. Anita Almeida

Almeida

16. Heena Quershi

Quershi

17. Ashwini Guav.

18. Seema Sihana

19. Priyanka Rajput

20. Purny Tinish

21. Nazia Shaikh

22. Ankita Raut.

Raut

23. Keyur Limbachia

Keyur

19/09/2022

MINUTES OF THE MEETING.

Agenda:

→ Conduction of PTA Member Meeting for (FY, SY, TY)

→ Criteria for Blacklisted students.

→ Assigning Duties for Teachers on Meeting Day.

→ Review of Syllabus completion for SY.

→ Review of submission of Teaching Plan for sem I, II, V by teachers.

→ Submission of Internals Marklist before 24/09/2022. (Sem III, V)

→ Discussion on Paper Setting.

→ Assigning Paper Setters for Sem III

- PTA meeting for the current semester to be held by the end of the month. Teachers were assigned for respective class.
- Coordinators took a brief review about syllabus of SY classes.
- Those teachers who had not submitted the teaching plans were asked to submit.
- SY/TY Teachers were asked to submit their Internals Marklist to the exam department.
- Paper Setters for sem III Regular exams were appointed

1. Principal Dr. V.S. Adigal

Adigal

2. Dr. Audrin Colaco.

Colaco

3. Priyanka Singh.

Singh

4. Bhakti Purandare

Purandare

5. Reena Behera.

Behera

6. Pooja Tinish.

7. Lejesh Keloth.

8. Akshita Bose.

9. Bristi Biswas

10. Abhishek Madhaye

11. Sachin Kadam.

12. Snehal Patil

14. Priyanka Rajput.

15. Ambaji Patwardhan

16. Tarika Patel

Patel

17. Suzekha Bhargav.

18. Seema Sihana

19. Heena Qureshi

Heena

20. Plemia Rebello

21. Ashwini Guav.

22. Nazia Shaikh

Nazia

23. Shridi Basre

Shridi

24. Ankita Raut



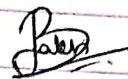
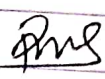
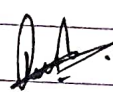
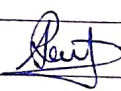


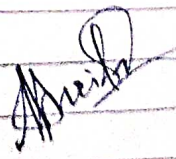

Ankita

09/11/2022

MINUTES OF MEETING.

Agenda:

- Review of Sem III Results.
 - Review of Syllabus Completion for Sem I & Sem V.
 - Discussion on Internals for Sem I.
 - Assigning Paper Setters for Sem I.
 - Submission of Teaching Plan.
 - Assigning Academic Advisors for each class.
-
- Coordinators took a review of Sem III results.
 - Teachers of Sem I & Sem V were asked to submit the syllabus completion report.
 - FY internal ^{was to be} held on 10/11/2022 - 12/11/2022.
 - Paper Setter were informed to make Paper as per the detailed discussion.
 - Academic Advisors for each class was appointed and they were asked to mentor the students.
 - Teaching plans of all the teachers were to be uploaded by 16th November, 2022.

1. Principal Dr. V.S. Adiga 
2. Dr. Audin Colaco 
3. Bhakti Purandare 
4. Priyanka Singh 
5. Seema Sinha
6. Reena Behera 
7. Princy Tinish
8. Abhishek Madhaye
9. Ankita Raut 
10. Sachin Kadam
11. Legesh Keloth
12. Bristi Biswas
13. Keyur Limbachia 
14. Ambaji Patwardhan
15. Tarika Patel 
16. Surekha Bhargav.
17. Ankita Almeida 
18. Heena Ounreshi 

19. Plemia Rebello.

20. Ashwini Chav.

21. Priyanka Rajput.

22. Gauri Yadav.

21/01/2023

MINUTES OF MEETING.

Agenda:

- Cancellation of lectures.
- Departmental Activity.
- Industrial Visit for students.
- ABC ID Generation.

- Teachers are instructed to avoid cancellation of lectures oftenly. If any cancellation is there students must be intimated accordingly.

*

- Departmental Activity of Symposium to be held in the month of Feb. Few teachers were assigned the duties of mentoring the students for the Research Group of maximum 5 students to be made. by Jan end the names must be submitted to the Coordinator.

- All the Academic Advisors were instructed to generate ABC ID of their students. ABC ID needs to be generated by end of the month. All the students must compulsorily come to college and do this work on a priority basis.

- Students were needs to be informed about Industrial Visit for FY/SY/TY.

- Students must give their names to the CR.

- Project Guide appointed for TYBAF students. 30 students under one guide.

1. Principal Dr. V.S. Adiga Agarwal

2. Dr. Audis Colaco Alonso

3. Bhakti Ruandare Patel

4. Priyanka Singh.

5. Reena Behera Behera

6. Neha Maheshwari Neha

7. Karishma Kale.

8. Priyanka Rajput.

9. Megha Kulkarni Megha

10. Vishal Sawant.

11. Shrutij Basre.

12. Heena Qureshi Qureshi

13. Surekha Bhargav.

14. Tanika Patel Patel

15. Gauri Yadav.

16. Madhura Survey Survey

17. Sarita Panigrahy

18. Megha Naik

19. Ankita Pandey

Ankita

20. Pranali Guav

21. Keyur Limbachia.

Keyur

22. Seema Sinana .

23. Snehal Patil

Financial

Management
and

Investment Management

2022-23

Minutes of Meeting

05th Aug, 2022

Agenda :-

1st meeting of Self-finance.

Welcomed and Congratulated to all Staff and New Co-ordinators.

Co-ordinators and Class Teachers appointed.

Black list submission must be in proper time and to update to class teacher and co-ordinators.

Teaching plan
Course output should be updated and to upload in a folder.

Upload achievement in folder in which link will be share.

Reimbursement of workshop, Refresher Course, FDP^{Programme} will be get at A/c Dept.

Organize activities in dept. wise.
i.e, BAF, BBI, IM, FM, FMG and EMC.

Department wise activities should be organize.

Yearwise Teachers have to contact Co-ordinators as well as activities.

10th August F.Y will start with Activities.

Planning according to Time Table, Co-operate with coordinator for activities.

Competitions are related with 15th August Independence Day.

NGO-Meet

(Names are welcomed for going to NGO)

Those who are coming to visit NGO can give their names to coordinators.

Google form

WhatsApp App group — Abhishek Sir

Registration for Activities and Rules for Activities told by Dr. Pooni Madam.

Activities all in one day so duties are allotted to teachers.

Teachers having Idea regarding activities give to coordinators.

Maintain Google classroom subject wise and concentrate only subjects.

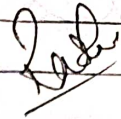
~~Lab
7/08/23~~

~~7/8/23~~

~~7/8/23~~

Teacher's Signature

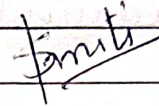
Rashmi G



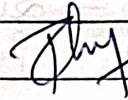
Surekha B



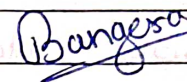
Shruti B



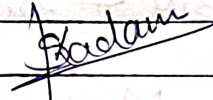
Eni C



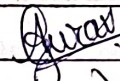
Priyanka B



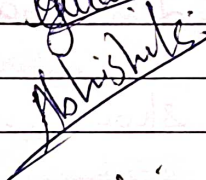
Sachin K



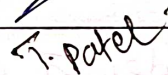
Ashwini G



Abhishek



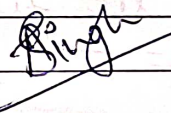
Tarika



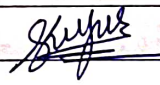
Abigail



Aaradhna



Keyur



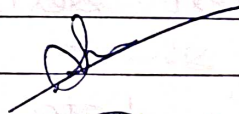
Tejesh



Bhakti Puandae



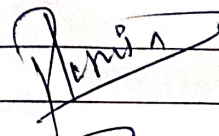
Seema Sihana



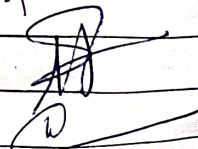
Savita Panigrahy



Plenia



Ankita Almida
Jagmiti N



Minutes of Meetings

13th March, 2023


Date - 13th March, 2023

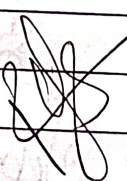
Day - Monday

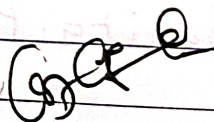
Agenda

- Syllabus Completion
- Students discipline
- Question Bank should provide to students.
- Holiday taken by staffs. (More)
- Punctual on Time to college.

The meeting was conducted by the coordinators and accompanied by staffs.


15/3/23


15/3/23



Teacher's Signature

Rashmi. G.

Rashmi

Aasadhana. S.

Aasadhana

Gauri. Y.

Gauri

Ashwini. G.

Ashwini

Leyesh. K.

Leyesh

Sivapriya. S.

Sivapriya

Sayli. P

S. Patel

Neha. M

Neha

Seema. S.

Seema

Priyanka

P. Bhangra

Sarita. P

Sarita

Plenia

Plenia

Bhakti. Puandare

Bhakti

Sachin. K.

Sachin

Tanka Patel

T. Patel

07/09/22

Staff Meeting


Environmental Management & Economics (EME) (S.Y.B.T.Y)
Staff meeting was arranged on 7th September 2022
at 11.30 am in Room no 407. Following are the minutes
of the meeting.

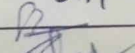

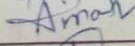
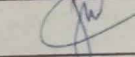
- 1) Internal Assessment
- 2) Syllabus Completion
- 3) Seedball Event
- 4) Students Attendance
- 5) Date finalisation of Report
- 6) Parents - Teachers Meeting Online
- 7) Scheduling of Extra lectures for Accounts.

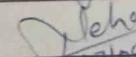
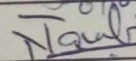
Teacher's Name

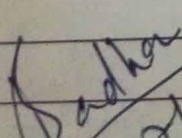
Sign

- 1) Smrita Khairne
- 2) Sprut P.
- 3) Poo S. Chavhan
- 4) Ashlesha Mawane
- 5) Mr. Jagruti S. N.
- 6) Neha Maheshwarai
- 7) Neha Tambe

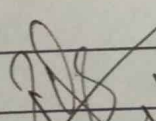

07/09/22

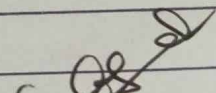

07/09/22



07/09/22

Snehal S. Tadkar
EME Co-ordinator


07/09/22

Dr. Rakhee Oza
HOD


07/09/22

Dr. V.S. Adigal
Principal

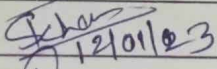
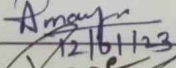
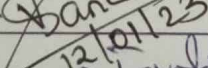
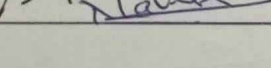
12/01/23

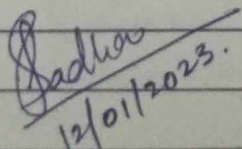
Staff Meeting

Environmental management and Economics (EME)
SYEME, TYEME staff meeting has arranged on 12th Jan,
2023 at 11:00 am in Room no. 406.

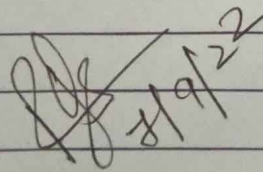
Following are minutes of meeting.

- 1) SYEME & TYEME Internal Project Guide
- 2) Topic should be relevant to course.
- 3) Provide proper information and format to all the students.
- 4) Teachers to be told as project complete as soon as possible.
- 5) Project teachers have to give project topic.
- 6) Audit Work - Duties allotted.
- 7) Attendance Record - Sheets to be maintained.

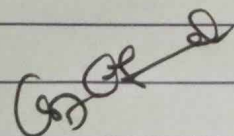
Teacher's Name	Sign
1) Smita Khairne	 12/01/23
2) Ashlesha Maurya	 12/01/23
3) Vishakha Sampat	 12/01/23
4) Nela Tambe	 12/01/23


12/01/2023.

Snehal S. Tadhar
Co-Ordinator.


12/01/23

Dr. Rakhee Oza
HOD



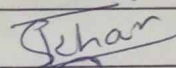
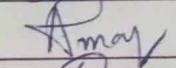
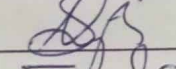
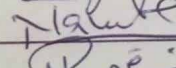
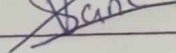
Dr. V.S. Adigal
Principal.

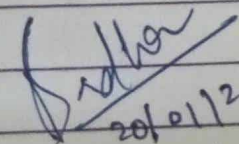
Staff Meeting

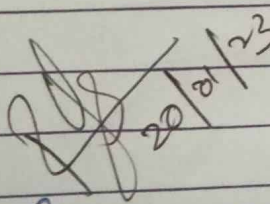
Environmental Management and Economics (EME)
SYEME, TME Staff meeting has arranged on 20th Jan, 2023
at 11:00 am in Room No. 406.

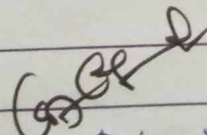
Agenda-

- Completion of Syllabus
- Second Term Internal Exam
- Need to give question bank.
- Holidays taken by staffs.
- Students discipline
- Paper setting as per the subject given to teachers.
- Attendance Record
- Teaching Plan Submission.
- Revision Lectures

Teacher's Name	Sign
1) Smita Khair	
2. Ashrisha Maurya	
3. Anuradhana Singh	
4. Neha Tambe	
5. Vishakha Sane	


20/01/2023
Coordinator.
EME.


20/01/23
Dr. Rakhee Oza
HOD


Dr. V.S. Adig
Principal

Staff Meeting

Minutes of Meeting

Date - 13th March, 2023

Day - Monday.

Agenda

- Syllabus Competition
- Students discipline
- Question bank should be provided to students.
- Holiday taken by staff.
- Punctual on Time to College.
- Record of Internal Projects'
- Project Topics and its finalisation dates for VIVA voce.

Teacher's Name

Sign

Vishakha Sane

Vishakha Sane

Smrita Khaire

Ashlesha Mawga

Aaradhana. S.

Neha Tambe

Aaradhana S.
Neha Tambe

Hemangi. Mehta

Hemangi

Adhar
Coordinator
(EME)
13/03/2023

Rakhee Oza
13/03/23

Dr. V.S. Adigal

Dr. Rakhee Oza
HOD

Dr. V.S. Adigal
Principal.

10. Audit work will be done by Swati Pabli & Sneha.
11. Syllabus completion -
 TY - 15th Sept
 SY - 15th Sept
 FY - 20th Oct.
12. Leave Application of students is to be maintained by the class teachers.
13. Defaulter list will be prepared by -
 FY - Kadambari Mann
 SY - Sneha Mann
 TY - Swati Sonagwa Mann.
14. Exam file will be maintained by -
 FY & SY - Anurita
 TY & Result - Swati Sonagwa.
15. Number of leaves allowed for faculties to take are 20 (8 - CL, 12 - MK).
16. IQAC will be handled by Swati Pabli.
17. Department Library is to be maintained by
~~66~~ Claretta.
18. Confluence is to be conducted by Swati Pabli & Deby Mann.
19. TY Project Guides :-
 FIN - Xitla Dix, Padma Mann, Anur Dix, Deby Mann, Suraj Dix.
 MKT - Swati Sonagwa, Swati Pabli, Claretta, Sneha.
 HR - Anurita, Kadambari, Dipika.

20. Remedial lecture data is to be maintained by Kadambari Mann.

21. Internal test work will be handled by -
 FY - Kadambari & Dipika.
 SY - Swati Sonagwa & Swati Pabli.
 TY - Anurita & Deby.

Padma
12/09/23

[Signature]
21/11/23

BMS DEPT (Meeting)

Date: 26/09/22

SR. No	NAME	SIGN
1	Nitin Kulkarni	<i>[Signature]</i>
2	Padma Chari	<i>[Signature]</i>
3	Swati Sonagra	<i>[Signature]</i>
4	Amruta Ghorpade	<i>[Signature]</i>
5	Kadambari Agaskar	<i>[Signature]</i>
6	Delcy Lopes	<i>[Signature]</i>
7	Swati Patil	<i>[Signature]</i>
8	Sneha Pingulkar	<i>[Signature]</i>
9	Dipika Nalawade	<i>[Signature]</i>
10	Janhavi Raut	<i>[Signature]</i>
11	Kalpita Choudhary	<i>[Signature]</i>
12	Lejesh Keloth	<i>[Signature]</i>
13	Dikshanvi Thakur	<i>[Signature]</i>
14	Valarmathi Tevar	<i>[Signature]</i>
15	Claretta Lopes	<i>[Signature]</i>

DEPARTMENTAL MEETING

Date - 26th Sept, 2022

1. List of Examiners of SYBMS regular will be finalized by Principal Sir.
2. List of Paper Setter is already given to all the faculties by Principal Sir.
3. Paper setter should be there in the Cap room for 1/2 hour on the day of exam.
4. For Blacklist Subject teacher will prepare the list and give it to the Class teacher. Class teacher will collect it and compile it & submit it to the Co-ordinator.
5. For IV tentative destination was discussed.
6. List of Moderator will be later on displayed by Principal Sir.
7. Blacklist Compilation work will be done by -
FYBMS - Kadambai Mam
SYBMS - Sneha Mam
TYBMS - Swati Sonagra Mam.
8. Internal Exam marksheets of SYBMS & TYBMS is to be submitted by 7th Oct.
9. Project guides will be finalized by Principal Sir.
10. Workload for next sem will be given by Principal Sir.

Padma
12/09/22

[Signature]
26/9/22

BMS DEPT (Meeting)

Date: 26/09/22

SR. No	NAME	SIGN
1	Nitin Kulkarni	<i>[Signature]</i>
2	Padma Chari	<i>[Signature]</i>
3	Swati Sonagra	<i>[Signature]</i>
4	Amruta Ghorpade	<i>[Signature]</i>
5	Kadambari Agaskar	<i>[Signature]</i>
6	Delcy Lopes	<i>[Signature]</i>
7	Swati Patil	<i>[Signature]</i>
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10	Janhavi Raut	<i>[Signature]</i>
11	Kalpita Choudhary	<i>[Signature]</i>
12	Lejesh Keloth	<i>[Signature]</i>
13	Dikshanvi Thakur	<i>[Signature]</i>
14	Valarmathi Tevar	<i>[Signature]</i>
15	Claretta Lopes	<i>[Signature]</i>

DEPARTMENTAL MEETING

Date - 26th Sept, 2022

1. List of Examiners of SYBMS regular will be finalized by Principal Sir.
2. List of Paper Setter is already given to all the faculties by Principal Sir.
3. Paper setter should be there in the Cap room for 1/2 hour on the day of exam.
4. For Blacklist Subject teacher will prepare the list and give it to the Class teacher. Class teacher will collect it and compile it & submit it to the Co-ordinator.
5. For IV tentative destination was discussed.
6. List of Moderator will be later on displayed by Principal Sir.
7. Blacklist Compilation work will be done by -
FYBMS - Kadambai Mam
SYBMS - Sneha Mam
TYBMS - Swati Sonagra Mam.
8. Internal Exam marksheets of SYBMS & TYBMS is to be submitted by 7th Oct.
9. Project guides will be finalized by Principal Sir.
10. Workload for next sem will be given by Principal Sir.

Padma
12/09/22

[Signature]
26/9/22

BMS DEPT (Meeting)

Date: 26/11/22

SR. No	NAME	SIGN
1	Nitin Kulkarni	<i>[Signature]</i>
2	Padma Chari	<i>[Signature]</i>
3	Swati Sonagra	<i>[Signature]</i>
4	Amruta Ghorpade	<i>[Signature]</i>
5	Kadambari Agaskar	<i>[Signature]</i>
6	Delcy Lopes	<i>[Signature]</i>
7	Swati Patil	<i>[Signature]</i>
8	Sneha Pingulkar	<i>[Signature]</i>
9	Dipika Nalawade	<i>[Signature]</i>
10	Janhavi Raut	<i>[Signature]</i>
11	Kalpita Choudhary	<i>[Signature]</i>
12	Lejesh Keloth	<i>[Signature]</i>
13	Dikshanvi Thakur	<i>[Signature]</i>
14	Valarmathi Tevar	<i>[Signature]</i>

DEPARTMENTAL MEETING

Date - 26th Nov, 2022

1. The third meeting of the Academic Year 2022-23 was held in the presence of H.O.D Padma Chari. The points discussed in the meeting are as mentioned below:-
2. Instructions on supervision duty will be given to all the faculties.
3. All the faculties should check all the papers and avoid maximum papers for moderation.
4. Classrooms for SYBMS (MKT) will be room 50518 & for TYBMS (MKT) will be 522.
5. New class teachers for -
FYBMS - B div - Janhavi Raut.
SYBMS - MKT - Kalpita Mam.
TYBMS - FIN - Lejesh Sir.
6. Library duty will be handled by Kalpita Mam.
7. Time table book will be further updated by Janhavi Raut.
8. Mention the name of adjustment faculty of the lecture on daily basis.
9. Blacklist defaulters are to be maintained properly.
10. Lectures are to be conducted properly.

Padma
12/11/23

[Signature]
26/11/23

BMS DEPT (Meeting)

Date: 25/06/22

SR. No	NAME	SIGN
1	Nitin Kulkarni	
2	Padma Chari	
3	Swati Sonagra	
4	Amruta Ghorpade	
5	Kadambari Agaskar	
6	Delcy Lopes	
7	Swati Patil	
8	Sneha Pingulkar	
9	Dipika Nalawade	
10	Janhavi Raut	
11	Kalpita Choudhary	
12	Lejesh Kelothe	
13	Dikshanvi Thakur	
14	Valarmathi Tevar	
15	Claretta Lopes	

DEPARTMENTAL MEETING.

Date - 25th June, 2022

The first meeting of the Academic Year 2022-23 was held in the presence of H.O.D Nitin Kulkarni. The points discussed in the meeting are as mentioned below :-

1. For the academic year terms will be from 13th June to 22nd Oct & 1st Nov to 1st May, 23. Breaks will be from 31st Aug to 4th Sept, 21st Oct to 6th Nov, 25th Dec to 31st Dec & from 1st Oct to 2nd May to 12th June.
2. FY admissions will start from 20th July.
3. FY Class teachers :-
A div - Muriel.
B div - Sarita
C div - Kadambani.
4. CR's to be appointed and their details i.e Name, Roll no, Email, Mob. No is to be Emailed to Swati Patil Mam.
5. FY Induction Program is to be conducted by Swati Patil & Muriel.
6. Regular time table will be prepared by Sneha & Final register of time table will be maintained by Swati Senagusa.
7. Stores will be handled by Kadambani Mam.
8. Leave Record will be handled by Delcy Mam.
9. Minutes will be ~~has~~ written by Swati Senagusa.

9th March 2023

A Meeting was scheduled on 9th March 2023 at 6:45 am in Room no 628 Staff Room to discuss regarding the lectures and, practice test and syllabus completion of FY, SY, TY students.

1. Dr. Nilima Bhagwat
2. Dr. Vidya P. Neer
3. Vijaya N. Shirsat
4. Janhavi P. Naik
5. Sarita Y. Patil
6. Valarmathi Tevar
7. Dr. Dipali Choudhary
8. Dr. Zeba Siddiqui
9. Rupali P. Patil
10. Harshavardhini Borwankar
- 11.
- 12.
- 13.

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Sheet
9/3/23
Janhavi P. Naik
9/3/23
Valarmathi 9/3/23
Dr. Zeba Siddiqui
Dr. Dipali Choudhary
Rupali P. Patil
Harshavardhini Borwankar

Following points were discussed in the meeting.

- TY Syllabus completion till 31st March.
- FY Syllabus completion till 31st March.
- Lectures will be taken as per time table.
- FY And SY Practice test from 14th March.
1, 3, 5 April 13 to 16 March
- TY Practice test form

9th March 2023

A Meeting was scheduled on 9th March 2023 at 6:45 am in Room no 628 Staff Room to discuss regarding the lectures and, practice test and syllabus completion of FY, SY, TY students.

1. Dr. Nilima Bhagwat
2. Dr. Vidya P. Neer
3. Vijaya N. Shirsat
4. Janhavi P. Naik
5. Kavita Y. Patil
6. Valarmathi Tevar
7. Dr. Dipali Choudhary
8. Dr. Zeba Siddiqui
9. Rupali P. Patil
10. Harshavardhini Borwankar
- 11.
- 12.
- 13.

NB
9/3/23
Vij
Sheet
9/3/23
Janhavi P. Naik
9/3/23
Valarmathi 9/3/23
Dr. Zeba Siddiqui
Dr. Dipali Choudhary
Rupali P. Patil
Harshavardhini Borwankar

Following points were discussed in the meeting.

- TY Syllabus completion till 31st March.
- FY Syllabus completion till 31st March.
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6. Valarmathi Tevar
7. Dr. Dipali Choudhary
8. Dr. Zeba Siddiqui
9. Rupali P. Patil
10. Harshavardhini Borwankar
- 11.

NB
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Janhavi
Patil
9/3/23
Valarmathi
9/3/23
Dipali
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Rupali
Harshavardhini

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13.

Following points were discussed in the meeting.

- TY Syllabus completion till 31st March.
- FY Syllabus completion till 31st March.
- Lectures will be taken as per time table.
- FY And SY Practice test from 14th March.
1, 3, 5 April 13 to 16 March
- TY Practice test form

Arts Department meeting

21 February 2023

Entire Arts faculty meeting was conducted in Staff room (628) at 6:45 am on 21st February 2023.

Following members were present:

1. Dr. Nitima Bhagwat
2. Vijaya N. Shirsat
3. Dr. Vidya P. Verma
4. Mrs. Mansi Gawand
5. Mrs. Kavita J. Patil
6. Mrs. Valarmathi Tavan
7. Harshavarchini Arvind Borwankar
8. Janhavi P. Naik
9. Dr. Zeba Siddiqui
10. Prof. Komal Laxman Patil
11. Raheem Sawant

NB
21/2/23

H. Shirsat

V. Verma

M. Gawand
21/2/2023
Valarmathi

H. Borwankar

J. Naik 21/02/23

K. Patil
20/2/23
R. Sawant

Following points were:

- 1) Discussion about syllabus completion
- 2) Discussion about allotment of lectures to teachers
- 3) Only 2 lectures will be conducted as 12th Board Exam is started.
- 4) TY and ST syllabus completion date were finalized.

Arts Faculty meeting

5th Dec 2022

Entire Arts faculty meeting was conducted in staff room (620) at 9.30 on 5th Dec. 2022 to decide F.T.B.A. lectures and class incharge finalization.

Following members were present

① Dr. Nilima Bhagwat	Eco Dept	NB
② Janhavi P. Naik	His Dept	5/12/22
③ Dr. Vidya L. Meena	English	Janhavi
④ Rashmi Sawant	Psychology	Vijay
⑤ Vijaya N. Shirsat	Political science	RCC
⑥ Rupali Prashil Patil	Eco Dept.	18/12/22
⑦ Prof. Ishita Rajwade	Pol-SC	fyh
⑧ Prof. Komal Laxman Patil	Pol. Sci.	fyh
⑩ Prof. Priyanka D. Bangera	F.C	fyh
⑪ Dr. Zeke Siddiqui	English	fyh
⑫ Mrs. Mansi Gawande	Eco	fyh
⑬ Dr. Dipali Chouhan	History	fyh
⑭ Prof. Kavita Y. Patil	History	fyh
⑮ Mrs. Valarmathi Tevar	Eco	fyh
⑯ Harbhavardhini Arvind Bomanekar	Economics	fyh
⑰ Mala Kharchandani	History	fyh

Following

- class incharge was finalized.
- lectures were allocated.
- discussion on proper attendance of students

Arts Faculty meeting

28th Nov 22

Entire Arts faculty meeting was conducted in staff room (628) at 8.50 to discuss regarding new working timetable on 28 November 2022.

Following members were present

- | | | |
|------------------------|-------------------|----------|
| ① Dr. Nilima Bhagwat | Eco Dept | NB |
| ② Janhavi P. Nail | His Dept | 28/11/22 |
| ③ Dr. Vidya P. Veer | English | Janhavi |
| ④ Rashmi Sawant | Psychology | Vijay |
| ⑤ Vijaya N. Shirsat | Political Science | RSS Saw. |
| ⑥ Dr. Zeba Siddiqui | | 18/11/22 |
| ⑦ Dr. Dipali Chaudhary | History Dept | retnel |

MINUTES OF

MEETING BOOK.

DEPARTMENT OF

HISTORY

2022-2023

15 July 2022

AKSHAY

The first departmental Meeting was conducted on 15/07/22 by the newly appointed Head of the Department Prof. Janhavi P. Naik. & attended by the department members.

The following points were discussed in the meeting

- 1) Handover of the department & responsibility from the previous head, Dr. Dipali Choudhary to the new head Prof. Janhavi Naik.
- 2) The Academic Activity calendar for the year 2022-23 was planned.
- 3) Equitable distribution of workload & Time-Table was done.
- 4) The annual Budget of the department and Action Plan for the year was made.

The meeting was attended by the following.

- 1) Dr. Dipali Choudhary
- 2) Prof. Janhavi Naik. (H.O.D.)
- 3) Qudsiya Sayed
- 4) Mala Khanchandani

Handover
Janhavi Naik
15/7/22
H.O.D.

Resolutions :-

- 1) Keys to the departmental cupboard were handed over to the new head.
- 2) A tentative Academic Activity calendar

was prepared.

3) Workload of 20 lectures each as per the University norms was allotted to the Staff Members. A time table was prepared accordingly.

4) The Budget & Action plan of the department was finalised & submitted to the college.

Departmental Meeting.

AKSHAY

12th Sep 2022

The Second departmental meeting was conducted by the department head to discuss the following Agendas:-

- ① Submission of Sem I and Sem III ATKT Question Papers (5:25)
- ② Teaching Plan of the 1st Term
- ③ Activity Report of the events conducted in the History Department
- ④ Exam Schedules. Supervision details and basic instructions related to exams were given

The meeting was attended by:

- ① Dr. Deepali Choudhary *Notably*
- ② Prof. Janhavi Nark (H.O.D) Janhavi Nark
- ③ Prof. Sudaraja Sareed.
- ④ Prof. Mala Khanchanderi. *Mala*

Resolutions :

- ① A.Tkt. 75:25 Question Paper submitted
- ② Teaching Plans for first half Submitted
- ③ Activity Report of departmental activities Submitted
- ④ Exam Schedule & and Supervision duties allotted.

Resolutions :

- ① A Tkt. 75:25 Question Paper submitted
- ② Teaching Plans for first half Submitted
- ③ Activity Report of departmental activities Submitted
- ④ Exam Schedule & and Supervision duties allotted.

Resolutions :

- ① A Tkt: 75:25 Question Paper Submitted
- ② Teaching Plans for first half Submitted
- ③ Activity Report of departmental activities Submitted
- ④ Exam Schedule & and Supervision duties allotted.

Departmental Meeting.

AKSHAY

29th Nov 2022


The following topics were discussed by the heads, Prof. Dipali Choudhary in the departmental meeting conducted today

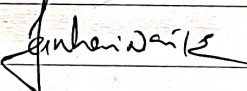
1) Teaching Plan for the Second, Fourth and Sixth Semester

2) Educational tour conducted for the students

3) Submission of Project work for TYBA Students

The meeting was attended by.

1) Dr. Dipali Choudhary  ~~not signed~~

2) Prof. Jankar Naik (H.O.D) 

3) Prof. Qudusya Sayed.

4) Prof. Mala Khanchandair 

Arts Faculty meeting

28th Nov 22

Entire Arts faculty meeting was conducted in staff room (628) at 8.50 to discuss regarding new working timetable on 28 November 2022.

Following members were present

- | | | |
|------------------------|-------------------|----------|
| ① Dr. Nilima Bhagwat | Eco Dept | NB |
| ② Janhavi P. Nail | His Dept | 28/11/22 |
| ③ Dr. Vidya P. Veer | English | Janhavi |
| ④ Rashmi Sawant | Psychology | Vijay |
| ⑤ Vijaya N. Shirsat | Political Science | RSS Saw. |
| ⑥ Dr. Zeba Siddiqui | | 18/11/22 |
| ⑦ Dr. Dipali Chaudhary | History Dept | retnel |

Arts Department meeting

21 February 2023

Entire Arts faculty meeting was conducted in Staff room (628) at 6:45 am on 21st February 2023.

Following members were present:

1. Dr. Nitima Bhagwat
2. Vijaya N. Shirsat
3. Dr. Vidya P. Verma
4. Mrs. Mansi Gawand
5. Mrs. Kavita J. Patil
6. Mrs. Valarmathi Pavan
7. Harshavarchini Arvind Borwankar
8. Janhavi P. Naik
9. Dr. Zeba Siddiqui
10. Prof. Komal Laxman Patil
11. Raheem Sawant

NB
21/2/23

H. Shirsat

V. Verma

M. Gawand
21/2/2023
Valarmathi

H. Borwankar

J. Naik 21/02/23

K. Patil
20/2/23
R. Sawant

Following points were:

- 1) Discussion about syllabus completion
- 2) Discussion about allotment of lectures to teachers
- 3) Only 2 lectures will be conducted as 12th Board Exam is started.
- 4) TY and ST syllabus completion date were finalized.

9th March 2023

A Meeting was scheduled on 9th March 2023 at 6:45 am in Room no 628 Staff Room to discuss regarding the lecture and practice test and syllabus completion of FY, SY, TY students.

1. Dr. Nilima Bhagwat
2. Dr. Vidya P. Neer
3. Vijaya N. Shirasat
4. Janhavi P. Naik
5. Varita y. Patil
6. Valarmathi Tevar
7. Dr. Dipali Chaudhary
8. Dr. Zeena Siddiqui
9. Rupali P. Patil
10. Harshavardhini Borwankar
- 11.
- 12.
- 13.

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~~18/05/21~~

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Enhance

✓ N^o 2/3/23

Valarathi 9/3/23.

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Following points were discussed in the meeting.

- TY Syllabus Completion till 31st March.
 - FY Syllabus Completion till 31st March.
 - Lectures will be taken as per time table
 - FY And SY Practice test from 14th March.
- 1, 3, 5 April 13 to 16 March
- TY Practice test form

28/06/22

Minutes of the Meeting

The 1st Departmental meeting took place on 28th June 2022, Tuesday at Room No. 628

For this meeting Prof. Vijaya Shirsat (HOD) proposed the agenda of the meeting.

Following points were discussed in the meeting

- 1) The workload given by Previous HOD will be maintained in the Academic Year 2022-23
- 2) Departmental Calendar was discussed
- 3) Proposed departmental events were discussed.
- 4) General instruction were given to the staff.

Signature of the Staff

- 1) Asst. Prof. Vijaya Shirsat.
- 2) Asst. Prof. Ishita Majumdar.
- 3) Asst. Prof. Komal Laxman Patil.

~~Shirsat~~
K. Patil.

28/06/22

Minutes of the Meeting

The 1st Departmental meeting took place on 28th June 2022, Tuesday at Room No. 628

For this meeting Prof. Vijaya Shirsat (HOD) proposed the agenda of the meeting.

Following points were discussed in the meeting

- 1) The workload given by Previous HOD will be maintained in the Academic Year 2022-23
- 2) Departmental Calendar was discussed
- 3) Proposed departmental events were discussed.
- 4) General instruction were given to the staff.

Signature of the Staff

- 1) Asst. Prof. Vijaya Shirsat.
- 2) Asst. Prof. Ishita Majumdar.
- 3) Asst. Prof. Komal Laxman Patil.

~~Shirsat~~
K. Patil.

25/07/22

Minutes of the meeting

The 2nd Departmental meeting was conducted on 25th July 2022, Monday at Room No. 628. The meeting attended by Prof. Vijaya Shirsat, Prof. Ishita Majumdar & Prof. Komal Patil.

In this meeting Prof. Vijaya Shirsat proposed the Agenda as follows.

- 1) Academic calendar
- 2) Department Events
- 3) Attendance maintenance and Lectures.

Following points were discussed in the meeting.

- 1) Academic calendar to be prepared by end of July.
- 2) Department events were discussed and duties were allotted to the staff.

Movie Screen, High Court visit, Eloction Competitions, Politics Study Centre to be started, Vidhan Bhavan visit, Constitution day, World Humanity day, Youth day & National Voters day to be conducted by the Political Science dept.

- 3) Staff must maintain the attendance record
- 4) Staff must conduct the lecture for 50 min.

Signature of the Staff

- 1) Prof. Vijaya Shirsat
- 2) Prof. Ishita Majumdar
- 3) Prof. Komal Laxman Patil.

Shirsat

Ishita

Kpatil

Entire Arts faculty meeting was conducted in staff room (620) at 9.30 on 5th Dec. 2022 to decide F.P.B.A lectures and class incharge finalization.

Following members were present

① Dr Nilima Bhagwat	Eco Dept	NB
② Janhavi P. Naila	His Dept	GP 21/22
③ Dr Vidya I. Nene	English	Ambarish
④ Rashmi Sawant	Psychology	Vijay
⑤ Vijaya N. Shirsat	Political science	RCC
⑥ Rupali Prashil Patil	Eco Dept.	Shash
⑦ Prof Ishita Hajirkar	Pol-SC	gft
⑧ Prof. Komal Lakshman Patil.	Pol. Sci.	gft
⑨ Prof. Priyanka D. Bangera	F.C	05/12/22
⑩ Dr. Zebar Siddiqui	English	Bangera
⑪ Mrs. Mansi Gawande	Eco	Siddiqui
⑫ Dr. Dipali Choudhary	History	05-12-22
⑬ Prof. Kavita Y. Patil.	History	gft
⑭ Mrs. Valasmukhi Teyar	Eco	05/12/22
⑮ Harshavardhini Arvind Bormankar	Economics	Valasmukhi
⑯ Mala Khanchandani	History	05/12/22

Following

- Class incharge was finalized.
- lectures were allocated.
- discussion on proper attendance of students

Entire Arts faculty meeting was conducted in staff room (620) at 9.30 on 5th Dec 2022 to decide F.P.B.A lectures and class incharge finalization.

Following members were present

① Dr Nilima Bhagwat	Eco Dept	NB
② Janhavi P. Naik	His Dept	5/12/22
③ Dr Vidya I. Meena	English	Vijh
④ Rashmi Sawant	Psychology	RSC
⑤ Vijaya N. Shiksat	Political science	Shiksat
⑥ Rupali Prashil Patil	Eco Dept.	RP
⑦ Prof Ishita Hajinkar	Pol-SC	IH
9. Prof. Komal Lakshman Patil.	Pol. Sci.	KPatil 05/12
10. Prof. Poojanika D. Bangera	F.C	Bangera 05/12/22
11. Dr. Zebar Siddiqui	English	Siddiqui 05-12-22
12 Mrs. Mansi Gawand	Eco	Mansi
13 Dr. Dipali Choudhary	History	DChoudhary 05/12/22
14 Prof. Kavita Y. Patil.	History	KPatil 05/12/22
15 Mrs Valasudhi Tevar	Eco	Valasudhi 05/12/22
16. Harbhavardhini Arvind Bormankar	Economics	HBormankar 05/12/22
17. Mala Khanchandani	History	MKhanchandani 05/12/22

Following

- Class incharge was finalized.
- Lectures were allocated.
- Discussion on proper attendance of students.

Entire Arts faculty meeting was conducted in staff room (628) at 8.50 to discuss regarding new working timetable on 28 November 2022.

Following members were present

- | | | |
|------------------------|-------------------|--------------------|
| ① Dr. Nilima Bhagwat | Eco Dept | NB |
| ② Janhavi P. Nail | His Dept | 28/11/22 |
| ③ Dr. Vidya P. Neam | English | Janhavi |
| ④ Rashmi Sawant | Psychology | Vijay |
| ⑤ Vijaya N. Ghisat | Political Science | Rashmi |
| ⑥ Dr. Zeba Siddiqui | | 18/11/22 |
| ⑦ Dr. Dipali Chaudhary | History Dept | <u>not present</u> |

The first meeting of the second term was held in the department of Political science on 22nd November 2022 in 2022 at 7.45 AM in zoom number 628.

Head of Department Prof. Vijaya Shirsat, Prof. Ishita Majumdar, Prof. Komal Patil were present in this meeting.

In this meeting there was a discussion about celebrating the constitution day.

Agenda

- 1) celebrating the constitution day.
- 2) Planning to visit High Court
- 3) Planning to visit Vidhimandal.

Following points were discussed in the meeting.



Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashwant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
VIVA College
(NAAC ACCREDITED 'B' Grade, CGPA 3.59)

Minutes of meeting 07/03/2022

A meeting was announced with heads of departments on 07/03/2022 at 12:00 noon in conference hall 220 with agenda of discussing arrangements for Offline degree distribution ceremony to be conducted on 12th March, 2022

Following points were discussed:

- Prof. Prajata Paranjape madam addressed the staff.
- Teacher reporting at 10:00 am
- Ceremony will begin at 11:00 am
- Students will be sitting by 10:30 am
- All heads should get confirmation from rankers, whether along with parents
- Exam dept will confirm if all certificates have come.
- Heads and TY staff should distribute degrees on the same day
- Remaining would get from exam counter
- Dress code - gents kurta, ladies- Sadi, students- Indian outfit. Kurta
- Overall anchoring - Prof. Harshavardhani Borwankar
- Overall seating - Dr. Archana Joshi
- Arts faculty anchoring - Prof.
- Arts seating area - Prof. Velarmathi Tevar, Prof. Vijaya Shirsat
- Refreshments - Dr. Vidya Verma
- Announcement - Prof. Qudasiya Sayed
-

A meeting was scheduled for deciding the workload, staff requirement and capping for all the departments of Arts with the Principal and all the heads of department on 17th June 2023 at 8:30 in the principal's office.



Following members were present.

1. Principal Dr. V. S. Adigal
2. Dr. Nilima Bhagwat
3. Dr. Vidya Verma
4. Ms. Vijaya Shirsat
5. Ms. Janhavi Naik
6. Ms. Rashmi Sawant

Following matters were discussed in the meeting.

1. In AY 2022-23 a total of 408 students were admitted to FYBA. Out of which 337 students are eligible to seek admission to SYBA in AY 2023-24.
 - a. ECOHISPS M 130

- b. ECOHISPS E 92
 - c. LITPSYPS 22
 - d. LITPSYHIS 25
 - e. LITHISPS 48
 - f. LITECOHIS 20
2. For each department, number of eligible students for SYBA are
 - a. PSYCH FY to SY $22+25 = 47$
 - b. LIT FY to SY $22+25+48+20 = 115$
 - c. PS E FY to SY $92+22+48 = 162$
 - d. HIS E FY to SY $92+25+48+20 = 185$
 3. SYBA DIV A will be a marathi medium.
 4. SYBA DIV B will be english medium with ECOHISPS group
 5. SYBA DIV C will be all other combinations.
 6. Capping for TYBA
 7. From SYBA M ECOHISPS 132 students are eligible to seek admission to TYBA. So capping of 30 for each group.
 8. From SYBA E, following are the combinations and eligible students.
 - a. TY ECO E $82+16 = 98$
 - b. TY HIS E $82+24+16+27 = 149$
 - c. TY PS E $82+27 = 124$
 - d. TY LIT E $15+16+27+24 = 82$
 - e. TY PSYCH E $15+24 = 39$
 9. 100 capping each subject.

The meeting was concluded at 10:00 am with chair's permission



Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
VIVA College
(NAAC ACCREDITED 'B' Grade, CGPA 3.69)

MOM HEADS OF DEPT BEGINING OF AY22-23 13 JUNE 2022

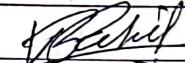
Following points were discussed.

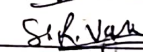
1. Submit provisional time table and workload in 2 days. While preparing time table, avoid consecutive lectures.
2. Prepare academic calendar.
3. Plan for conference and seminar streamwise.
4. Inhouse FY admission till 25th. Varification later.

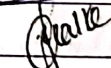
"Agenda of the Meeting"


The following points need to be discussed in the meeting dated 3rd June 2022


- 1.) Inquiry to be taken in ATR & FO lab. Offline admission to be taken in BTR.
- 2.) Inquiry follow up to be done by pojar maam & Pratyasha maam.
- 3.) Sem 3 & 5 calendar planning was discussed.
- 4.) "Forest Fiesta" at new college details were discussed. Faculties are required to submit a budget for the same.
- 5.) Discipline to be maintained by both faculties (teaching & non teaching).

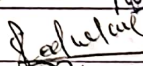
Prof. Vaibhav Patil - 

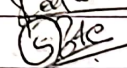
Prof. Sagor Vaze - 

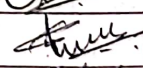
Prof. Kirti Challe - 

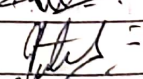
Prof. Sanir Korgaonkar - 

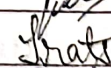
Prof. Namrata Kharbandi - 

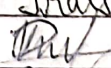
Prof. - Pojar Pedrekar - 


Prof. Sunil Pote - 

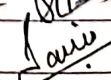
Prof. Shrikant Dharne - 

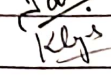
Prof. Rameez Patel - 

Prof. Pratyasha Pattnaik - 

Prof. Dipti Khadpe - 

Prof. Siddhesh Wadkar - 

Prof. Saurio D'Souza - 

Prof. Ajesh Keloth - 

"Minute of the Meeting"

The below mentioned points were discussed today at 1530hrs dated 3rd June 2022.

1.) Inquiries for the new academic year 2022-2023 to be taken in Po lab & ATR. Offline form filling to be done in ATR & Online form filling to be done at BTR. Verification to be done by sagar sir.

2.) Inquiries registered so far follow up to be done by Prajwal & Pratyasha maam.

3.) Sem 3 & Sem 5 calendar planning was discussed.

4.) Food Fiesta at new college on the days of Marshall distribution. There would be total of 4 stalls (3 food stalls & 1 beverage stall) & it would be based on coupon system & expenses & budget to be shared by college. Faculties are required to submit budget for the same.

5.) Faculties are required to maintain discipline inside the college premises (teaching & non teaching staff).

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 18th June 2022.

1) Food Fiestra detailing to be discussed in terms of stalls, discounts etc.

2) Products & pricing to be discussed.

3) Allocation of stalls to be done.

Prof. Vaibhav Patil -

Prof. Sagar Vaze -

Prof. Kirti Challe -

Prof. Sanis Korgankar -

Prof. Mansata Kharkandi -

Prof. Pooja Pednekar -

Prof. Sunil Pote -

Prof. Shrikant Dharne -

Prof. Rameez Patel -

Prof. Pratyasha Pattnaik -

Prof. Dipti Khadpe -

Prof. Siddhesh Wadkar -

Prof. Savi D'Souza -

Prof. Lejesh Keloth -

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"Minute of the Meeting"

The below mentioned points were discussed today at 1530hrs dated 16th June 2022.

→ Food Fiesta would be organised on 17th June 2022 at new campus - VIVA College. The Fiesta is organised to reach maximum students of HSC (Science & Arts & Commerce) to promote department of Hotel Management.

Students upon showcasing their HSC Marksheet would be entitled to get upto 50% discount.

→ Products to be displayed in counters (1000am till 1700hrs).

Food Counter

• Sandwich, Pasta counter, pastury, Cholle Roll, Muffin with icing, Mousse, Live cake.

Beverages -

• Hot Chocolate, Ginger tea (Hot), Ginger Iced tea, Mojito, Fruit Punch.

→ Menu along with the price to be displayed at each counter.

→ Cash counter, coupons & sheet to be prepared.

→ Siddheshwar to be taking care of Sandwich stall
Rameez Sir to be taking care of both stalls
Narvata nam to be taking care of Pasta stalls.
Bakery item stall was taken care by Agar Sir.
Beverage stall was taken care by the P&B team.

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 26th July 2022.

- F.Y. BSc HS & CA - academic year commencement dates.
- Timetable for F.Y. BSc & CA to be discussed.
- No breaks between the practicals.
- Punctuality to be maintained.

Prof. Vaibhav Patil -

Prof. Sagar Vaze -

Prof. Kirti Challe -

Prof. Sanis Korgaonkar -

Prof. Mansata. Kharakandi

Prof. Pooja Pednekar -

Prof. Sunil Pole -

Prof. Shrikant Dharne -

Prof. Rameez Patel

Prof. Pratyasha Pattrick -

Prof. Dipti Khadke -

Prof. Siddhesh Wadkar -

Prof. Savio D'souza

Prof. Devesh Keloth -

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Minute of the Meeting

The below mentioned points were discussed today at 1830hrs dated 26th July, 2022.

→ The commencement date of the class - F4 BSc & CA would be 01st August-22 For one week practicals to be conducted in batches.

→ Saturday, 30th July 2022 is the tentative date for Orientation! - F4 BSc & BACA.

→ Faculties are not supposed to be continuing their practicals at one slot. No breaks to be offered to students.

→ Faculties are required to be punctual. Discipline to be maintained at all times.

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 13th August 2022

- The co-ordinators for IV to be finalised.
- Workshop details to be discussed
- Handover for cultural to be discussed.
- On Saturdays workshops to be organised -
Gymnastics, calisthenics etc.
- Tentative date for cocktail workshop to be discussed.
- Maharashtra / Oran theme lunch to be planned for 2nd week - September 2022.
- International theme - Italian street competition to be planned. - TY BACA.
- IV Booking slot to be opened from October 2022

Prof. Vaibhav Patil -

Prof. Sagar Vaze -

Prof. Kirti Challe -

Prof. Namrata Kharliandi -

Prof. Pooja Pedrolas

Prof. Sunil Pote -

Prof. Shrikant Dharne -

Prof. Rameez Patel -

Prof. Pratyasha Pattnaik -

Prof. Dipti Khadke

Prof. Siddhesh Wadkar -

Prof. Savi D'Souza -

Prof. Ajesh Keloth -

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"Minute of the meeting"

The below mentioned points were discussed today at 1630hrs dated 13th August 2022.

- Raniz Sir was selected as "IV co-ordinator."
- Workshops to be hosted on Saturdays. Cake icing workshop, grooming workshop to be organised.
- 26th August is the tentative date for cocktail workshop.
- Shrikant Sir to be taking the cultural handover.
- 2nd week of September - either onam/maharastrian theme lunch to be hosted.
- TY BSCA event to be organised soon - the topic for the same would be International theme - Italian street food.
- The bookings for IV to be opened from October.

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 23rd August 2022.

- Details to be discussed for model making competition: timings, location & registration.
- Guidelines & rules to be discussed for the competition. Parameters for the competition to be discussed.
- The ingredients that would be offered for the competition known college to be discussed & finalized.
- Students to be briefed to get their own presentation materials & tool kit. Grounding to be maintained.
- Details of the value shop workshop to be discussed. The venue for the same is seminar hall.

Prof. Vaibhav Patil —

Prof. Jagas Vaze —

Prof. Kirti Challe —

Prof. Naurata Kharkandi —

Prof. Sumit Pote —

Prof. Shrikant Dharne —

Prof. Rameez Patel —

Prof. Pnatyasha Pattnaik —

Prof. Depti Khadpe —

Prof. Siddhesh Wadhar —

Prof. Davio D'Souza —

Prof. Lajesh Keloth —

"Minute of the meeting"

The below mentioned points were discussed today at 1630hrs dated 23rd August 2022.

→ There would be a "Modali making competition" on Saturday 27th August 2022. The reporting time for the participants would be at 8:45 am. The competition would be from 9 am till 11:30 am. Allocation would be at BTK & ATK depending on no. of entries. Final presentation would be at the advanced training restaurant.

→ Students would be sending their recipe along with the filled form online by latest 25th August 2022, Thursday. Students would be judged on basis of taste, texture, presentation & innovation. On the day of competition code would be allotted to students by the cultural team.

→ Students would be offered basic ingredients from college.

- Rice flour, wheat flour, refined flour,rava
- Jaggery, sugar, oil, ghee, rava, cardamom powder,

→ Students would be getting their presentation materials, tool kit & needs to be in proper uniform. Students would be preparing sweet modali & it would be for two portions.

→ Class coordinators are required to collect a refundable deposit of 100 ₹ 50/- from students participating for modali competition.

1:30pm onwards cake icing workshop would be held at college by "Rich's". FY, SY & TY BACA & FY BSc HS would be part of the workshop. The same would be organised at seminar hall it would be conducted by chef Uday & Chef Bhushan.

→ Class schedule for Saturday would be discussed tomorrow with Vaibhav Sir.

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 25th August 2022.

- Total no. of participants participating for the event competition to be discussed.
- Students to be carrying their own unique ingredients for the competition.
- Presentation to be displayed in ATR.
- FY HS & CA to be competing together.
- SY & TY BACA & HS to be competing together.
- Total marks would be 40 which would be further categorized into "Taste, Texture, Presentation, Innovation". — TY.
- For FY the total marks would be 30. They would be judged for "Taste, Texture & Presentation".
- Cultural committee team to be formed at the earliest & students HOD to be selected.
- Volunteers to be picked among students for the event.
- "Theme lunch" to be organised on 10th Sept.
- The decor at the restaurant for model competition to be done at "ATR".
- All participants to be given certificates for the competition.

"Minute of the Meeting"

The following points need to be discussed in the meeting dated 25th August 2022.

- We have received 70 applications for the "Modak competition" from all students.
- Students are required to get their own special ingredients if any required for the competition.
- After the preparation is done, products to be displayed in the ATR.
- FY HS & CA to be competing together & SY BACA, TY BACA & TY HS would be competing together.
- The marks allotted to them is out of 40 depending on "Taste, texture, presentation & Innovation" - TY.
- The marks allotted to them is out of 30 depending on "Taste, texture & Presentation".
- Cultural committee HOD & members to be selected at the earliest. Till the members are selected volunteers to be taken from class.
- Theme lunch to be organised on 10th September 2022.
- The decor for the modak competition to be done in "ATR".
- All the participants to be ~~taken~~ given certificates for the competition.

Prof. Vaibhav Patil —

Prof. Sagar Vaze —

Prof. Kirti Chalke —

Prof. Namrata Kharkande —

Prof. Shrikant Dhasne —

Prof. Raniz Patel —



Prof. Pratyasha Pattraik - Srats

Prof. Dipti Khadpe Khim

Prof. Siddhesh Wadkar D12

Prof. Saurio D'Souza - Pains

Prof. Tejesh Keloth - Klyen

"Agenda of the Meeting"

The following points needs to be discussed in the meeting dated 21st October 2022.

→ The joining dates might get revised to 4th Nov 22.

→ Sem IV - SYBACA - Monday, 7th Nov 2022.

Sem - IV - SYHS - Monday, 14th Nov 2022

Sem - VI - ~~SY~~ TYHS - 14 Nov only practical

Sem - I - (HS), 7th Nov, Monday - Internals.

Timetable would be decided & shared by Vaibhav Sir.

Question paper to be ready by 4th Nov 2022 & share it with examination committee.

→ Cultural team to be sharing the budget for next semester at the earliest.

Faculties from all subjects are required to be sharing their budget department wise to culture committee by 28th October 2022.

RA	HS
→ F.Y - Sagar V	{ Rameez & Sagar C - FY HS Pratyasha & Shrikant - ^{Dipti} SY HS Savio & Kiran Maam - TY HS
S.Y - Siddhesh	
T.Y - Nandana	

Prof. Vaibhav Patil -

Prof. Sagar Vaze -

Prof. Kirti Chalke -

Prof. Nandana Kharkandi -

Prof. ~~Siddhesh~~ Shrikant Chavhan -

Prof. Pratyasha Pattraik -

Prof. Dipti Khadke -

Prof. Siddhesh Wadkar -

Prof. Savio D Souza -

Prof. Lejesh Keloth -

Prof. Sagar C -

Prof. Deepika Wagh -

"Minute of the meeting"

The following points were discussed today at 10:00 hrs dated 21st October 2022.

→ The joining dates for the teaching faculties might get revised to 4th Nov 2022. Please do ~~share the~~ wait for the notice/circular from management.

→ Please find the below commencement dates for the SY & TY for the next semester.

SEM IV - SY BACA - Monday, 7th Nov 2022.

SEM IV - SY HS - Monday, 14th Nov 2022.

SEM VI - TY HS - Monday, 14th Nov 2022 (Practical)

SEM - I - (HS) - 7th Nov, Monday - Internals.

SEM - I - BACA - 7th Nov, Monday - Internals.

Timetable would be decided & shared by Vaibhav Sir.

→ The question paper to be ready by 4th Nov 2022 & share it with the examination committee.

→ Cultural team to be sharing the budget for next semester at the earliest. All the department are required to be sharing their budget to the cultural team by 28th October 2022.

→ Discipline inside the college premises to be maintained & usage of mobile phones are not entertained during theory/practicals.

→ The class co-ordinators for the HS & CA are allotted for the next semester.

BACA		HS	
PY -	Sagar Vaze	PY -	Ramrez & Sagar C
SY -	Siddhesh W.	SY -	Pratyasha & Shrikant/Dipti
TY -	Nansala Y.	TY -	Savio & Kirti Maan.

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 24/11/22.

- International Theme lunch - "Mexican".
Date to be decided. (13th January)
- 24th Dec, 22 - Cake making (1st period ~~week of Dec~~), student lunch (theme lunch) - 50 pan, F4, S4, T4.
Turkey - guests & chicken for students.

- Decoration approx 3.5 ~~lakhs~~ / budget.
Cake making - 10,000/-
F & B drinks - 2,500/-
Kitchen - 34,000/-
(Mgmt, staff & student lunch). } Approx date
3rd Dec,
Saturday

- ~~Thabas~~ → theme event for P4HS. (4th Feb 23)
Kitchen - 35,000/-
Decor - 15,000/-
Saturday

- Stalls for marketing at new campus.
RDM - 2500/-
Cake icing - 2,000/-
Bar tending - 10,000/-
Kitchen - 2,000/-
No. of stalls & menu would be discussed soon. Date to be decided - January 2023.

Prof. Vaibhav. Patil.

Prof. Dipti. Dilip Khadpe - ~~Khadpe~~

Prof. Deepika V. ~~Vishad~~ - ~~Vishad~~

Prof. Sagar Chaudhary - Chaudhary

Prof. Pratyasha S - ~~Pratyasha~~

Prof. Kishor Chavhan - Chavhan

Prof. Sagar Vane - S. R. Vane

Prof. Shrikant Dhame - ~~Dhame~~

Prof. Saurabh D'Souza - ~~D'Souza~~



Namrata 10

Namrata

Prof. Rameez - Chair

"Minutes of the meeting".

The following points were discussed in the meeting at 1530hrs dated 24th November 22.

- We have decided to have an "International theme lunch" - Mexican for all the student of department of hotel mgmt. The tentative date for the same is 13th January, 23. Menu & detailing would be done by the team.
- Cake mixing & celebration to be done on 3rd Dec 22 Saturday. The budget for the same is approx 10,000/-.

- For Christmas lunch on 24th December, 22 below budget was put department wise.

Decorations approx - 3,500/-

F & B drinks - 2,500/-

Kitchen - 34,000/-

The above budget includes night lunch, staff & students lunch.

- TY HS → Event dates are tentatively blocked as 4th Feb 23, Saturday. It would be "Dhaba theme" in the evening house. The budget for the same is kitchen - 35,000/-
Decor - 15,000/-
Menu & detailing would be done by the team.

- Dates are yet to be finalised for stalls - marketing at new campus. The budget for the same would be.

ROM - 25,000/-

Cake icing - 20,000/-

Bar tending - 10,000/-

Kitchen - 2,000/-

No. of stalls & menu would be discussed by the team. Approximately during January 23 most would be done.

"Minutes" & "Agenda of the Meeting"

The following points needs to be discussed is the meeting dated 22/12/22. Wednesday

→ Thursday lecture for practicals to be wrapped by 12pm. RDM practical (FO to be conducted 1 & 1/2 hrs Each department HK & FO).

→ Invitation to be ready by tomorrow for Christmas - Cultural Committee.

→ The student lunch would be supervised by Siddhu & Rameez

→ Colleges & hotel Christmas hamper to be ready by Friday & students to be going to handover the hampers. Count to be shared with Vaibhav Sir.

→ 26th Dec Onwards Christmas - winter fest to be conducted in the college premises.

10am onwards the fest commences.
14 faculties can go for paper assessment.

→ 27th - 30th Dec to be the dates for winter fest
Total of 16 games

- | | Judge |
|---|-------------------------------------|
| • Tag of War | Sagar Sir |
| • Mochtail comp. | Narurata nam |
| • Kitchen (Mystery ingredient) | Sagar Chowdhury |
| • Talent hunt (singing, dancing, mimicry, fashion show) | Kirti nam |
| • Treasure hunt | Ganesh Sir, Rameez Sir, & Jeesh Sir |
| • Bon Cricket | Deepika |
| • Best out of Waste | Sagar Vaze |
| • Sale ka Khel | Deepti |
| • Paper Dance | Narurata nam |
| • Lagoni | Pratyasha |
| • Pick the balloon | Narurata & Shrikant |
| • Hearing aid | Deepika |
| | Rameez |

- Blow the glass - Sameer Sir
- Taste of your appetite - Savio
- ~~Lesson of Spices~~ ~~Lesson of Spices~~ - Siddhesh.
- Bake the Sam - Sagar C.

→ Google form to be circulated of entry to be done by Saturday. (24th Dec 2022).

→ Treasure hunt & Tug of war to be played by staff.

→ 12pm on 24th Dec students to be assembled for Gala lunch & Welcoming team to be gathered to welcome the students. Students who already are present for the department's help to be following the note set by the department.

→ For staff on 24th Dec, red colour dress code is decided.

→ Christmas Menu

SOUP

Spiced pumpkin soup / chicken clear soup. (s)

STARTER

Spinach & mushroom quiche.

Chicken Quiche

Butter Garlic Prawns.

SALADS

Cheese salad / Grilled Veg salad.

MAIN COURSE

Roast Turkey & Au jus & cranberry sauce
Brussels sprout & snow peas
Garlic roasted potatoes.
Tambaleiya nice (s)
Veg Augratin - (s)
Paneer Steak - Herb Garlic Rice (Students)
Tomato sauce.
Assorted breads.

DESSERT

Plum Cake.
Brownie & Ice cream / Ice cream cups
(Students)

Prof. Vaikhav P - *[Signature]*
Prof. Kirti C - *[Signature]*
Prof. Samir K - *[Signature]*
Prof. Sagar V - *[Signature]*
Prof. Namrata K - *[Signature]*
Prof. Savio D - *[Signature]*
Prof. Shrikant D - *[Signature]*
Prof. Pratyasha P - *[Signature]*
Prof. Deepika V - *[Signature]*
Prof. Rameez P - *[Signature]*
Prof. Sagar C - *[Signature]*

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 30th December 2023.

- Updates of winter fest was discussed.
- Absence of Vaibhav Sir, handovers were discussed.
- Guest lecture is on 4th January 2023.
- Routine lecture & practical to be conducted.
- 8th January → Job fair at new campus. ~~So~~
- Any pending payment students are required to be collecting the same.
- New college stalls dates to be decided with Mr. Shinde (Tr. College principal).
- Kumar would be collecting the pending payment for IV - January 23.
- For Zampa IV - February students are ^{for} required to be getting the fees - 15-18 Feb.
- For the subject HRM, Manoj Sir to be taking the subject - SEM IV.
- The decoration of the restaurant - (ATR) to be pulled back on 2nd January 2023.
- Sagar V Sir to be following the names from FY BACA for the 30-45 days internship.
- Schedule for 17 Interview was discussed.
- Reliance Pvt. Ltd. are scheduled to be on 3rd January 2023. Venue - ATR.

- Intercontinental dates are not finalised yet mostly between 9-12 Jan 2023 for the campus placements.

"Minutes of the meeting"

The following points need to be discussed in the meeting dated 30th December 2023.

- Detailing on winterfest was discussed

- Vaibhav sir won't be available in campus for few days, for official work, details were discussed in his absence. Routine practical & theory would be conducted on daily basis.

- There would be guest lecture on 7th January 2023.

- On 8th February, Job fair to be organised in new campus.

- Students are required to be reminding about the payment of fees - academic year

- For stalls at new campus the same to be discussed with Mr. Shinde (Sr. college principal)

- Kumar would be collecting the pending payment for Industrial visit - January 2023 "Rajasthan".

- For Zarega Industrial visit - February students are required to be enrolling & getting the fees between "15-18th February 23".

- For the subject HRM, Manoj sir would be taking the subject. - Sen, W

- The decoration which was done for the Christmas at ATK (Advanced Training Restaurant) to be pulled back on 2nd January 2023.

- Sagor V to be following up for the names from F.Y. B.A. for the 30-45 days internship at hotels.

> The upcoming interview for Industrial training was discussed.

> Reliance Pvt. Ltd. are scheduled to be on 3rd January 2023. Venue - ATR (Advanced Training restaurant).

> The campus placement dates are not finalised yet mostly its going to be between 9-12 Jan 23 for the campus placements.

Prof. Vaibhav P — ~~Pratik~~
Prof. Kirti C — ~~Pratik~~
Prof. Sanis K — ~~Pratik~~
Prof. Sagar V — ~~Pratik~~
Prof. Anurata K — ~~Pratik~~
Prof. Sanis D — ~~Pratik~~
Prof. Shrikant D — ~~Pratik~~
Prof. Pratyasha P — ~~Pratik~~
Prof. Deepika V — ~~Pratik~~
Prof. Rameez P — ~~Pratik~~
Prof. Sagar C — ~~Pratik~~
Prof. Dipti K — ~~Pratik~~
Prof. Siddhesh W — ~~Pratik~~

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 13th January 2023.

→ 24 & 25th Jan 23 are the tentative dates for stalls at new campus.

→ 17th Feb - Event dates for 14 BSc HS students sponsors, guests, crowd would be attending.

1st Feb - 13th Feb Online registration.

Two coupons would be given to every sponsor.

→ Students are required to be getting the sponsors.

→ Counter to be set for the marketing of courses.

→ Menu of detailing about the same to be discussed with team.

"Minutes of the meeting"

The below mentioned points were discussed today at 1600hrs dated 13th January 2023.

→ 24th & 25th January 2023 are the tentative dates for stalls at New campus.

→ On 17th February event dates for TYBSc HS. students sponsors, crowd would be attending. The tentative dates are from 1st - 13th February. We are preliminary planning for online registration.

→ Students are required to be gathering the sponsors for the event.

→ Counter at new campus to be set for marketing of courses. Students from ROM to be briefed about the stalls and all inquiry to be registered.

→ Menu & pricing in detail to be discussed with team after students approach.

Prof. Vaibhav P -

Prof. Sameer K -

Prof. Kirti C -

Prof. Sagar V -

Prof. Mansata K -

Prof. Savio D -

Prof. Shrikant D -

Prof. Pratyasha P -

Prof. Deepika V -

Prof. Rameez P -

Prof. Sagar C -

Prof. Dipti K -

Prof. Siddhesh W -

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"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 30th January 2023.

→ Marketing of new campuses for TYBScHS for their upcoming endt - to be discussed.

→ Syllabus completion dates till mid March 2023.

→ If any student leaving early for waiting needs to be approved first & to be communicated to staff accordingly.

→ TYBSc HS event on 17th February 2023, theme - Shaka & Caribbean.

→ Event details -

4th Feb 23 - Flower arrangement

13th Feb 23 - Chocolate workshop

(tentative). 21st Feb 23 - Cocktail / mocktail workshop.

→ Black list needs to be prepared every month.

Class co-ordinators has to call the parents if students are irregular.

→ Training of placement faculties needs to be prepared a report of students who are not placed yet.

→ Short courses - MSBTC - Vocational courses Planning from next academic year 23-24.

→ The vocational courses to be pitched to any student of HSC (who has not cleared) / any graduate student.

"Minute of the meeting"

The below mentioned points were discussed today at 1630hrs dated 30th January 2023.

→ TYBSc HS - would be organising an event as part of their syllabus SEM-VI "Event planning & management". They would be getting sponsors.

→ Any classes - practical/theory schedule if the students are leaving early for the waiting the same to be communicated to the staff of class co-ordinators.

→ TYBSc HS event on 17th February 2023 date is finalised on the topic "FSSAI" - Eat Right India where we would be inviting speaker from "FSSAI" for FOSTAC certification for students & sponsors.

→ The theme lunch/dinner tentatively planned is Dhaba theme & Caribbean theme.

→ Please find the event details.
4th Feb 23 - Flower arrangement
13th Feb 23 - Chocolate workshop
21st Feb 23 - Cocktail Workshop
(Bar tending workshop)

→ Every month blacklisted list to be prepared Class co-ordinators has to call the parents if students are irregular.

→ Training & Placement team needs to be prepared a report of students who are not placed yet.

> short courses - MSBTE - ▽ - Vocational
courses planning from next academic year
2023-2024.

> The vocational courses to be pitched to any
student - who unfortunately not cleared
HSC / to any graduate student.

Prof. Vaibhav P - ~~Bohel~~

Prof. Kirti C - ~~Jare~~

Prof. Sanis K - ~~Mogank~~

Prof. Sagar V - ~~S. F. S.~~

Prof. Narurata K - ~~Narurata~~

Prof. Davio D - ~~Lavie~~

Prof. Shrikant D - ~~Kur~~

Prof. Pratyaksha P - ~~Prat~~

Prof. Deepika V - ~~Prat~~

Prof. Rameez P - ~~Tou~~

Prof. Sagar C - ~~Chaudhary~~

Prof. Dipti K -

Prof. Siddhesh W - ~~Q12~~

"Agenda of the Meeting"

The following points needs to be discussed in the meeting dated 23rd February 2023.

→ class adjustment for Fri & Sat - faculties heading towards W-Lanka.

→ Leave note to be submitted.

→ Fee recovery from students - All class-co-ordinators kindly follow up.

→ Sagar V & Namrata K would be taking care of any responsibility in Vaibhav Sir's absence.

→ Internal test to be conducted between 1st - 10th March 23. Timetable to be prepared by Rameez P & to be ready by Monday ~~27th~~ 27th February 2023.

→ Peons were briefed regarding their duties for the next two days (Fri & Sat) on behalf of Vaibhav Sir.

→ 04 students participating in competition at Robinson College meeting - Saturday 25th Feb 23.

(Dipesh P, Pranav D, Supriya D & Chinmay H) - TYHS & CA.

→ Till mid of March ONLY for the 1st half-classroom 217 & 218 would be occupied by "UTKARSHA" hence (120, 121 & 122) to be occupied.

→ Shaka theme preparations to be done.

"Minutes of the Meeting"

The below mentioned points were discussed today at 1630hrs dated 23rd February 2023.

- Since SYHS heading towards the IV - Lampa, of faculties. Class adjustment was done for Fri & Sat.
- Teaching & Non teaching staff are required to be submitting their leave notes after/before the leave immediately.
- All class co-ordinators are required to be following up for the pending payments from students.
- Sagor V & Navrata K. would be taking care of all needs, duties & responsibilities in absence of Vaishav Sir. (Fri & Sat 2023).
- Internal test to be conducted between 1st - 10th March 2023. Time table to be prepared by Rameez P & to be kept ready by Monday 27th Feb 23.
- All peers are briefed regarding their duties for the next two days (Fri-Sat), any queries to be contacted Sagor V & Navrata K.
- Robinson college is organising "Inter college culinary competition" 4 students are representing our college. On Saturday 25th Feb 23 meeting to be conducted students name - Dipesh P, Pharas D, Deepnya D, Chirney Hele (14 BSc HS & CA)
- Till mid of March 2023 ONLY classroom 217 & 218 to be occupied by "UTKARSHA" hence 120, 121 & 122 to be occupied - ONLY for the 1st half of day.
- Pre preparations to be done for DHABBA theme.

Prof. Vaibhav Patil - Patil

Prof. Kirti C - Patil

Prof. Sanjay K - Shankar

Prof. Sagar V - Shankar

Prof. Anurag K - Shankar

Prof. Rameez Patel - Patil

Prof. Pratyasha P - Shankar

Prof. Deepthi K - Shankar

Prof. Savio D - Shankar

Prof. Siddhesh W - Shankar

Prof. Deepika V - Shankar

Prof. Sagar C - Shankar

Prof. Shrikant D - Shankar

"Agenda of the Meeting"

The following points need to be discussed in the meeting dated 8th March 2023, Wednesday @ 1600hrs

→ Syllabus completion dates -

- ★ • SYBACA → [15th March (Wed) (Theory/Practical)
17th March (Submission)]
 - SYBSc HS → [15th March (Fri) (Theory/Practical)
17th March (Submission)]
- Syllabus completion form (Faculties/Students) to be filled & to be submitted to Hardik.

→ Form to be filled & submitted at the office to generate hall ticket.

→ Fee recovery - HS & CA. (SY & TY, FY).

- ★ • TYBACA - } March End 2023
- TYBSc HS - } (Practical/Theory).

→ Work load to be checked thoroughly from coming academic year. 25-28 hrs/week each faculty.

→ Marketing strategy for HSC students for the upcoming academic year.

→ Entry to be made in register anyone who is stepping outside the premises. Register would be kept in "~~Admin - regis Office~~" "Admin - regis Office". Entry is required before stepping outside the premises.

→ Purchasing (cash) if required Surendra would be doing the needful.

- Discipline to be maintained in all classes (Theory & practicals)
- No mobile phone inside the college premises. students not to be allowed.
- All labs to be kept only 1 chair, rest to be handed over to admin.
- Window panel to be cleaned for all labs. Faculties kindly take care of individual depts.
- 12th March 2023, blacklisted students list to be submitted by all class-coordinators.

"Minutes of the Meeting"

The following points ^{were} ~~needs~~ to be discussed in the meeting dated 8th March 2023, Wednesday @ 1600hrs

- The syllabus completion dates for SY (HS & CA) were discussed for practical & theory.

→ SY BACA [15th March - Wed (Theory/Practical)
17th March - Submission (Friday)

→ SY BSc HS [15th March - (Theory/Practical)
17th March (Submission)

- Students are required to fill the form & submit with class co-ordinators post the same hall ticket to be generated.

- Class coordinators are required to follow up for the fee - HS & CA (PY, SY & TY).

- The syllabus completion dates for
 TY BACA } March End 2023.
 TY BSc HS } (Practical & Theory).

→ Faculties to be completing their monthly log it would be checked for the upcoming academic year. 25-28 hrs per faculty per week.

→ Marketing strategy to be discussed for the upcoming year.

→ Teaching & Non teaching staff are required to be making an entry in the register kept in admin office. Entry to be made before stepping outside the premises.

→ Moving ahead any cash purchase Surrendera would be doing the needful.

→ Faculties do ensure highest ^{level} discipline is maintained in all theory & practical classes.

→ No usage of mobile phones inside the college premises.

→ All class only one chair to be kept next to handover to the admin. day

→ Deep cleaning to be done in all departments window panels to be cleaned. Subject faculties to be taking care of their department cleaning.

→ By 12th March 2023, all class co-ordinators are required to be submitting the black listed students list.

Prof. Vaibhav Patil — ~~Patil~~
Prof. Kirti C — ~~Patil~~
Prof. Sanu K — ~~Patil~~
Prof. Sagar V — ~~Patil~~
Prof. Namrata K — ~~Namrata~~
Prof. Rameez Patel — ~~Patil~~
Prof. Pratyasha S — ~~Patil~~
Prof. Dipti K — ~~Patil~~
Prof. Sanu D — ~~Patil~~
Prof. Siddhesh W — ~~Patil~~
Prof. Deepika — ~~Patil~~
Prof. Sagar C — ~~Chaudhary~~
Prof. Sheikant D — ~~Patil~~

"Agenda of the Meeting"

The following points needs to be discussed in the meeting dated 5th April 2023, Wednesday.

- Paper checking - 1st floor.
- FYHS of OA Sanswale details to be discussed.
- Antismoke for career counselling.
- Team for counselling & inquiry
- Team for admission & verification
- Rules & regulations for the exam.
- Classrooms allotted for the examination

Prof. Vaibhav Patil -

Prof. Kirti Challe -

Prof. Sanis K -

Prof. Sagar V -

Prof. Mansata K -

Prof. Shrikant D -

Prof. Rameez P -

Prof. Pratyasha S -

Prof. Dipti K -

Prof. Sanis D -

Prof. Siddhesh W -

Prof. Deepika V -

Prof. Sagar C -

"Minutes of the Meeting"

The following points ~~mentioned~~^{were} discussed in the meeting today dated 5th April 2023. ~~At~~ at 16:00 hrs.

- After the examination of PY (HS & CA) paper checking to be done in 1st floor restaurant - BTR.
- TY HS & CA Farewell is planned on 19th April 23. Quotation & details are required to be pulled. (Rajhans Blue wave resort). Timing for the same would be 09am - 5pm inclusive of breakfast, lunch & hi tea.
- Career counselling artwork to be prepared. We are expecting email in for the same between 10am - 4pm.
- The counselling & inquiry team for the admission - Savio, Pratyasha, Deepika & Rameez.
- The admission & verification team for the admission - Shrikant, Dipti & Sagar V.
- During ~~admission~~ the examination, attendance should be signed in black pen only. before collecting the bundle entry to be made in the register. Do report 15 mins before the examination time. Student ID is compulsory during the examination. The classroom for the examination would be 211, 211A, 217 - (PY CA & HS).
118 - TY Practical examination.

"Agenda of the Meeting"

The following points needs to be discussed in the meeting dated 29th April 2023, Saturday.

- Work regarding NAAC during vacation
- Thankyou note addressed by Vaibhav sir
- TY commencing dates (HS)
- Class coordinators for TY to be finalised
- Once SY results are displayed admission process will start
- Fee installment details to be discussed
- Calendar planning to be made before starting of T.Y.
- Workshop, Theme lunch, Events budget, calendar to be given (I, III, V) semester

Prof. Vaibhav Patil -

Prof. Kirti Challe -

Prof. Sarisk -

Prof. Sagar V -

Prof. Nandata K -

Prof. Shrikant D -

Prof. Rameez P -

Prof. Pratyaksha T -

Prof. Dipti K -

Prof. Sanio D -

Prof. Siddhesh W -

Prof. Deepika V -

Prof. Sagar C -

Vaibhav Patil

Kirti Challe

Sarisk

Sagar V

Nandata K

Shrikant D

Rameez P

Pratyaksha T

Dipti K

Sanio D

Siddhesh W

Deepika V

Sagar C



"Minutes of the Meeting"
The following points were discussed in the meeting today dated 29th April 2023 at 1500hrs.

→ All the teaching staff vacation slots are discussed if there would be any work for NAAC faculties are required to be doing during the breaks.

→ HOD of Hotel management - Mr. Vaibhav Patil gave a thanksgiving word of appreciation to all faculties for putting their best for the academic year.

→ 1st week of June 2023 would be commencement date for TY BSC+HS. Only practicals. Timetable to be shared shortly.

→ TY Class co-ordinator would be Kirti Naam of Sansi Sir for TY HS.

→ One SY (HS & CA) results are declared & displayed on portal. Students are required to start the admission process.

→ Fees to be paid in three installments only.

→ In July follow up to be taken for fees & by Dec entire fee to be completed.

→ Calendar planning to be done before the commencement of S.Y classes.

→ Workshop, Theme, Lunch/dinner, events budget & calendar planning to be given for Sem (I, III, V) semesters.